

Audit Trail Event Tracking Sheet

Tax Audit Version

Client Name	[Enter Client Name]	Tax Year(s) Under Audit	[YYYY]
Auditor(s)	[Auditor Name(s)]	Sheet Ref. No.	[Reference No.]
Date Prepared	[DD/MM/YYYY]	Last Updated	[DD/MM/YYYY]

Event Date	Event Type / Description	Source / Reference	User / Initiator	Action Taken	Remarks
05/02/2024	Opening meeting with taxpayer	Meeting Minutes	Lead Auditor	Documented agenda and attendance	N/A
10/02/2024	Requested VAT invoices for Q1–Q2	Email Req. #A101	Assistant Auditor	Email sent, awaiting response	Follow-up scheduled for 14/02/2024
14/02/2024	Received VAT invoices from client	Email Reply #A102	Client	Saved files to shared drive	Files verified, matched to request
20/02/2024	Tested sample of expense invoices	Audit File - Workpaper #EXP-1	Junior Auditor	10 invoices tested, no exceptions noted	See workpaper for details
25/02/2024	Discussed preliminary assessment with client	Meeting Minutes	Lead Auditor	Shared findings, client agreed to respond formally	Awaiting client's written response

Important Notes:

- This sheet documents all significant events and actions related to the tax audit process.
- Entries should be factual, dated, and as detailed as necessary for traceability.
- Use only official sources and references for each event recorded.
- Maintain confidentiality—do not include sensitive or unrelated information.
- Regularly update the sheet to reflect ongoing activities and outcomes.