

# Simplify.

We make managing the financial audit process easy. Start with this helpful checklist:

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**Determine which non-equity accounts need to be reconciled**

Bank accounts, prepaid expenses, fixed assets, accrued expenses, etc.

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**Reconcile non-equity accounts**

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**Reconcile equity accounts**

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**Prepare non-reconciling audit schedules**

Sales cutoff test  
Test for concentrations  
Inventory testing (FIFO, FMV, slow and obsolete)  
Depreciation and amortization  
Asset impairment test  
Search for unrecorded liabilities  
Income tax accrual  
FIN 48 income tax analysis  
Debt and commitment analysis and schedule  
Earnings per share calculations

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**Perform Black-Scholes option valuation**

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**Perform calculations underlying option disclosure**

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**Document accounting policies**

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**Obtain and collate permanent file documents**

(i.e., Minutes, new leases, stock option grants)

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**Prepare electronic file containing all audit schedules**

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**Prepare non-electronic file containing all non-electronic audit schedules and support**

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