

# Audit Trail Document

## Profit Margin Calculation

Document ID: AT-PM-2024-001

Prepared by: Jane Doe

Date Prepared: 2024-06-18

Reviewed by: John Smith

Period Covered: Q2 2024

### Summary of Profit Margin Calculation

| Item               | Description                       | Amount (USD) |
|--------------------|-----------------------------------|--------------|
| Revenue            | Total sales for Q2 2024           | 500,000      |
| Cost of Goods Sold | Total direct costs                | 350,000      |
| Gross Profit       | Revenue - Cost of Goods Sold      | 150,000      |
| Operating Expenses | Administrative & selling expenses | 40,000       |
| Net Profit         | Gross Profit - Operating Expenses | 110,000      |
| Profit Margin (%)  | Net Profit / Revenue x 100        | 22.0%        |

### Audit Trail Log

| Date       | User       | Action           | Comments   |
|------------|------------|------------------|--|
| 2024-06-10 | Jane Doe   | Document Created | Initial draft prepared with extracted financials from Q2 system report |
| 2024-06-12 | Mike Lee   | Data Validation  | Confirmed revenue and expenses with accounting database                |
| 2024-06-15 | John Smith | Review & Comment | Requested recalculation of operating expenses allocation               |
| 2024-06-16 | Jane Doe   | Amendment        | Updated operating expenses based on reviewer's feedback                |
| 2024-06-18 | John Smith | Final Approval   | All figures verified and approved for release                          |

### Important Notes

- All figures used are sourced directly from the main accounting system and reconciled with official reports.
- Any amendments or corrections are logged with user, date, and reason for transparency.
- This document should be securely stored and only accessible to authorized personnel.
- Regular reviews are important to ensure ongoing integrity of audit trail records.
- Do not alter data manually without prior approval and appropriate documentation.