SMCPA
ACCOUNTANTS & ADVISORS
CERTIFIED PUBLIC ACCOUNTANTS

BOARDS & AUDIT COMMITTEES · BOARD MEMBER TEMPLATE

# Audit Planning Meeting Agenda

Structure the first meeting with the audit team so scope, risks and expectations are agreed before fieldwork.

| | | | |
|---|---|---|---|
| Organization: | | Meeting date: | |
| When to use: | Before fieldwork begins | Prepared by: | |

## Engagement terms

| | Item | Notes / response |
|---|---|---|
| ☐ | Confirm the engagement letter, scope and reporting framework | |
| ☐ | Review fee estimate and what could change it | |
| ☐ | Confirm the auditor's independence and any non-audit services | |

## Risk and scope

| | Item | Notes / response |
|---|---|---|
| ☐ | Significant risks identified and planned responses | |
| ☐ | Overall materiality and how it was set | |
| ☐ | Fraud risk: the auditor's inquiries of the board and our answers | |
| ☐ | New accounting standards, transactions or business changes affecting the audit | |

## Timeline and people

| | Item | Notes / response |
|---|---|---|
| ☐ | Key dates: interim work, fieldwork, draft report, board approval | |
| ☐ | Engagement partner, manager and specialists involved | |
| ☐ | Management's preparation list (PBC) and readiness | |

## Board requests

| | Item | Notes / response |
|---|---|---|
| ☐ | Areas the board would like additional focus on | |
| ☐ | Agreed format and timing of auditor communications | |

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.