SMCPA
ACCOUNTANTS & ADVISORS
CERTIFIED PUBLIC ACCOUNTANTS

BOARDS & AUDIT COMMITTEES · BOARD MEMBER TEMPLATE

Annual Auditor Evaluation Form

Rate the audit firm consistently each year and document the committee's conclusion.

Organization:		Meeting date:	
When to use:	After the report is issued	Prepared by:	

Rate each area 1 (poor) to 5 (excellent)

	Item	Notes / response
☐	Quality and depth of the engagement team ____	
☐	Understanding of our business and industry ____	
☐	Independence and professional skepticism ____	
☐	Timeliness and clarity of communications ____	
☐	Value of insights and recommendations ____	
☐	Efficiency and fee reasonableness ____	

Discussion

	Item	Notes / response
☐	Strengths to retain	
☐	Areas for improvement for next year	
☐	Management's view of the audit process	

Conclusion

	Item	Notes / response
☐	Recommend reappointment: Yes / No / Further review	
☐	Committee chair signature and date	

Key references: AICPA AU-C 260; AICPA AU-C 265; AICPA AU-C 240; AICPA SQMS No. 1; COSO Internal Control — Integrated Framework (2013); PCAOB AS 1301.