



# SME AUDIT PREPARATION CHECKLIST

UNA Tax and Accounting Services

| CATEGORY                   | TASKS                                                         | YES                      | NO                       | N/A                      |
|----------------------------|---------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| I. FINANCIAL RECORDS       | Trial balance and draft FS prepared                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | General ledger and subsidiary ledgers updated                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Sales and expense documents are compiled and organized        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Bank statements and reconciliations completed                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Inventory counts and valuation reports prepared               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| II. SUPPORTING DOCUMENTS   | Contracts and agreements on file (clients, suppliers, leases) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | BIR, SEC, and LGU filings updated and accessible              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Payroll registers and employee records complete               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Loan documents and major purchase contracts filed             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Proof of ownership and asset documentation ready              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| III. TAX COMPLIANCE        | VAT, Income Tax, and Withholding Tax returns submitted        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Annual Information Returns (BIR Form 1604s) filed             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Official receipts match declared sales                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Tax schedules and summaries updated                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Books reconciled with BIR filings                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IV. ACCOUNT RECONCILIATION | Bank accounts reconciled and verified                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Payables and receivables updated                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Fixed assets and depreciation reviewed                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Intercompany balances reconciled                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Old or unusual balances cleared                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V. AUDITOR COORDINATION    | Engagement letter signed and confirmed                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Audit timeline and schedule discussed                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Internal point person assigned                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Document submission deadlines set                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                            | Regular communication with auditor established                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**#UNAuditReady**

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## TOP 3 RISKS OF STARTING YOUR AUDIT TOO LATE

| RISK                                    | IMPACT                                 |
|-----------------------------------------|----------------------------------------|
| ₱25,000 BIR penalty for late AFS filing | Financial penalty and non-compliance   |
| Messy books and missed deductions       | Audit findings and additional workload |
| No available auditors by Quarter 1      | Delayed filing and increased stress    |

## BOOK YOUR FREE AUDIT CONSULTATION TODAY

Let UNA help you prepare early for a stress-free filing season.

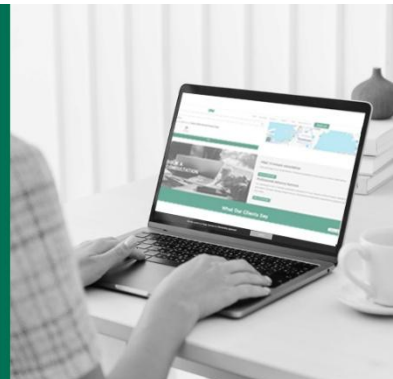
- **Contact us:** [sales@una-acctg.com](mailto:sales@una-acctg.com) / 0917 106 1038
- **Visit our website:** [www.una-acctg.com](http://www.una-acctg.com)
- **FREE 15-minute Consultation:** <https://tinyurl.com/y9uy83zf>
- **Professional Advisory Services:** <https://tinyurl.com/48fmp2ya>

For consultations over 15 minutes, we provide a minimum of 1-hour sessions at fair pricing for valuable expertise and support. Our team will delve deeper into your requirements and provide comprehensive guidance tailored to your needs.

*File Early. Stay Compliant. Avoid Penalties. #AheadWithUNA*

## BOOK A FREE 15-MINUTE CONSULTATION!

Take advantage of our complimentary consultations to discuss your needs or seek advice.



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