

# Financial Statement Review Checklist

## Company Information

Company Name	
Reviewed By	
Date	
Period Covered	

## Checklist

Item	Yes	No	N/A	Notes
All required statements (Balance Sheet, Income Statement, Cash Flow) are included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Statements are appropriately dated and labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Figures agree across all related schedules and notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Disclosure notes are complete and adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Key account reconciliations were reviewed (e.g. Cash, Receivables, Payables)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Comparatives with prior periods are accurate and explained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
No material errors or omissions identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## Comments / Action Points

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## Sign-off

Reviewer Name	
Signature	
Date	