**Audit Checklist Form Template**

**Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audit Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Auditor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audit Items:**

| **Task** | **Assigned To** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| **Review cash flow statements** |  |  |  |
| **Confirm inventory balances** |  |  |  |
| **Evaluate fixed assets** |  |  |  |
| **Check compliance documentation** |  |  |  |
| **Analyze income and expenses** |  |  |  |
| **Verify tax documentation** |  |  |  |
| **Examine financial projections** |  |  |  |
| **Review internal audits** |  |  |  |

**Comments:**

**Auditor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**