

Billable Hours Time Sheet

For Audit Engagement

Engagement Name: Audit of XYZ Ltd.

Client: XYZ Limited

Period Covered: 01 Jan 2024 – 07 Jan 2024

Employee Name: John Doe

Employee ID: 300187

Position: Audit Associate

Supervisor: Jane Smith

Date Submitted: 08 Jan 2024

Date	Day	Task Description	Start Time	End Time	Break (hh:mm)	Total Hours	Billable Hours	Remarks
01 Jan 2024	Monday	Planning Meeting & Client Discussion	09:00	17:30	01:00	7.5	7.0	
02 Jan 2024	Tuesday	Document Review & Walkthroughs	09:00	18:00	01:00	8.0	7.5	
03 Jan 2024	Wednesday	Internal Control Testing	09:00	17:30	01:00	7.5	7.5	
04 Jan 2024	Thursday	Substantive Testing - Purchases	09:00	18:00	01:00	8.0	7.5	Included follow-up
05 Jan 2024	Friday	Fieldwork & Vouching	09:00	18:30	01:00	8.5	8.0	
06 Jan 2024	Saturday	Final Review	10:00	16:00	00:30	5.5	5.0	
07 Jan 2024	Sunday	Reporting & Documentation	10:00	15:00	00:30	4.5	4.0	

Total Hours Worked: 49.5

Total Billable Hours: 46.5

Non-Billable Hours: 3.0

Important Notes

- Billable hours must accurately reflect time spent on client-related audit tasks.
- Non-billable hours (breaks, internal meetings) should be reported separately.
- A brief description should be provided for each task for transparency.
- Review and approval from a supervisor are required before submission.
- This document serves as an official record for audit billing and project management.