

2016

# NPPO Audit Preparation Checklist

# [VERANNE]

- 
- Review the NPPO Onsite Review PowerPoint presentation.  
*Provided to each NPC in the NPPO Audit notification email.*

---

  - Review the prior NPPO audit recommendations and confirm their resolutions.

---

  - Review the updated Handbook for new policy to be implemented; ensure compliance. *(i.e. Non-disclosure Policy for NPC employees)*

---

  - Confirm audit date & time with NPPO Office

---

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

---

  - Reserve the auditors one parking space for the duration of the audit

---

  - Reserve the auditors an office space with VA access, Wifi or two Ethernet cords for the duration of the audit

---

  - Schedule the 30-minute NPPO Presentation for all Board members to attend.  
*This presentation is typically scheduled on the afternoon of Day 1 or before 1pm on Day 2; however, always confirm scheduling requirements.*

---

  - Schedule one 20-minute exit meeting with ED.  
*These meetings are typically scheduled after 1pm on Day 2; however, always confirm scheduling requirements.*

---

  - Schedule one 20-minute exit meeting with the MCD, COS, ACOSE and ACOSR.  
*These meetings are typically scheduled after 1pm on Day 2; however, always confirm scheduling requirements.*

---

  - In Board meetings prior to the audit, ensure approval of any new/revised NPC policies and any prior NPPO Recommendation actions.

---

  - In the Board meeting prior to the audit, announce the upcoming NPPO audit and include notice in the Board meeting informational items.

---

  - Check all board member files for presence and completion of documents. *(i.e. Annual COI reaffirmation for all members.)*

---

  - Check all employee files for presence and completion of documents.

---

  - Ensure all I-9s are filed in a separate folder from employee files.

---

  - Prepare three binders: NPC Policy Manual, Master Audit Binder (to include NPC source documents), and a Bank Statements/Reconciliations Audit Binder

---

  - Update Policy binder with all approved new/revised policies.

---

  - Prepare a Policy binder Table of Contents page listing all policies.

---

  - Ensure policies are numbered and placed in order within the Policy Binder.

---

  - Reconcile all monthly bank statements.

- 
- Ensure all bank statements/reconciliations are signed by the ED, CFO and Board Treasurer, and that each reconciliation is attached to the corresponding statement.
- 
- Include double-sided copies in the Bank Statements and Reconciliations Binder.
- 
- Add ED and CFO business cards to Master Binder for phone extension contact information
- 

Add alphabetical file tabs to the Master Binder:

- Overview Page: *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
  - Include OGC approval letters*
  - CRADA FY report / Registry list
  - Credit card
  - Include confirmation of daily purchasing limit*
  - Director approval of board members
  - Director approval of ED
  - Donor acknowledgement letters
  - Fixed asset inventory list
  - Fiscal year budget: *Must be approved by board*
  - FWA/IRB MOUs
  - IPAs
  - JPAs
  - MOUs
  - Multi-NPC documents
  - NPPO recommendation response
  - Organizational chart
  - Payroll report: *Include 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: *Include all signed WOC letters*
- 

- Create section overview pages for relevant tabs within the Master binder  
(*e.g. Overview Page, Board members, NPC employees*)
- 

- 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.

