

## Private School Audit Preparation Checklist

- Complete your school's year-end closing.
- Prepare account reconciliations for all major assets, liabilities, revenue and expenses, including but not limited to:
  - Cash
  - Investments
  - Pledge and tuition receivables
  - Fixed assets
  - Prepaid expenses
  - Accounts payable
  - Accrued expenses
  - Notes payable
  - Restricted net assets
  - Endowment activity
  - Tuition income
  - Special events
  - Payroll
- Gather any documents and agreements that were new and executed during the year, which could include:
  - Updated leases
  - Loan agreements
  - Bylaws
  - Investment policies
  - Employee handbook
  - Employment agreements
  - Employee benefit plan documents
  - Gift and grant agreements
  - Construction contracts
  - Letters of credit
- Review your school's current accounting policies and procedures and make updates for changes made during the year.
- Organize your vendor and payroll files to ensure you can find supporting documentation when requested.
- Ensure you have supporting documentation for journal entries and you organize entries so you can find things quickly when the auditors make requests.

- Request or ensure you have meeting minutes from your school's board of directors and audit and/or finance committee for the fiscal year being audited and subsequent minutes, as well as an up-to-date list of board of directors.
- Notify your development office of the audit start date and work with your team to reconcile the development office's gift records with the accounting records of the business office.
- Notify your admission office when the audit will begin as the auditors may request to see admission applications.
- Compile a tuition schedule that provides the number of students by each tuition category as well information on the various payment plans offered.
- Put together a listing of your school's bank account names and numbers, which auditors can use to confirm the year-end balances with your bank(s).
- Gather bank statements for the cash, investment and debt accounts as of year-end.
- Contact your auditor to schedule your audit at a time that works best for your school.

### **About Gross Mendelsohn**

[Gross, Mendelsohn & Associates](#) is an accounting, technology and wealth advisory firm serving private schools and nonprofits throughout the Mid-Atlantic area.