

Audit Completion Documentation

Audit Name: [Enter Audit Name]
Client/Entity: [Enter Client/Entity]
Audit Period: [Enter Period Covered]
Audit Team: [Lead Auditor, Team Members]
Date of Completion: [Date]
Reviewed By: [Reviewer Name]

Scope of Audit

[Brief description of the audit scope, including objectives and areas covered]

Summary of Findings

[Summary of key findings and observations]

- [Finding 1]
- [Finding 2]
- [Finding 3]

Summary of Procedures Performed

[Brief summary of the main procedures performed during the audit]

Significant Issues & Resolution

[Outline any significant issues encountered, how they were resolved, or reasons for unresolved items]

Completion Checklist

- All workpapers reviewed and signed-off
- All audit procedures performed as planned
- Significant findings documented
- Management representation letter obtained
- Final financial statements reviewed

Conclusion

[Final statement regarding the completion of the audit and readiness for report issuance]

Sign-Off

Lead Auditor: _____

Date: _____

Reviewer: _____

Date: _____

Important Notes:

- This document provides evidence that all audit procedures are completed prior to report issuance.
- Proper completion documentation improves audit quality and accountability.
- All unresolved issues should be escalated before signing off.

- Keep this document as part of the official audit file for record-keeping and future reference.