

# Annual Audit Preparation Checklist (FY 2026)

Audit Firm: [Auditor Name]  
Audit Period: FY 2026 (Jan 1 - Dec 31, 2026)  
Kick-off Date: [Date]  
Prepared By: Financial Controller, [Controller Name]

## Phase 1: Planning and Initial Documentation (Q4 2026)

Task	Status (Y/N/NA)	Responsible Team	Notes
1. Engagement Letter Signed	[ ]	CFO/Legal	Finalize terms and scope with the audit firm.
2. Finalized Trial Balance	[ ]	Accounting	Ensure all month-end adjustments are posted.
3. Financial Statements Drafted	[ ]	Accounting	Draft P&L, Balance Sheet, and Cash Flow Statement.
4. Fixed Asset Register Updated	[ ]	Finance/IT	All new CapEx acquisitions tagged and depreciated correctly.
5. Entity Structure Documentation	[ ]	Legal	Up-to-date legal structure, including all regional subsidiaries.
6. Inventory of Material Contracts	[ ]	Legal/Sales	High-value client contracts and vendor agreements.

## Phase 2: Controls and Policy Review

Task	Status (Y/N/NA)	Responsible Team	Notes
7. Payroll/HR Policy Review	[ ]	HR/Payroll	Confirm adherence to local labor laws and gratuity calculations.
8. T&E Compliance Review	[ ]	Finance	Sample testing of high-value <b>Expense Reimbursement Forms</b> .
9. IT System Access Logs	[ ]	IT/Engineering	Documentation of access controls for core financial systems (ERP, Payroll).
10. Revenue Recognition Policy	[ ]	Accounting	Evidence of adherence to IFRS 15 (SaaS subscription model).

## Phase 3: Fieldwork and Follow-up (Q1 2027)

Task	Status (Y/N/NA)	Responsible Team	Notes
11. A/R & A/P Confirmations Sent	[ ]	Accounting	Send confirmation requests to top 10 vendors/clients by value.
12. Legal Representation Letter	[ ]	Legal	Confirmation of no undisclosed litigation or contingent

			liabilities.
<b>13. Supporting Docs Organized</b>	[ ]	All Teams	All supporting documentation (invoices, bank statements, asset purchases) indexed in the central audit folder.
<b>14. FinTech/AI Model Valuation</b>	[ ]	R&D/Finance	Provide justification for the valuation of internal Intellectual Property (AI Models).

**Deadline for Auditor Data Room Access:** [Date]