#### **AUDIT TIMELINE**



Voluntary organisations are often nervous about geting OISC audited.

Don't fear! Audit is less scary than it sounds. This timeline helps you get prepared.

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(4) 3-6 weeks before

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- Ask your advisers to update their CPD records.
- Do a quick check of some files yourself treat it like your own pre-audit!
- Get a copy of your organisation's business plan, funding documents and insurance documents.

# Deadline for providing case list

(4) Around 10 days before

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- If you're going to struggle to meet the deadline, tell you auditor well in advance
- If your organisation offers a variety of services, make sure only to share the list of cases which constitute immigration advice.

### Share relevant case files with auditor

4 2-3 days before

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- Send the documents to your auditor in an encrypted zip file, with the password shared on a separate email.
- Make sure you send all the documents in one go. No-one wants to receive things piecemeal.

#### Finally, the audit itself...

(4) Audit Day

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- Kick-off meeting where you will discuss your organisation overall, including documents like the business plan.
- Review of case files and CPD records which the auditor will undertake alone.
- Round-up call where you will receive some oral feedback, and have the chance to explain any issues.

## Receive audit report email

(4) Shortly after...

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- Your auditor will provide you with a written report which should reflect the feedback call on the day.
- The most common follow-up action is for the OISC to organise to audit you again the next year to check whether you have taken their comments on board.



