



900 Larkspur Landing Circle - Suite 295 - Larkspur, CA 94939 - Phone 415 461 6006 - Fax 415 461 6007

AUDIT SCHEDULE

Verified Audit strives to provide complete and accurate reports quickly and efficiently. In order for your publication to gain the most value from the audit, it is vital that your report is issued as soon after the end of your audit period as possible.

The schedules outlined below provide timelines for the submission of your audit materials. We understand that you have other obligations and that it is easy to overlook the audit. Therefore, Verified will periodically contact you regarding your progress. If for any reason you will not be able to meet these deadlines, please contact us. We will be happy to develop a schedule that meets your needs.

AUDIT REPORT ENDING DECEMBER 31

November (first week): We will contact you with an initial request for audit materials.

Reminder Schedule: We will contact your staff with e-mails or phone calls as appropriate.

Reminder 1: December (first week)

Reminder 2: January (first week)

Reminder 3: February (first week)

Reminder 4: February (third week)

February 28*: Last day to submit requested materials

March 31**: Deadline for completion of the audit

AUDIT REPORT ENDING JUNE 30

May (first week): We will contact you with an initial request for audit materials.

Reminder Schedule: We will contact your staff with e-mails or phone calls as appropriate.

Reminder 1: June (first week)

Reminder 2: July (first week)

Reminder 3: August (first week)

Reminder 4: August (third week)

August 31*: Last day to submit requested materials

September 30**: Deadline for completion of the audit

* If the materials necessary to complete the audit are not submitted by this date, the account will be placed on a 30-day suspension.

** If the audit report cannot be issued due to missing materials or data, Verified will terminate the audit agreement.

*** PLEASE SAVE * PLEASE POST ***



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AUDIT REPORT ENDING MARCH 31

February (first week): We will contact you with an initial request for audit materials.

Reminder Schedule: We will contact your staff with e-mails or phone calls as appropriate.

Reminder 1: March (first week)

Reminder 2: April (first week)

Reminder 3: May (first week)

Reminder 4: May (third week)

May 31*: Last day to submit requested materials

June 30**: Deadline for completion of the audit

AUDIT REPORT ENDING SEPTEMBER 30

August (first week): We will contact you with an initial request for audit materials.

Reminder Schedule: We will contact your staff with e-mails or phone calls as appropriate.

Reminder 1: September (first week)

Reminder 2: October (first week)

Reminder 3: November (first week)

Reminder 4: November (third week)

November 30*: Last day to submit requested materials

December 31**: Deadline for completion of the audit

* If the materials necessary to complete the audit are not submitted by this date, the account will be placed on a 30-day suspension.

** If the audit report cannot be issued due to missing materials or data, Verified will terminate the audit agreement.

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