

Audit Preparation Kit

Nonprofit, NGO & Social Sector

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds an audit preparation kit for an NGO — books, vouchers, bank reconciliation, grant utilisation, fixed assets, statutory registers and prior audit points — with a documents checklist. Use this to be ready for statutory audit. Work with your auditor. For financial-audit specifics use the Financial Audit Preparation tool; for FCRA use the FCRA Audit Preparation tool.

Purpose of this tool & output

Be ready for statutory audit

How the output is used

Use the kit to be ready for the statutory audit with complete books, vouchers and reconciliations.

Who should vet it

Your statutory auditor (CA) conducts the audit; use the kit to prepare.

Important cautions

AI-generated kit; work with your auditor.

Companion documents

- 12A & 80G Registration Guide
- NGO Income Tax Return Helper
- Tax Exemption Compliance Guide
- NGO Compliance Calendar
- Annual Filing Guide
- TDS & Payroll Compliance

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.