

2017

NPPO Audit Preparation Checklist

[VERANNE]

-
- Confirm audit date/time with NPPO Office

 - Review the NPPO Onsite Review PowerPoint presentation

 - Reserve office space with VA access, WiFi or two Ethernet cables for two auditors and one parking space

 - Review the prior NPPO audit recommendations and confirm resolution

 - Review updated Handbook-i.e. Non-disclosure policy

 - Include any new policies or revisions and prior NPPO recommendation actions in the board meetings prior to the audit

 - Add NPPO audit announcement at prior board meeting and in informational items

 - Check all board member files for completion of documents-COI reaffirmations

 - Set up meetings for the 30-minute NPPO board presentation for all board members on the afternoon of Day 1 or before 1pm on Day 2

 - Set up a 20-minute exit meeting with ED and another exit meeting with the MCD, COS, ACOSE and ACOSR on Day 2

 - Check all employee files for completion of documents

 - I-9s should be filed in a separate file from employee files

 - Set up weekly NPPO audit prep check-ins with NPC staff 2 month prior to audit

 - Reconcile all monthly bank statements

 - Prepare three binders: Policies, Bank Statements/Reconciliations, Master binder with NPC source documents

 - Policy binder: Create Table of contents page. Be sure all policies are numbered and placed in order

 - Bank Statement/Reconciliation notebook: All bank statements/reconciliations should be signed by the ED, CFO and Board Treasurer. Reconciliations should be attached to the corresponding statement. All documents should be double-sided.
-

-
- Master binder: file tabs should be added alphabetically to allow easy access to documents
 - Overview: Revenue, net income, # of employees, # of PIs, # of CRADAs and projects, annual gross payroll 990
 - Articles of incorporation
 - Bylaws
 - Annual Report-NPPO
 - Accounts payable report
 - Accounts Receivable report
 - Audit: audit of financial statements and independent auditors' report
 - Management letter
 - Balance Sheet report
 - Board composition
 - Board elections
 - Board minutes
 - COI signed forms
 - CRADA approvals: insert OGC approval letters
 - CRADA FY report/Registry list
 - Credit card: confirmation of daily purchasing limit
 - Director approval of board members
 - Director approval of ED
 - Donor acknowledgement letters
 - Fixed asset inventory list
 - Fiscal year budget: approved by board
 - FWA/IRB MOUs
 - IPAs
 - JPAs
 - MOUs
 - Multi-NPC documents
 - NPPO recommendation response
 - Organizational chart
 - Payroll report-annual gross wages by employee
 - Profit and Loss report
 - PI/accontholder financial reports
 - Questionnaires
 - R&D/Education project approvals
 - State tax exemptions
 - Strategic plan
 - WOCs: signed WOC letters

-
- Add ED and CFO business cards to Master binder for phone extension contact information

-
- Any/all recommendations from the audit report will be forwarded to the ED in a review report. Send responses to the recommendations within 45 days of the report.

