CHECKLIST

Audit-Readiness Binder Index

What this is	The index of a continuously-maintained audit binder — what each section contains, who owns it, and how often it refreshes — so audit season is a review, not a reconstruction.
It assumes	An annual independent audit.
Change before use	Sections that do not apply, and anything your auditor asks for that is not listed.

THE BINDER IS MAINTAINED IN THE SPREADSHEET

The index below is the structure. **The binder is the accompanying spreadsheet** — the same twelve sections with an owner, a refresh cadence, a last-refreshed date, and a completeness state, plus a second sheet that maps the auditor's request list to sections.

A request that maps to no section is the useful finding.

The idea

The difference between a two-week audit and a two-month audit is rarely the accounting. It is whether the evidence the auditor will request already exists in one indexed place, maintained through the year by named owners — or has to be assembled after the request list arrives. The binder (physical or a structured drive folder; the folder is better) is maintained continuously. Audit season then begins with a review of what is already there.

The index

Section	Contents	Owner	Refresh
1. Entity	Articles, bylaws as amended, IRS determination letter, state exemption, charity registration and current renewal, board roster with terms	[Secretary]	On change; verified annually
2. Governance	Adopted minutes for the year, committee reports, adopted policies with adoption dates, the COI cycle report and reconciliation sheet	[Secretary]	After each meeting
3. Financial statements & close	Monthly close checklist as performed, trial balances, reconciliations (bank, payroll liabilities, receivables), the year-end close file	[Finance lead]	Monthly
4. Revenue	Grant and contract agreements with amendments, the award inventory, drawdown and invoice files by award, contribution records and acknowledgment copies	[Finance lead]	On award; monthly

Section	Contents	Owner	Refresh
5. Expenditures	Procurement policy, approval evidence for transactions over thresholds, competitive process documentation where required, credit card statements with approvals	[Finance lead]	Monthly
6. Cost allocation	The written methodology, the bases and their supporting documentation, the allocation worksheets as run	[Finance lead]	Quarterly
7. Payroll & HR	Payroll registers, quarterly filings, the role catalog, sampled personnel-file checklist results, training completion evidence	[HR lead]	Quarterly
8. Assets & liabilities	Fixed asset register with additions and disposals, depreciation schedule, lease agreements, loan agreements and covenant calendar	[Finance lead]	Quarterly
9. Federal awards	SEFA draft maintained through the year, single-audit threshold monitor, subrecipient monitoring records where applicable	[Finance lead]	Quarterly
10. Insurance & risk	Policies in force, certificates issued, the requirement map from contracts, claims correspondence	[Ops lead]	On change
11. Compliance	Licensing correspondence and reports, monitoring findings and corrective-action closure evidence, accreditation correspondence	[Compliance lead]	On event
12. Prior year	Last audit, management letter, the responses, and the evidence that each prior finding's fix held	[Finance lead]	Annually

Operating it

1. Assign every section an owner by name. The finance lead does not own the binder; the binder has twelve owners and a coordinator.
2. Put each section's refresh on the obligations calendar. Refresh means "add what the period produced", not "rebuild".
3. When the auditor's request list arrives, map each request to a section. A request that maps nowhere becomes a new row in the index for next year.
4. After the audit, file the management letter in section 12 and open a corrective action for each comment — the fix, not just the response.

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