

Preparing for an Audit

Being ready for an NDIS audit is important for self-managers. [Audits](#) are random, but you can reduce stress by staying prepared. Here's how to get ready:

What NDIS Looks for in an Audit

1. **Expenses:** Ensure all your [expenses align](#) with your NDIS plan. They should be reasonable, necessary, and help you achieve your goals.
2. **Documentation:** Keep all receipts, invoices, and payment records for the supports and services you claim.

Organise Your Documents

- **Invoices and Receipts:** Keep for [every support](#) purchased.
- **Bank Statements:** Show transactions related to NDIS payments.
- **Service Agreements:** Maintain copies of contracts or agreements with providers.

Know Your Plan

- **Goals and Supports:** Be clear on your NDIS plan goals and how your supports help achieve them.
- **Funding Categories:** Understand the different categories and why each support is in its specific budget.

Review Before Your Meeting

- Check your expenses to ensure they align with your plan.
- Make sure each expense is correctly categorised according to your NDIS plan

Prepare for Questions

- **Justify Expenses:** Be ready to explain how each expense helps you meet your plan goals. Please refer to the [NDIS Reasonable and Necessary Template Guidelines](#) if needed.
- **Explain Adjustments:** If there have been changes to your support needs, be able to explain and provide documentation.

Tips and Tricks

- **Be Proactive:** Regularly review and organise your documents to avoid last-minute rushes before an audit.
- **Ask for Help:** If unsure about any documentation, contact the NDIS for guidance.
- **Stay Updated:** Keep up with any changes in NDIS policies that might affect your audit.

Additional Preparation Steps

- **Familiarise Yourself with NDIS Standards:** Understand the latest [NDIS Practice Standards and Quality Indicators](#) that apply to you. This will help you know what auditors are looking for during the audit process.
- **Prepare Your Support Workers:** If you have support workers assisting you, ensure they know what to expect during the audit and their roles in providing information.

Staying organised, informed, and proactive ensures you are always ready for an audit, and that your NDIS funds are used effectively to support your goals.