

Audit Paperwork Completion Control List

| No. | Paperwork/Document Name | Prepared By | Date Prepared | Reviewed By | Date Reviewed | Status | Remarks |
|-----|-------------------------|-------------|---------------|-------------|---------------|-------------|-------------------------|
| 1 | Trial Balance | J. Doe | 2024-05-02 | R. Lee | 2024-05-03 | Complete | |
| 2 | Lead Schedules | M. Smith | 2024-05-03 | R. Lee | 2024-05-04 | In progress | Pending supporting docs |
| 3 | Supporting Documents | M. Smith | 2024-05-04 | R. Lee | | Pending | |
| 4 | Audit Adjustments List | K. Brown | 2024-05-05 | R. Lee | | Pending | |
| 5 | Final Report Draft | J. Doe | | | | Not started | |

Important Notes

- This control list helps to track the completion and review status of all audit paperwork.
- Ensure all documents are reviewed and signed off to maintain audit quality.
- Status should be updated regularly for accurate progress monitoring.
- Retain this document as part of the final audit file for compliance and future reference.