

# The review before delivery — checklist

The six steps every Everholt & Co. engagement goes through before anything reaches the client, in order.

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## Our review process — reference

### 1 • Source reconciliation

Every bank, card and loan account in scope is reconciled to its own statement for each period, and the reconciliation report is saved with the work.

- ☐ Each account's ending balance agrees with its statement
- ☐ No adjustment was posted just to force a difference to zero
- ☐ Reconciled items are marked and the report is saved per account, per month

### 2 • Exception review

Transactions that don't fit the pattern are pulled out and looked at one by one rather than accepted because a bank feed posted them.

- ☐ Uncategorized, suspense and "ask my accountant" balances are empty or explained
- ☐ Possible duplicates are checked against the statement
- ☐ Unusual amounts and one-off payees have a reason on file

### 3 • Balance-sheet support

Each balance-sheet account has a statement or schedule that explains its number, not only the bank and card accounts.

- ☐ Loans agree with the lender's statement, split into principal and interest
- ☐ Payroll liabilities and sales tax payable agree with remittances and returns
- ☐ Undeposited funds, fixed assets and equity each have supporting detail

### 4 • Statement tie-out

The profit and loss, balance sheet and cash movement are read against each other, so the three reports tell the same story.

- ☐ Net income for the period flows into equity
- ☐ Cash and cash equivalents tie to the reconciled cash-account ledger balances. Credit-card liabilities tie separately to the reconciled card-account balances, with reconciling items documented.
- ☐ Month-to-month swings have an operating reason or a note

### 5 • Written open items

Anything unresolved is written down and given to the client rather than parked in a suspense account.

- ☐ Questions that need the client's answer are listed

- ☐ Missing statements or records are named, with the period they affect
- ☐ Figures that couldn't be supported are flagged, not estimated silently

## **6 • Delivery check**

A final pass before anything is sent: the work matches the written scope and the finished period is protected.

- ☐ The deliverables match what the written scope lists
- ☐ The period is locked with a closing date once it is final
- ☐ The open-items list goes out with the reports