

Audit preparation checklist

The documents and schedules to have ready before your annual audit starts, grouped by area.

Last reviewed: 27 September 2026

Use this checklist to prepare for your annual audit. Having these items ready before fieldwork starts shortens the audit and reduces follow-up questions. Tick each item when it is ready, and note any that do not apply to your business.

1. General and legal

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ Commercial registration (CR) certificate and activity list	
☐ Memorandum and articles of association, and any amendments	
☐ Shareholders and authorised signatories, with ID copies	
☐ Minutes of shareholder and board meetings for the year	
☐ Significant contracts signed or renewed during the year	
☐ Licences and municipality permits	

2. Accounting records

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ Final trial balance at year-end	
☐ General ledger for the full year	
☐ Prior year audited financial statements and management letter	
☐ List of journal entries posted after the year-end	
☐ Chart of accounts and any changes made during the year	

3. Cash and bank

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ Bank statements for all accounts for the full year	
☐ Bank reconciliations at year-end, with outstanding items listed	
☐ Bank confirmation authority letters signed for the auditor	
☐ Cash count sheet at year-end, if cash is held	
☐ Loan agreements, facility letters and repayment schedules	

4. Receivables and revenue

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ Aged receivables listing at year-end, agreeing to the ledger	
☐ Customer statements or confirmations for major balances	
☐ Credit notes issued after the year-end	
☐ Revenue by month and by product or service	
☐ Sales contracts and pricing terms for major customers	
☐ Basis for the expected credit loss (bad debt) provision	

5. Inventory

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ Stock count sheets and instructions for the year-end count	
☐ Inventory valuation listing (quantity × cost)	
☐ Costing method used (weighted average or FIFO)	
☐ Slow-moving and obsolete items, with the provision calculation	
☐ Goods in transit and stock held by third parties	

6. Property, plant and equipment

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ Fixed asset register with cost, depreciation and net book value	
☐ Invoices for additions above your capitalisation limit	
☐ Disposal documents and sale proceeds	
☐ Vehicle registration cards and property title deeds	
☐ Lease agreements (for IFRS 16 right-of-use assets)	

7. Payables and expenses

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ Aged payables listing at year-end, agreeing to the ledger	
☐ Supplier statements for major suppliers	
☐ Accruals schedule with support	
☐ Invoices for large or unusual expenses	
☐ Rent, utility and service contracts	

8. Payroll and employees

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ Payroll register for all 12 months	
☐ Employment contracts and salary changes	
☐ End-of-service benefits calculation at year-end	
☐ Social insurance (SPF) contribution statements	
☐ Staff advances and loans outstanding	

9. Tax

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ VAT returns filed during the year and payment receipts	
☐ VAT reconciliation of returns to the general ledger	
☐ Prior year income tax return and assessments received	
☐ Withholding tax returns and payment receipts	
☐ Correspondence with the Oman Tax Authority	

10. Related parties and other matters

DOCUMENT OR SCHEDULE	NOTES / STATUS
☐ List of related parties (shareholders, directors, group companies, families)	
☐ Related-party transactions and year-end balances	
☐ Pending legal cases or claims	
☐ Commitments and guarantees given	
☐ Significant events after the year-end	
☐ Management representation letter (we provide the draft)	

Tip: send everything as one folder with a clear file name for each item (for example "05 Bank reconciliation Dec 2025.pdf"). Schedules in Excel are easier to test than scanned copies.

This checklist covers the items most audits need. Your auditor may ask for more depending on your business and the risks identified.

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