

# Audit Trail Log Sheet Template (Tax Compliance Version)

Company Name: \_\_\_\_\_ Audit Period: \_\_\_\_\_  
Division/Department: \_\_\_\_\_ Prepared By: \_\_\_\_\_  
Date Prepared: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

## Audit Trail Log Details

Date/Time	User/Employee Name	Role	Description of Activity	Module/Area	Reference (Doc.Txn ID)	Before	After
yyyy-mm-dd hh:mm	John Doe	Tax Officer	Updated VAT record	Tax Register	INV-12345	VAT: 12%	VAT: 15%
yyyy-mm-dd hh:mm	Alice Smith	Admin	Deleted invoice entry	Sales Ledger	INV-12356	Active	Deleted
yyyy-mm-dd hh:mm	Michael Tan	Reviewer	Approved tax submission	Tax Filing	TX-2023-04	Pending	Approved

## Remarks / Notes

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\_\_\_\_\_

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## Sign-Off

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

## Important Notes:

- This log sheet is an internal control document for recording activities affecting tax compliance.
- All modifications, deletions, or approvals related to tax records must be logged with complete details.
- Ensure that records are maintained chronologically and are securely stored for a minimum of the required retention period per tax authorities.
- Regular review by supervisors/auditors is advised to detect any unauthorized or suspicious activities.
- Do not alter or erase any entries once logged; corrections should be explained in the remarks section.