

# 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.