

Forensic Readiness Checklist

Is your client prepared for financial investigation or litigation?

Use this checklist to improve your client's ability to respond quickly and effectively when financial misconduct or litigation is suspected.

Financial Records

- Key financial statements retained for at least 7 years
- General ledger and journal entries easily accessible
- Bank and credit card statements preserved monthly
- Payroll and HR records archived securely

Electronic Data

- Backup systems in place for accounting software
- Email and document retention policies clearly defined
- IT can isolate user activity if misconduct is suspected

Internal Controls

- Segregation of duties enforced for cash handling & payments
- Audit trail functionality enabled in accounting systems
- Regular account reconciliations performed and reviewed

Incident Response

- Fraud response plan in place
- Point of contact designated for financial investigations
- External forensic resources identified in advance

Legal Readiness

- Document retention policy aligns with litigation hold best practices
- Staff trained to escalate financial red flags to legal or compliance
- Legal counsel has access to key financial contacts and systems

Be prepared before the crisis.

If this checklist raises questions about your client's readiness to handle financial disputes, suspected fraud, or internal investigations, Veritas Consulting & Analytics can help you proactively assess risks and strengthen your position. Reach out for a readiness consultation tailored to your specific legal context.

