

Materiality Determination Sheet

General Information

Company/Entity Name

Date

Prepared By

Reporting Period

e.g. FY2023

Reviewed By

Materiality Threshold Determination

Basis	Value	Reference/Source
Total Revenue	<input type="text"/>	<input type="text"/>
Profit Before Tax	<input type="text"/>	<input type="text"/>
Total Assets	<input type="text"/>	<input type="text"/>

Calculation Method

e.g. 5% of PBT

Materiality Threshold (Currency Amount)

Qualitative Considerations

Describe qualitative factors considered (e.g., regulatory requirements, impact on stakeholders, nature of item)

Conclusion & Approval

Conclusion

Summary of how materiality was determined

Approved By

Approval Date

Important Notes

- This sheet is intended to document the rationale and calculation of materiality for audit and reporting purposes.
- Materiality thresholds should be reviewed and documented at least annually or when significant changes occur.
- Both quantitative and qualitative factors must be considered in determining materiality.
- Approval and review by relevant personnel are essential for validity.
- Reference underlying financial data and source documents clearly.