Audit Checklist Example

Free Audit Checklist Example with AI customization. Industry-specific guidance for audit checklist example. Build your checklist now.

1. Pre-Audit Phase

- [ ] Audit notification sent (Date: _____)
- [ ] Audit scope defined:
- [ ] Accounts Payable &
- [ ] Accounts Receivable &
- [ ] Payroll Processing &
- [ ] Financial Reporting &
- [ ] Risk assessment completed
- [ ] Audit program prepared
- [ ] Resources allocated
- [ ] Timeline established
- [ ] Financial statements (last 12 months)
- [ ] General ledger detail
- [ ] Bank reconciliations
- [ ] Vendor invoices (sample)
- [ ] Customer invoices (sample)
- [ ] Payroll registers
- [ ] Journal entries listing
- [ ] Internal control documentation

2. Fieldwork Phase

- [ ] Invoice properly approved ' (24/25)
- [ ] Three-way match performed ' (25/25)
- [ ] Proper GL coding ' (23/25)
- [ ] Supporting documentation ' (25/25)
- [ ] Timely payment ' (22/25)
- [ ] 1 invoice missing approval signature
- [ ] 2 invoices coded to wrong account
- [ ] 3 payments made after due date
- [ ] Reconciled within 5 days ' (3/3)
- [ ] Independent review evidence ' (3/3)
- [ ] Outstanding items cleared ' (3/3)
- [ ] Reconciling items supported ' (3/3)
- [ ] Journal entries approved ' (3/3)
- [ ] Invoice entry: AP Clerk '
- [ ] Payment approval: Controller '
- [ ] Check signing: CFO '
- [ ] Bank reconciliation: Accountant '

- ☐ GL posting: Accounting Manager '

4. Audit Conclusion

- ☐ Strong controls: 85%
- ☐ Needs improvement: 15%
- ☐ Critical issues: 0
- ☐ 30-day follow-up on Finding #1
- ☐ 60-day follow-up on Finding #2
- ☐ 90-day review of all items