

Financial Review Audit Checklist Template

Use this checklist as a guide to ensure thorough review and documentation of key financial audit areas.

General Information

Company Name	
Audit Period	
Date of Review	
Reviewed by	

Checklist

Area	Checklist Item	Completed	Comments
Financial Statements	Financial statements are properly prepared and reconciled		
Bank Reconciliation	Bank accounts reconciled to statements		
Accounts Receivable	Outstanding receivables reviewed and aged		
Accounts Payable	Payables documented and reconciled		
Revenue	Revenue recorded in correct period		
Expenses	Expenses verified and supported by invoices		
Assets	Asset schedule reviewed and updated		
Liabilities	Short-term and long-term liabilities reconciled		
Internal Controls	Internal controls assessed for effectiveness		
Compliance	Compliance with regulatory requirements confirmed		

Notes & Follow-up Actions

Action Item	Assigned To	Due Date	Status