

ANNUAL GENERAL LEDGER VERIFICATION & REVIEW FORM

Financial Year Close Procedure

Company Name		Review Date	
Fiscal Year		Prepared By	
Ledger Currency		Reviewed By	

1. KEY CONTROL ACCOUNT RECONCILIATION SUMMARY

ACCOUNT NO.	ACCOUNT DESCRIPTION	GL BALANCE	SUB-LEDGER / SUPPORTING BALANCE	VARIANCE	STATUS / ACTION REQUIRED
	Cash & Cash Equivalents				
	Accounts Receivable				
	Inventory				
	Prepaid Expenses				
	Fixed Assets (Cost)				
	Accumulated Depreciation				
	Accounts Payable				
	Accrued Liabilities				
	Retained Earnings				

2. VERIFICATION CHECKLIST

DONE	PROCEDURE DESCRIPTION	COMMENTS / REFERENCE
<input type="checkbox"/>	Verify that the Trial Balance debits equal credits.	
<input type="checkbox"/>	Ensure all subsidiary ledgers tie directly to the controlling General Ledger accounts.	
<input type="checkbox"/>	Review bank reconciliations for all open accounts and verify outstanding items.	
<input type="checkbox"/>	Confirm all journal entries past a defined materiality threshold have appropriate supporting documentation and approvals.	
<input type="checkbox"/>	Verify that no prior period adjustments were made directly to retained earnings without authorization.	
<input type="checkbox"/>	Review foreign currency translations and ensure rates applied match approved year-end rates.	
<input type="checkbox"/>	Confirm suspense accounts have been cleared and zeroed out.	

3. EXPLANATIONS OF IDENTIFIED VARIANCES & ADJUSTMENTS

4. REVIEW SIGN-OFF

PREPARED BY (SIGNATURE)

REVIEWED BY (SIGNATURE)

APPROVED BY (SIGNATURE)

DATE

DATE

DATE