MAC NEAL LLC

Audit-Ready PBC Checklist for Finance Teams

The prepared-by-client (PBC) list most auditors send, organized so your team can deliver it complete and on time.

FOR FINANCE & ACCOUNTING TEAMS

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Before fieldwork starts

Auditors build their plan around the PBC list. When items arrive late, incomplete or without a tie-out to the general ledger, fieldwork stretches and fees rise. Use this checklist to assign an owner and due date to every item.

Core financial records

- [ ] Final trial balance for the year (and prior year), tied to the financial statements
- [ ] General ledger detail, exported with account numbers and descriptions
- [ ] Adjusting and closing journal entries, with support and approvals
- [ ] Bank and credit-card reconciliations for every account, year-end month (and any requested months)
- [ ] Accounts receivable aging, tied to the GL, with an allowance analysis
- [ ] Accounts payable aging and a search for unrecorded liabilities (subsequent disbursements)
- [ ] Fixed-asset rollforward: additions, disposals, depreciation, tied to the GL
- [ ] Prepaid, accrued-expense and deferred-revenue schedules
- [ ] Debt schedule: balances, interest, covenants and loan agreements
- [ ] Equity rollforward and ownership/cap-table changes

Revenue, payroll & tax

- [ ] Revenue detail by customer or contract; key contracts and amendments
- [ ] Payroll register reconciled to the GL and to Forms 941/940 and W-2s
- [ ] Benefit plan and retirement contribution reconciliations
- [ ] Income-tax provision workpapers or prior-year returns; sales/use tax filings
- [ ] 1099 and 1042-S filings for the year, with W-9/W-8 files for vendors

Governance, controls & grants

Governance & legal

- [ ] Board and committee minutes for the year and through the report date
- [ ] List of related parties and related-party transactions
- [ ] Significant new agreements: leases, loans, guarantees, major customers and vendors
- [ ] Attorney contact list for legal letters; summary of open claims or disputes
- [ ] Insurance policies and coverage summary

Internal controls

- [ ] Process narratives or flowcharts for revenue, purchasing/AP, payroll, cash and close
- [ ] Evidence of key control reviews (sign-offs, approvals, reconciliation reviews)
- [ ] User access list for the accounting system and segregation-of-duties notes
- [ ] Status of prior-year findings and corrective-action plans

If you receive federal grants

- [ ] Grant agreements, budgets and any modifications
- [ ] Grant-by-grant expense detail, with cost allocation method
- [ ] Budget-vs-actual reports and drawdown/reimbursement records
- [ ] Schedule of expenditures of federal awards (SEFA) draft, tied to the GL

Make it easy on everyone

- [ ] One shared folder, numbered to match the PBC list
- [ ] A tracker with owner, due date, status and auditor follow-ups
- [ ] Every schedule ties to the trial balance, with the tie-out shown

> **Non-attest services.** Mac Neal LLC helps prepare records and coordinate requests. We do not issue audit opinions, reviews, compilations or other attest reports; audits are performed by an independent licensed CPA firm.

Want a second set of hands? Book a free 15-minute call at macnealllc.com/start-your-plan or email malcolm@macnealllc.com.