STATUTORY AUDIT CHECKLIST

Company: XXXX XXXXXXX Private Limited · CIN: XXXXXXXXXXXXXXXXXXXXX · Financial year: XX.XX.XXXX to XX.XX.XXXX

Statutory auditor: XXXX & XX · Planned fieldwork: XX.XX.XXXX to XX.XX.XXXX · Planned AGM: XX.XX.XXXX

No.	Item	Owner	Target date	Status	Remarks
A	**Appointment and engagement**				
A1	Auditor's appointment: Board resolution (first auditor) or AGM resolution; ADT-1 filed	XXXX	XX.XX.XXXX	XXXX	SRN XXXXXXXX
A2	Signed engagement letter for the year	XXXX	XX.XX.XXXX	XXXX	
A3	Previous year's audited accounts, audit report and CARO annexure	XXXX	XX.XX.XXXX	XXXX	
B	**Statutory records and registers**				
B1	Minutes of Board, committee and general meetings for the year	XXXX	XX.XX.XXXX	XXXX	
B2	Statutory registers (members, directors and KMP, charges, loans and investments, related party contracts)	XXXX	XX.XX.XXXX	XXXX	
B3	Directors' disclosures (interest and non-disqualification)	XXXX	XX.XX.XXXX	XXXX	
C	**Books of account and closing**				
C1	Trial balance and general ledger, closed and locked for the year	XXXX	XX.XX.XXXX	XXXX	
C2	Confirmation that the accounting software's audit trail (edit log) was on all year; back-up arrangements	XXXX	XX.XX.XXXX	XXXX	
C3	Bank reconciliations and bank confirmations for every account as at the year-end	XXXX	XX.XX.XXXX	XXXX	XX accounts

No.	Item	Owner	Target date	Status	Remarks
C4	Cash count certificate at the year-end	XXXX	XX.XX.XXXX	XXXX	
D	**Assets**				
D1	Fixed asset register, additions with invoices, disposals, depreciation working	XXXX	XX.XX.XXXX	XXXX	
D2	Physical verification report of fixed assets; title deeds of property	XXXX	XX.XX.XXXX	XXXX	
D3	Inventory count sheets, valuation working, stock statements filed with the bank and their reconciliation	XXXX	XX.XX.XXXX	XXXX	
D4	Debtors ageing, confirmations, provision for doubtful debts	XXXX	XX.XX.XXXX	XXXX	
D5	Investments: contract notes, statements, valuation	XXXX	XX.XX.XXXX	XXXX	
E	**Liabilities and equity**				
E1	Loan sanction letters, statements, repayment schedules; charges filed	XXXX	XX.XX.XXXX	XXXX	
E2	Creditors ageing and confirmations; MSME supplier dues	XXXX	XX.XX.XXXX	XXXX	
E3	Share capital changes: allotment, transfer and related filings	XXXX	XX.XX.XXXX	XXXX	
E4	Provisions and contingent liabilities; list of litigation	XXXX	XX.XX.XXXX	XXXX	
F	**Income, expenses and payroll**				
F1	Sales register reconciled with GST returns	XXXX	XX.XX.XXXX	XXXX	
F2	Payroll registers reconciled with PF, ESI, professional tax and TDS returns	XXXX	XX.XX.XXXX	XXXX	
F3	Major contracts and agreements entered in the year	XXXX	XX.XX.XXXX	XXXX	

No.	Item	Owner	Target date	Status	Remarks
G	**Taxes and statutory dues**				
G1	Income tax: advance tax challans, TDS/TCS returns and Form 26AS / AIS reconciliation	XXXX	XX.XX.XXXX	XXXX	
G2	GST: returns filed, input tax credit reconciliation	XXXX	XX.XX.XXXX	XXXX	
G3	List of disputed dues with the forum where each is pending	XXXX	XX.XX.XXXX	XXXX	Rs XX,XX,XXX
H	**Related parties and other disclosures**				
H1	List of related parties and transactions with approvals	XXXX	XX.XX.XXXX	XXXX	
H2	Events after the year-end	XXXX	XX.XX.XXXX	XXXX	
H3	CSR working and spend, if section 135 applies	XXXX	XX.XX.XXXX	XXXX	
I	**Reporting**				
I1	Draft financial statements in the Schedule III format, with notes	XXXX	XX.XX.XXXX	XXXX	
I2	Records for each CARO 2020 clause (if CARO applies)	XXXX	XX.XX.XXXX	XXXX	
I3	Internal audit reports for the year (if any)	XXXX	XX.XX.XXXX	XXXX	
I4	Draft Board's report	XXXX	XX.XX.XXXX	XXXX	
I5	Management representation letter signed	XXXX	XX.XX.XXXX	XXXX	
J	**After the audit**				
J1	Board approval of accounts; auditor's report signed with UDIN	XXXX	XX.XX.XXXX	XXXX	
J2	AGM held; accounts adopted	XXXX	XX.XX.XXXX	XXXX	
J3	AOC-4 and MGT-7 filed	XXXX	XX.XX.XXXX	XXXX	SRN XXXXXXXX