

The Audit Checklist Every Broker Dealer Needs

A project planning checklist to track the varying items needed to gather and prepare for your upcoming audit.



Broker Dealer Audit Preparation Checklist

#	Item Requested	Assigned To	Deadline
1	Accounting policies and procedures		
1a	Summary of internal controls		
2	Organization chart		
3	List of those charged with governance (Audit Committee/Board)		
4	Regulatory correspondence and regulatory filings (quarterly or monthly FOCUS reports, FINRA exam, Notifications to FINRA)		
5	Financial statements and footnote disclosures		
6	Significant contracts including expense sharing agreement, related party agreements, leases, etc.		
7	Proof of fidelity bond		
8	Bank statements and reconciliations		
9	Proprietary statements and reconciliations		
10	Fixed asset and depreciation schedule (include copies of support related to material additions)		
11	Lease schedule in accordance with ASC 842, including footnote disclosures		
12	Reconciliations to support any other asset accounts		
13	Listing of year-end accounts payable and accrued expenses		

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14	If applicable, a schedule of notes payable including subordinated loans, changes to the schedule year-to-year, and copies of the notes themselves		
15	Net capital calculation		
16	Reconciliation of deferred revenue and support		
17	List of contracts with Customers and memo for support of the following:		
17a	Identification of performance obligations		
17b	Determination of the transaction price		
17c	Allocation of transaction price to performance obligations		
17d	Method of revenue recognition (point in time or over time)		
18	Expense allocation summary if there is an expense sharing agreement		
19	Commission expense calculation		
20	Year-end payroll reports		

Contact Us for a
Broker-Dealer Audit Consultation