

## PRE-AUDIT MEETING

### AGENDA

- ☐ Purpose and scope of audit
- ☐ Proposed audit schedule
- ☐ Close-out meeting
- ☐ Any questions

Local Government Name: \_\_\_\_\_

Auditor Name: \_\_\_\_\_

Date: \_\_\_\_\_

In Attendance: \_\_\_\_\_  
\_\_\_\_\_

Date of Audit: \_\_\_\_\_ Location of Audit: \_\_\_\_\_

Anticipated Date of Audit Close Out Meeting: \_\_\_\_\_

Location of Documentation: \_\_\_\_\_

Active work areas to be included in audit: \_\_\_\_\_

Number of Managers: \_\_\_\_\_

Number of Supervisors: \_\_\_\_\_

Number of Workers: \_\_\_\_\_

Signatures

\_\_\_\_\_  
Auditor Signature

\_\_\_\_\_  
Management Signature