SMCPA
ACCOUNTANTS & ADVISORS
CERTIFIED PUBLIC ACCOUNTANTS

BOARDS & AUDIT COMMITTEES · BOARD MEMBER TEMPLATE

Questions for the Auditor Checklist

Key questions board members can ask during planning and results meetings.

Organization:		Meeting date:	
When to use:	Any meeting with the audit team	Prepared by:	

Risk and judgment

	Item	Notes / response
☐	What are the highest-risk areas in our financial statements, and why?	
☐	Which estimates involve the most judgment, and how did you test them?	
☐	Were management's accounting policies and estimates aggressive, conservative or neutral?	

Controls and fraud

	Item	Notes / response
☐	Did you identify any significant deficiencies or material weaknesses?	
☐	What fraud risk factors did you consider, and did anything concern you?	
☐	Were there any instances of management override of controls?	

Working relationship

	Item	Notes / response
☐	Did you receive full cooperation and timely access to information?	
☐	Were there any disagreements with management, and how were they resolved?	
☐	Did management consult other accountants on any matter?	

Looking ahead

	Item	Notes / response
☐	If you were in our position, what would you change first?	
☐	What upcoming standards or risks should the board prepare for?	

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.