CHECKLIST FOR FINALISATION OF ANNUAL ACCOUNTS

Name of the Company: **Period ended:**

Sl No	Details	Confirmation from:			Remarks/Reference if any
1	Opening Balance Verification	AC MGR:			
2	Authorised capital confirmation	CS:	MCA:	AC MGR:	
	Paid up capital confirmation	CS:	MCA:	AC MGR:	
3	Share holding parten confirmation	CS:		AC MGR:	
4	Share transfer between last audit & current period ending	CS:		AC MGR:	
5	Share application money(Attach a list)	AC MGR:			
6	Incase of FDI obtained the FC-GPR & other declaration	CS:		AC MGR:	
7	Redemption of Preference Share:	CS:		AC MGR:	
	Attach the details of share redeemed	CS:		AC MGR:	
	Attach a calculation of dividend on above	CS:		AC MGR:	
	Attach a calculation of dividend proposed	CS:		AC MGR:	
	Attach a calculation of DDT & Interest up to year end	CS:		AC MGR:	
8	Secured loan from bank	CS:		AC MGR:	
	Secured Loan from Others	CS:		AC MGR:	
	Attach a list of charges created for above	CS:	MCA:	AC MGR:	
	Attach a list of loan & check the confirmation	AC MGR:			
	Whether corresponding note in the loan schedule has mentioned				
	Closure statement in case of closure of any loan				
9	Unsecured Loan:	AC MGR:			
	Attach a list of loan & check the confirmation				
	Closure statement in case of closure of any loan				
10	Deferred tax Liability/Asset	AC MGR:			
11	Fixed assets addition during the period	AC MGR:			
12	Investment(check 292,372A)	CS:		AC MGR:	
13	Advance for Investments(Attach a list)	AC MGR:			
14	Provision for Tax & Interest if any	AC MGR:			
15	Closing Stock(Attach a physical verification report)	AC MGR:			
16	Debtor classification	AC MGR:			
17	Cash in hand to be confirmed	AC MGR:			
18	Attached a list of out standing expenses payable & compared with last year(mentioned explanation in case of major difference				
19	TDS analysis report to be attached (the payable closing balance should mach with financials & Tally balance(keep a print out)				
20	interest payable to be mach with loan statement/balance confirmation received if any				
21	Creditor closing balance to be confirmed	AC MGR:			
22	Checking the formulas & link on depreciation calculation as per IT Act. & Co. Act.				
23	CWIP closing balance confirmation	AC MGR:			
24	Correction as per Internal Audit report:	1st	2nd	3rd	4th
	Correction status for the quarter				
25	Branch reconciliation to be confirmed (Take latest print of both co.)	AC MGR:			
26	Following Deposit confirmation to be checked: (Along with interest & TDS components if any)				
	Electricity deposits				
	Staff advance				
27	Attached a list of prepaid expenses & compared with last year(mentioned explanation in case of major difference				
28	Director details confirmation	CS:	MCA:	AC MGR:	
29	Director remuneration if any	CS:		AC MGR:	
30	Pending assessment & related Tax amount	AC MGR:			
31	Download 26AS & Tally with Book				
32	Foreign exchange difference (Attach a calculation & RBI Rate chart)				

Signature