

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.