



AUDIT CHECKLIST

Jagdish & Associates
(CHARTERED ACCOUNTANTS)



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JAGDISH & ASSOCIATES

(Chartered Accountants)

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CHECKLIST FOR AUDIT

1. Opening Trial Reconciliation with audited Balance sheet. (Copy of trial is required in physical format).
2. Invoices of all fixed assets bought during the year. A excel file as Fixed Assets register should be prepared regarding Date of Purchase, amount, and description of Asset.
3. Copy of All bank Statements including Overdraft accounts maintained with reconciliation statement as at date of audit.
4. Confirmation that there is no Negative Cash at any point of time.
5. Confirmation that there is no Negative Stock at any point of time during the year if quantity wise stock is maintained in books of accounts.
6. Loan schedule of loans outstanding as on date of audit.
7. Sanction letters for loans taken during the year.
8. Credit Card Statements closing reconciliation statement, *if any*
9. Exchange Fluctuation working Sheet against Import/Export regarding purchases/sales and payment/receipts in foreign currency, if any.
10. Salary Sheet of all employees.

11. EPF/ESI Challans along with Copy of returns filed.
12. Reconciliation of sales as in books with GSTR 1 and GSTR 3B
13. ITC Reconciliation statement with GSTR-3B & books
14. Kindly Verify GST Cash Ledgers and Credit Ledgers as on date of Audit.
Prepare Reconciliation statement in case of any differences.
15. Kindly make Prepaid/Payable entries so as exact Profit and Loss comparison be made.
16. Deduction papers of all employees whose annual salary including bonus is above Rs.550000/750000(if opted for new default tax Regime). (In case of non-deduction of TDS)
17. Details of any contingent liability, any pending litigation cases.
18. All payable challans of GST, ESIC, EPF, TDS, Electricity Payable etc.

Kindly call us or Inform us through mail once these documents are ready so as we can come and verify the documents.

Thanks & Regards

AUDIT TEAM- JAGDISH AND ASSOCIATES

Connect Now for More Details

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