

# Detailed Audit Procedures Checklist

## General Information

Audit Title	Financial Statement Audit 2024
Client Name	ABC Corporation
Period Covered	January 1, 2024 – December 31, 2024
Prepared By	John Doe
Date	May 15, 2024

## Checklist of Audit Procedures

#	Audit Area	Procedure Description	Status	Remarks
1	Cash & Bank	Obtain and review all bank reconciliations for the audit period.	Completed	-
2	Receivables	Send confirmation requests to a sample of major debtors.	In Progress	Awaiting replies
3	Inventory	Observe physical inventory count and reconcile with ledger balances.	Completed	Minor variances
4	Fixed Assets	Verify additions and disposals with supporting documents.	Pending	Documents required
5	Revenue	Test a selection of sales transactions for accuracy and validity.	In Progress	Tests ongoing
6	Expenses	Match expense vouchers to supporting invoices and approvals.	Completed	-
7	Liabilities	Review supporting documents for major payables as of year-end.	Pending	Liaising with accounts
8	Compliance	Ensure compliance with regulatory requirements relevant to the business.	In Progress	Legal review scheduled

## Important Notes

- Document all procedures performed and evidence collected for future reference.
- Update the checklist status regularly to reflect current audit progress.
- Highlight any exceptions, discrepancies, or deviations for management discussion.
- Ensure all supporting documents are properly filed and cross-referenced.
- This checklist should be tailored to the specific scope and risks of each audit engagement.