

GENERAL LEDGER

Account Audit Log Template

Company Name:

Audit Period:

GL Account Name:

GL Account Number:

Lead Auditor:

Audit Date:

OPENING BALANCE

TOTAL UNADJUSTED BALANCE

TOTAL ADJUSTMENTS

AUDITED ENDING BALANCE

AUDIT NOTES, EXPLANATIONS & SCOPE REMARKS

PREPARED BY (AUDITOR SIGNATURE)

Date:

REVIEWED BY (SENIOR/MANAGER SIGNATURE)

Date:

APPROVED BY (CLIENT / FINANCE DIRECTOR)

Date: