[Company name]

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Financial Audit Checklist

A finance-specific audit checklist: assertions, sampling, and tests for vouchers, ledger, bank reconciliation, payroll, fixed assets and financial statements, with a findings table.

Audit details.

Organisation: _____ **Auditor:** _____

Audit period: [Start date] to [End date] **Audit date:** _____

Department: _____

Audit assertions.

(1) Completeness: All transactions are recorded - Vouchers, ledger, bank

(2) Accuracy: Amounts are recorded correctly - Invoices, payroll, ledger

(3) Existence: Recorded items exist - Fixed assets, cash, stock

(4) Valuation: Items are valued correctly - Fixed assets, receivables

(5) Cut-off: Items are recorded in the right period - Invoices, bank, payroll

(6) Presentation: Statements are clear and complete - Financial statements

Sampling approach. Record the sampling method and the reason for it. If exceptions are found, extend the sample and record the extra work in the findings table below.

Population: [Description of the records tested]

Sample size: _____ **Selection method:** _____

Items selected: _____ **Exceptions found:** _____

Tests: vouchers and payments. [ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

Tests: ledger and trial balance. [ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

Tests: bank reconciliation. [ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

Tests: payroll. [ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

Tests: fixed assets. [ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

Tests: financial statements. [ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

[ ] Test: _____ Result: _____ Notes: _____

Findings.

(1) Finding: _____ Area: _____ Risk: _____ Action: _____ Owner: _____ Due date: _____

(2) Finding: _____ Area: _____ Risk: _____ Action: _____ Owner: _____ Due date: _____

(3) Finding: _____ Area: _____ Risk: _____ Action: _____ Owner: _____ Due date: _____

(4) Finding: _____ Area: _____ Risk: _____ Action: _____ Owner: _____ Due date: _____

(5) Finding: _____ Area: _____ Risk: _____ Action: _____ Owner: _____ Due date: _____

Conclusion and sign-off.

Conclusion: [Conclusion]

Matters for management: [Summary]

Auditor: [Name and role] **Signature and date:** _____

Reviewed by: [Name and role] **Signature and date:** _____