**Rolling Meadow Orchard (RMO)**

**Financial Audit — Evidence Report**

**Date:** October 22, 2025  
**Prepared by:** Financial Compliance and Accounting Team

**Purpose**

This document provides evidence supporting the financial audit of Rolling Meadow Orchard (RMO) for Fiscal Year 2024.  
The purpose is to present detailed findings and supporting documentation related to revenue recognition, expense validation, account reconciliation, and asset management.  
This report serves as **evidence for the external auditor’s review** to demonstrate transparency and accuracy in RMO’s financial reporting.

**Evidence Summary**

| **Audit Area** | **Evidence Description** |
| --- | --- |
| **Revenue Recognition** | Sales records and point-of-sale data from RMO’s retail operations and wholesale accounts have been compiled for the audit period. Supporting documentation includes daily transaction summaries, invoice logs, and cash register reports. A reconciliation between sales data and bank deposits was performed to verify completeness. |
| **Expense Verification** | Expense ledgers and vendor invoices were reviewed for accuracy and legitimacy. All high-value payments (>$10,000) include corresponding purchase orders and approval documentation. Expense claims are supported by receipts and authorization from the Finance Director. |
| **Account Reconciliation** | Bank statements for all operating and savings accounts were reconciled against the general ledger. Minor timing differences were noted but no material discrepancies were found. Reconciliation reports for each month of FY2024 are attached. |
| **Inventory Valuation** | Year-end physical inventory counts were cross-checked with system-recorded quantities in the Orchard Management and Sales System (OMSS). Adjustments were made to reflect spoilage, shrinkage, and outdated stock. Supporting documentation includes inventory worksheets and variance analysis reports. |
| **Fixed Assets** | The Fixed Asset Register has been reviewed and updated. Depreciation schedules align with the company’s accounting policy and applicable standards. Verification photos and acquisition receipts for newly added equipment are attached. |

**Supporting Documentation**

1. **General Ledger Extracts** — Complete ledger detail for FY2024, including all journal entries.
2. **Bank Reconciliation Statements** — Verified reconciliations for each month of the fiscal year.
3. **Sales and Invoice Reports** — Detailed transaction records, invoices, and customer payment confirmations.
4. **Expense Receipts and Vendor Invoices** — Supporting documentation for all major expense accounts.
5. **Inventory and Fixed Asset Schedules** — Documentation of year-end counts, depreciation, and valuation adjustments.

**Observations**

* All major financial accounts have been reconciled and verified against supporting documentation.
* Expense and revenue recognition practices are consistent with RMO’s internal accounting policy.
* Minor data entry errors were corrected before final ledger closure.
* No material misstatements or fraud indicators were identified during the internal pre-audit review.

**Document Control**

| **Document ID** | **Version** | **Effective Date** | **Prepared By** | **Reviewed By** |
| --- | --- | --- | --- | --- |
| RMO-FIN-AUD-EVD | 1.0 | October 22, 2025 | **Laura S. Penn**, Senior Financial Analyst | **Michael T. Corbett**, Finance Director |