

Audit Communication Log

Audit Title: _____

Audit Period: _____

Prepared by: _____

Date Prepared: _____

Date	Time	Medium	From	To	Subject	Summary of Communication	Action Required/Status	Follow-up Date
2024-05-03	10:30 AM	Email	Lead Auditor (John Doe)	Finance Manager	Request for documents	Requested general ledger and supporting documents for April 2024.	Pending - Awaiting response	2024-05-05
2024-05-04	02:15 PM	Meeting	Audit Team	Finance Department	Initial Audit Kickoff	Discussed audit scope, timelines, and deliverables.	Completed	N/A

Important Notes:

- This log serves as official documentation of all audit-related communications.
- Ensure entries are timely, accurate, and objective.
- Maintain confidentiality and secure storage of sensitive information.
- Update the log regularly with every significant communication event.
- Helps provide transparency and support during audit reviews or disputes.