PRE-SIGNING AUDIT REVIEW

30-Point Checklist

Client: _____

FY: _____ Reviewer: _____

Date: _____

CHECK	DONE	EXC.	N.A.
01 · Missing big year-on-year movements			
Put CY and PY side by side, ledger by ledger	☐	☐	☐
Explain every movement above performance materiality	☐	☐	☐
Look for new ledgers, and ledgers that went to nil	☐	☐	☐
02 · Signing after a revised TB without rechecking			
Compare old and new TB line by line, not just totals	☐	☐	☐
Trace every changed ledger into the statements	☐	☐	☐
Re-run all tie checks after every revision	☐	☐	☐
03 · Balance Sheet not matching the notes			
Every note total = the figure on the face of BS / P&L	☐	☐	☐
Reserves: opening + profit − dividends ± transfers & other movements = closing	☐	☐	☐
Fixed assets: opening + additions − deletions − depreciation = closing	☐	☐	☐
04 · Schedule III presentation slips			
Current / non-current: 12 months or operating cycle, and any right to defer settlement	☐	☐	☐
Trade receivables & payables ageing schedules present, and totals tie	☐	☐	☐
MSME dues shown separately, matching supplier data on file	☐	☐	☐
05 · Wrong CARO applicability			
Private co. exemption needs ALL: not holding / subsidiary of a public co. · paid-up capital + reserves & surplus ≤ ₹1 cr · bank / FI borrowings ≤ ₹1 cr at any time · total revenue (as per Schedule III, incl. discontinued operations) ≤ ₹10 cr	☐	☐	☐
Test borrowings at their peak, not at year end	☐	☐	☐
Record the reason for your conclusion on file	☐	☐	☐
06 · Missing Rule 11 reporting			
11(g): audit trail (edit log) enabled for the whole year? Get evidence	☐	☐	☐
11(e): written representations on funds routed through intermediaries	☐	☐	☐
11(f): dividend declared / paid in line with section 123	☐	☐	☐
07 · Ignoring ratio swings			
Compute every required ratio for CY and PY	☐	☐	☐
Any change over 25% needs a real, specific reason	☐	☐	☐
Ask: does the reason fit what you saw in the audit?	☐	☐	☐
08 · Unresolved client queries			
One query register per client: raised, received, resolved	☐	☐	☐

CHECK	DONE	EXC.	N.A.
Material open points resolved, or reflected in your report, before signing	☐	☐	☐
Evidence kept against each query, not in a chat	☐	☐	☐
09 · Copy-pasting last year's audit report			
Re-test every applicability this year: CARO, IFC, cash flow, small company	☐	☐	☐
Read each CARO clause against this year's facts	☐	☐	☐
Search the report for last year's dates and names	☐	☐	☐
10 · No documented final review			
Closing checklist completed and dated	☐	☐	☐
Significant review points resolved before signing, conclusions documented	☐	☐	☐
Representation letter dated as near as possible to, but not after, the report date	☐	☐	☐

Exceptions and how they were resolved

Reviewed by: _____ Partner sign-off: _____

SignReady by PracticeGuru runs these checks for your team: CY vs PY review, revised TB compare, FinalCheck, client queries and partner sign-off.
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