

Audit readiness checklist

KALANI GATTANI & CO · CHARTERED ACCOUNTANTS · KALANIGATTANI.COM

Have these ready before fieldwork begins. Items that do not apply can be marked “n/a”. A missing item should be recorded with a date by which it will be provided.

1. Books and statements

- ☐ Trial balance, with the ledgers behind each line
- ☐ Draft financial statements and notes, agreed to the trial balance
- ☐ Journal entries made after the year end that affect the year
- ☐ Details of the accounting software and, for a company, confirmation that the audit-trail feature is on

2. Cash, banks, and borrowings

- ☐ Bank statements and reconciliations for each account at the year end
- ☐ Bank confirmations, or authority for the auditor to obtain them
- ☐ Loan statements, sanction letters, and security details

3. Assets and inventory

- ☐ Fixed asset register and invoices for additions in the year
- ☐ Title documents for land and buildings
- ☐ Stock records, count sheets, and the valuation workings

4. Receivables and payables

- ☐ Debtor and creditor lists with ageing
- ☐ Balance confirmations, or statements from the larger parties
- ☐ Details of disputed balances, claims, and contingent liabilities

5. Statutory and tax records

- ☐ Statutory registers, board and shareholder minutes, and returns filed in the year
- ☐ Challans and returns for income tax deducted and collected at source, GST, provident fund, and ESI

- ☐ Earlier tax returns, assessment orders, and notices
- ☐ For a tax audit: total turnover or gross receipts, cash receipts and payments for the year, and the details of loans, deposits, and large payments, including those made by journal entry

6. Management representations

- ☐ Related-party list and transactions
- ☐ Commitments and subsequent events since the year end
- ☐ Person nominated to answer the auditor's queries

Entity _____ Year _____ Checked by _____ Date _____

General information, not advice on any particular matter, and not a solicitation or advertisement. The law may have changed since the date shown. Kalani Gattani & Co, Chartered Accountants.