

Year-End Financial Audit Checklist

Company Information

Company Name

Fiscal Year End

Prepared By

Date Prepared

Documentation

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

Procedures

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

Sign-Off

Prepared by

Reviewed by

Date
