[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

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:** _____