

# Audit Evidence Compilation Checklist

Date:  
[\_\_\_\_\_]

Audit Title:  
[\_\_\_\_\_]

Auditor's Name:  
[\_\_\_\_\_]

Client Name:  
[\_\_\_\_\_]

Financial Year:  
[\_\_\_\_\_]

Checklist Table

No.	Evidence Item	Required (Yes/No)	Source/Reference	Obtained (Yes/No)	Remarks
1	Bank Statements	[ ]	[E.g., Bank XYZ, May 2024]	[ ]	[_____]
2	Sales Invoices	[ ]	[Invoice System/Manual]	[ ]	[_____]
3	Purchase Orders	[ ]	[Procurement Records]	[ ]	[_____]
4	Payroll Records	[ ]	[HR Department]	[ ]	[_____]
5	Fixed Asset Register	[ ]	[Asset Management]	[ ]	[_____]
6	Third Party Confirmations	[ ]	[Vendors, Customers, Banks]	[ ]	[_____]
7	Board Meeting Minutes	[ ]	[Company Secretariat]	[ ]	[_____]
8	Others (Specify):	[ ]	[_____]	[ ]	[_____]

## Important Notes

- This checklist is used to ensure all relevant audit evidence is identified, obtained, and documented for each audit engagement.
- All items marked as required must be supported by valid and appropriate evidence.
- Auditor must comment in 'Remarks' for any missing or incomplete evidence items.
- The checklist should be reviewed and signed off prior to conclusion of the audit file.
- Regular updates and customization are recommended based on the unique requirements of each audit assignment.