

PAYROLL AUDIT REPORT

Company Name: ABC Manufacturing Pvt. Ltd.

Audit Period: 01 April 2024 – 31 March 2025

Audit Type: Internal Payroll Audit

Audit Date: 10 November 2025

Auditor: Finance & Compliance Team

1. Audit Objectives

- Verify the accuracy of payroll calculations.
- Confirm employee, attendance, and compensation data.
- Check statutory compliance.
- Identify gaps and inconsistencies.
- Recommend corrective actions.

2. Documents Reviewed

Master employee list, payroll registers, attendance logs, leave reports, statutory filings, bank transfer proofs, new hire and exit documents.

3. Summary of Findings

Item	Observation	Status
KYC Records	7 incomplete	Needs Action
Attendance Mismatches	18 instances	Medium Impact
Manual Edits	12 unapproved	High Impact

4. Compliance Risk Level

Overall Risk Rating: **Moderate**

5. Recommendations

- Immediate:** Fix KYC, LOP, tax mismatches.
Medium-term: Integrate attendance sources.
Long-term: Automate compliance & payroll workflows.