

Audit Trail: Evidence Indexing Sheet

Audit Name	2024 Q2 Financial Compliance Audit	Audit Ref No.	AUD-2024-06-19
Date Prepared	2024-06-19	Prepared By	Jane Doe
Department/Area	Finance Department		

Evidence Index Table

#	Evidence Title / Description	Reference Number	Date Collected	Source	Location (File/Folder/Link)	Remarks
1	Bank Statement - April 2024	EVD-001	2024-05-03	Jane Doe	Finance/Banks/2024/Apr.pdf	Verified
2	Vendor Invoice #7832	EVD-002	2024-05-05	John Smith	Finance/Invoices/2024/7832.pdf	Pending Review
3	Payroll Summary - Q2 2024	EVD-003	2024-05-10	Mary Lee	Finance/Payroll/Q2-2024.xlsx	Confirmed
4	Email Correspondence: Vendor Confirmation	EVD-004	2024-05-15	Audit Team	Outlook/Inbox/Vendor-2024-05-15.msg	Relevant Section Highlighted

Important Notes

- All evidence items should be uniquely referenced and accurately described.
- The source, location, and date collected fields are critical for traceability.
- Maintain the sheet securely to prevent unauthorized alterations.
- Regularly update the status and remarks to reflect audit progress.
- This document forms a key part of the audit trail and supports audit conclusions.