

Audit Checklist

Typically auditors will give you a complete list in advance of necessary reports and items they would like to review. If they do not, here is a list to get you started:

- Review all your financial reports
- Account Ledger Reports for all Properties
- Account Ledger Reports for all Owners
- Account Ledger Reports for all Bank Accounts
- Trial Balance Report
- Delinquent Tenant report
- Security Deposit Report (Tenant Deposit Report)
- Bank Reconciliations
- Bank Statements
- Receipts/Invoices