

# CORPORATE LEDGER AUDIT AND CONTROL TEMPLATE

## General Ledger Integrity & Financial Controls Review

<b>Company Name</b>	<b>Audit Period</b>
<b>Lead Auditor</b>	<b>Review Date</b>
<b>GL System / Software</b>	<b>Audit Status</b>

### 1. GENERAL LEDGER CONTROL & RECONCILIATION CHECKLIST

- 1.1 Verify if the sub-ledgers (AR, AP, Fixed Assets, Inventory) reconcile perfectly to the General Ledger trial balance.
- 1.2 Ensure bank reconciliations are completed, approved, and outstanding items are investigated.
- 1.3 Review suspended accounts, suspense posting clearings, and unallocated transaction balances.
- 1.4 Confirm that all manual journal entries above the authorization threshold have appropriate sign-offs.
- 1.5 Check system access logs to ensure segregation of duties (SoD) is maintained for GL postings.
- 1.6 Validate that foreign currency translations and revaluations are processed at correct closing rates.

### 2. ACCOUNT BALANCE VERIFICATION (SAMPLING & SUBSTANTIVE TESTING)

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### 3. JOURNAL ENTRY TESTING & AUDIT TRAIL

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**4. CONTROL DEFICIENCIES & RECOMMENDED ADJUSTMENTS**

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**Prepared By (Auditor)**

Signature / Date

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**Reviewed By (Audit Manager)**

Signature / Date

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**Approved By (Controller/CFO)**

Signature / Date