

# FINANCIAL LEDGER AUDIT CHECKLIST & TEMPLATE

Client / Entity		Audit Period	
Lead Auditor		Audit Date	
Reviewed By		Review Date	

## 1. General Ledger Control Objectives & Checklist

No.	Audit Procedure / Verification Step	Status (Y/N/NA)	Ref / W/P	Comments / Findings
1.1	Verify that the General Ledger trial balance matches the subsidiary ledgers (AR, AP, Inventory).			
1.2	Confirm all bank accounts are fully reconciled to the general ledger as of period-end.			
1.3	Review material journal entries for appropriate supporting documentation and authorization signatures.			
1.4	Inspect unadjusted and adjusted suspense accounts; verify all entries are cleared.			
1.5	Verify cutoff procedures for revenue, purchases, cash receipts, and disbursements.			
1.6	Check for unusual debit balances in liability accounts or credit balances in asset accounts.			
1.7	Ensure depreciation, amortization, and accrual transactions are correctly posted.			
1.8	Review post-closing trial balance for accuracy and proper classification.			

## 2. Ledger Reconciliation & Audit Adjustments

Account Code	Account Description	Unadjusted Balance	Audit Adjustments (Dr / Cr)	Audited Balance	Variance Explanation

Account Code	Account Description	Unadjusted Balance	Audit Adjustments (Dr / Cr)	Audited Balance	Variance Explanation

### 3. Overall Audit Conclusion & Recommendations

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Auditor Signature & Date

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Reviewer Signature & Date