ChecklistGuro

Project Cost Accounting & Job Costing Audit Checklist 2026

Project Setup & Master Data Verification

Ensuring all new projects are correctly configured in the ERP/Accounting system with accurate cost centers, revenue codes, and-budgetary constraints.

Project Code/ID

Write something...

Project Start Date

Enter date...

Cost Center Assignment

- [ ] Operations
- [ ] Manufacturing
- [ ] R&D
- [ ] Service/Maintenance

Approved Initial Budget

Enter a number...

Signed Project Charter/Contract

Upload File

Required Accounting Permissions

- [ ] Accounts Payable Access
- [ ] Accounts Receivable Access
- [ ] Budget Modification Rights
- [ ] Time Tracking Authorization

Project Controller Approval

Direct Labor Cost Allocation Audit

Verifying that employee hours, overtime, and specialized labor rates are accurately captured and allocated to the correct project codes.

Audit Period Start Date

Enter date...

Audit Period End Date

Enter date...

Labor Category Under Review

- [ ] Skilled Labor
- [ ] Unskilled Labor
- [ ] Supervisory/Management
- [ ] Contract/Subcontracted Labor

Total Labor Hours Audited

Enter a number...

Discrepancy Notes & Variance Explanations

Write something...

Timesheet/Payroll Records Upload

Upload File

Auditor Verification Signature

Material & Subcontractor Cost Verification

Reconciling purchase orders, receiving reports, and subcontractor invoices against project-specific billings to prevent overpayment or leakage.

Verified Document Types

- [ ] Purchase Order
- [ ] Receiving Report/BOL
- [ ] Subcontractor Invoice
- [ ] Lien Waiver
- [ ] Certificate of Insurance

Total Material Cost Verified

Enter a number...

Discrepancy Notes

Write something...

Date of Verification

Enter date...

Upload Supporting Invoice/PO

Upload File

Auditor Approval Signature

Indirect Cost & Overhead Allocation Review

Auditing the accuracy of overhead application rates, including indirect labor, utilities, and administrative expenses applied to specific jobs.

Overhead Allocation Rate (%)

Enter a number...

Allocation Method Used

- [ ] Percentage of Direct Labor
- [ ] Percentage of Direct Materials
- [ ] Fixed Dollar Amount
- [ ] Machine Hour Basis

Variance Explanation

Write something...

Overhead Calculation Worksheet

Upload File

Review Completion Date

Enter date...

Controller Approval

Revenue Recognition & Percentage of Completion (POC) Audit

Reviewing the alignment of estimated costs-to-complete with recognized revenue to ensure compliance with accounting standards.

Revenue Recognition Period End Date

Enter date...

Total Estimated Project Cost

Enter a number...

Total Costs Incurred to Date

Enter a number...

Calculated Percentage of Completion (%)

Enter a number...

Revenue Recognition Method Used

- [ ] Percentage of Completion (Cost-to-Cost)
- [ ] Completed Contract Method
- [ ] Fixed Price / Milestone Based

Variance Explanation for POC Deviations

Write something...

Supporting Project Progress Report

Upload File

Controller/Project Accountant Approval

Budget vs. Actual (BVA) Variance Analysis

Investigating significant discrepancies between estimated project budgets and actual expenditures to identify cost overruns or estimation errors.

Audit Review Date

Enter date...

Project Name/ID

Write something...

Total Budgeted Amount

Enter a number...

Total Actual Expenditure

Enter a number...

Variance Amount

Enter a number...

Variance Severity Level

- [ ] Low (Within 5%)
- [ ] Medium (5-15%)
- [ ] High (>15%)

Root Cause Analysis of Variance

Write something...

Supporting Variance Documentation

Upload File

Project Controller Approval

Work-in-Progress (WIP) Schedule Reconciliation

Validating the WIP report against the general ledger to ensure all unbilled costs and unearned revenue are accurately reflected.

WIP Report Period End Date

Enter date...

Total WIP Value Identified

Enter a number...

Reconciliation Status

- [ ] Fully Reconciled
- [ ] Discrepancies Found
- [ ] Pending Investigation

Description of Unreconciled Variances

Write something...

Supporting WIP Ledger/Schedule

Upload File

Controller Approval Signature

Change Order & Contract Amendment Tracking

Ensuring all approved change orders are formally documented, cost-adjusted in the system, and integrated into the project budget.

Change Order Date

Enter date...

Change Order Reference Number

Write something...

Description of Scope Change

Write something...

Additional Cost Impact

Enter a number...

Impact Status

- [ ] Budget Increase
- [ ] Budget Decrease
- [ ] Timeline Extension Only
- [ ] No Budget Impact

Signed Amendment Document

Upload File

Project Manager Approval

Project Closeout & Final Cost Reconciliation

Final verification of all project-related liabilities, closing out open purchase orders, and finalizing the project profitability report.

Project Completion Date

Enter date...

Final Project Manager Name

Write something...

Total Final Project Cost

Enter a number...

Final Budget Variance Status

- [ ] Under Budget
- [ ] On Budget
- [ ] Over Budget

Closeout Tasks Completed

- [ ] All vendor invoices paid
- [ ] Subcontractor lien waivers collected
- [ ] All purchase orders closed
- [ ] Final revenue recognized
- [ ] Post-mortem meeting completed

Final Variance Explanation/Notes

Write something...

Final Project Financial Summary Report

Upload File

Project Controller Approval

Compliance & Documentation Audit Trail

Reviewing the completeness of supporting documentation, including signed contracts, permits, and lien waivers for audit readiness.

Required Documentation Verified

- [ ] Signed Master Service Agreement (MSA)
- [ ] Approved Change Order Documentation
- [ ] Subcontractor Insurance Certificates
- [ ] Lien Waivers & Releases
- [ ] Project-Specific Permit Approvals

Date of Final Audit Completion

Enter date...

Upload Final Project Audit Report

Upload File

Audit Findings & Discrepancy Notes

Write something...

Auditor Affirmation

Previous | Next | Finish

Generate Sample Report