

Monthly Finance Audit Checklist

Month

Auditor

Enter auditor name

Department

Enter department

1. Income

- Verify all income sources are recorded
- Check for missing or unusual entries
- Reconcile bank deposits with recorded income

2. Expenses

- Review all expense documentation
- Ensure expense approvals are in place
- Match expenses with supporting receipts/invoices

3. Bank Reconciliation

- Reconcile bank statements with accounting records
- Identify and investigate discrepancies
- Ensure outstanding items are resolved

4. Accounts Receivable & Payable

- Review aging of receivables and payables
- Follow up on overdue accounts
- Check for proper recording of all transactions

5. Asset & Inventory Review

- Verify physical assets and inventory
- Match inventory to records
- Document asset/inventory changes or disposals

6. Compliance & Documentation

- Ensure all required documentation is filed
- Check compliance with company policies
- Confirm tax filings and statutory payments

Notes / Follow-up Items

Enter additional notes or actions required