



**Back To  
In Person  
Audits.**



## Northern California

Northerly boundary of Kern County, the Northerly boundary of San Luis Obispo County, and the Westerly boundaries of Inyo and Mono Counties, which includes the following counties: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo and Yuba.

Laborers Funds Administrative Office of  
Northern California



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[www.LFAO.org](http://www.LFAO.org)

### **LET'S WORK TOGETHER.**

Your cooperation will enable us to complete the audit as soon as possible.

We don't want to take more of your time than what is needed.

We are always looking for ways to grow and help your organization.

What often starts as a routine audit turns into a strategic plan to drive the future and success of your company.

We look forward to meeting with you and your team to resolve any audit issues our LFAO staff will work with you. Auditing is a Team effort.

### Ready for an audit?

Once you receive your letter from LFAO notifying you of your upcoming audit, check your schedule, then contact the LFAO Auditor listed on the letter to Schedule the audit. If you have a date in mind, we will work with you on a date that can fit your schedule.

### Tips for the Audits.

- Review with the auditor what is needed for the audit.
- Have payroll reports printed.
- Confirm the Time and Date.
- Confirm Location.
- Allow 4-6 hours each day.
- Organize your files in folders.
- Prepare a work area.
- Ask Questions.



### Primary Documents needed for an audit.

- Individual-Earning-Records (Compensation/Payroll)
- W/2-W-3 Forms complete.
- 1099/1096 Forms Completed
- Cal State Tax Reports DE-9
- Union Fringe Reports for all other Trust Funds.
- Allow 4-6 hours each day.
- Workers Compensation Insurance Monthly reports.
- Detailed Monthly Workers Compensation Insurance Reports
- Subcontractor listing
- Subcontractor Invoices
- Certified Payroll/Project Payroll
- Project listing

**Other documents may be required in the audit process.**

### AUDIT MANAGER

Ana Sorensen

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### LFAO AUDITORS

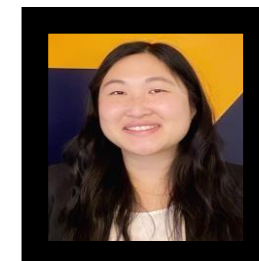


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