

# Year-End Financial Audit Checklist

## Company Information

Company Name

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Fiscal Year End

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Prepared By

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Date Prepared

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## Documentation

- â~ Financial Statements (Balance Sheet, Income Statement, Cash Flow)
- â~ General Ledger and Trial Balance
- â~ Bank Statements and Reconciliations
- â~ Accounts Receivable and Payable Reports
- â~ Fixed Asset Register
- â~ Inventory Records
- â~ Tax Filings and Returns
- â~ Payroll Records

## Procedures

- â~ Verify all transactions are recorded
- â~ Reconcile all bank accounts
- â~ Confirm receivables and payables balances
- â~ Review and verify expense reports
- â~ Inspect inventory counts and valuations
- â~ Review fixed asset additions and disposals
- â~ Check compliance with regulations and policies

## Sign-Off

Prepared by

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Reviewed by

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Date

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