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by communitybrands

4 Best Practices
for a Nonprofit Audit

Preparing for an audit is a year-round task, and the process has several undeniable benefits.

Here are **four best practices** to help with your nonprofit's audit readiness:

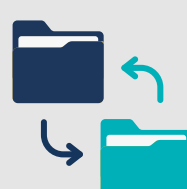### 1 Create a year-round audit process calendar

Include deadlines for each deliverable

Coordinate your **audit team** in advance

Consider building an **audit binder** or shared folder to store key documentation

2 Be ready to handle grant reporting effectively

Be sure your team **understands any grantor-specific reporting** requirements

Anticipate what your **auditor will request** based on previous audits

3 Provide auditors easy access to everything they need

Coordinate how your auditor will **access your documentation** and transactions in advance

Connect with your auditor early in the process to **ensure there's alignment**

4 Maintain good communication with your team and your auditor

Get buy-in on all **audit-related deadlines** from your nonprofit's team

Assign responsibilities to individual team members to ensure everyone stays on track

As the audit commences, **walk through transactions with your team** and the auditor to keep everyone on the same page

Keep your **Audit Committee and/or Finance Committee apprised** and schedule reviews early to ensure availability

While these practices are a piece of the puzzle, see the Nonprofit Audit Fundamentals guide, and ensure your nonprofit is ready to ace its next audit.

Nonprofit Audit Fundamentals
A guide to improving nonprofit audits

[View Guide]

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