ChecklistGuro

Year-End Audit Preparation Checklist

Financial Statement Finalization

Steps to ensure all ledgers are closed, reconciliations are complete, and the trial balance is accurate.

Closing Date Completion Date

Enter date...

Trial Balance Status

- [ ] Draft
- [ ] Reviewed
- [ ] Finalized

Completed Reconciliations

- [ ] Profit and Loss Statement
- [ ] Balance Sheet
- [ ] Cash Flow Statement
- [ ] Statement of Retained Earnings

Final Trial Balance Upload

Upload File

Summary of Significant Adjusting Journal Entries

Write something...

Controller Approval

Balance Sheet Reconciliations

Verification of all balance sheet accounts, including bank, credit card, loans, and intercompany accounts.

Reconciliation Completion Date

Enter date...

Bank Account Name/Number

Write something...

Ending Balance per General Ledger

Enter a number...

Ending Balance per Bank Statement

Enter a number...

Discrepancy Explanation

Write something...

Upload Reconciled Statement & Support

Upload File

Reconciliation Status

- [ ] Pending
- [ ] In Progress
- [ ] Completed
- [ ] Requires Investigation

Reviewer Approval Signature

Accounts Payable & Receivable Review

Review of aging reports, outstanding invoices, unrecorded liabilities, and potential bad debt reserves.

Completed Reconciliations

- [ ] AP Aging Report Verified
- [ ] AR Aging Report Verified
- [ ] Unapplied Credits Reviewed
- [ ] Vendor Statement Reconciliations Completed

Total Disputed Invoices Value

Enter a number...

Review Completion Date

Enter date...

Supporting Aging Reports

Upload File

Notes on Significant Discrepancies

Write something...

Accountant Approval

Fixed Asset & Inventory Verification

Audit of the fixed asset register, depreciation calculations, and physical inventory count reconciliations.

Assets Verified

- [ ] Fixed Assets (Equipment/Machinery)
- [ ] IT Hardware & Software
- [ ] Furniture & Fixtures
- [ ] Warehouse Inventory
- [ ] Raw Materials

Physical Count Completion Date

Enter date...

Total Discrepancy Value

Enter a number...

Discrepancy Explanation

Write something...

Inventory Count Sheets

Upload File

Verifier Signature

Tax & Regulatory Compliance

Verification of tax filings, payroll tax compliance, and preparation of necessary tax-related documentation.

Tax Filing Deadline Date

Enter date...

Tax Returns Prepared

- [ ] Income Tax
- [ ] Sales/VAT Tax
- [ ] Payroll Tax
- [ ] Property Tax

Tax Documentation Folder

Upload File

Total Tax Liability Amount

Write something...

Notes on Regulatory Changes or Discrepancies

Write something...

Tax Compliance Officer Approval

Internal Controls & Documentation

Gathering of supporting documents, signed approvals, and evidence of existing internal control procedures.

Control Procedure Review Status

- [ ] Not Started
- [ ] In Progress
- [ ] Completed

Internal Policy Documents

Upload File

Documents Verified

- ☐ Standard Operating Procedures (SOPs)
- ☐ Authorization Matrix
- ☐ Segregation of Duties Matrix
- ☐ Access Logs & Permissions Review

Discrepancy Notes

Write something...

Compliance Officer Approval

Final Review Completion Date

Enter date...

Audit Readiness & Auditor Coordination

Audit Start Date

Enter date...

Audit Completion Deadline

Enter date...

Primary Auditor Contact Name

Audit Firm Name

Write something...

Required Audit Documents Ready

- [ ] Trial Balance
- [ ] General Ledger Export
- [ ] Bank Statements
- [ ] Tax Returns
- [ ] Fixed Asset Register

Upload PBC (Provided by Client) List

Upload File

Audit Scope Notes & Specific Instructions

Write something...

Accounting Manager Approval