

Monthly Audit Engagement Time Report

Engagement Name:
Q2 Compliance Review

Audit Period:
June 2024

Prepared By:
Jordan Smith

Date Prepared:
05 July 2024

Time Allocation Details

| Date | Auditor Name | Activity / Task | Hours Spent | Remarks |
|-------------|--------------|-----------------------------|-------------|------------------|
| 03-Jun-2024 | Ava Lee | Entrance Meeting | 2.0 | |
| 05-Jun-2024 | Rohan Gupta | Preliminary Risk Assessment | 3.5 | |
| 12-Jun-2024 | Ava Lee | Fieldwork & Testing | 6.0 | Sample selection |
| 15-Jun-2024 | Jordan Smith | Documentation Review | 4.0 | |
| 20-Jun-2024 | Rohan Gupta | Follow-Up | 2.5 | |
| Total Hours | | | 18.0 | |

Important Notes

- This report provides a transparent record of time spent on each audit activity.
- Accurate time reporting helps in resource planning and performance evaluation.
- All entries must be supported by relevant documentation or evidence.
- Discrepancies or corrections should be justified and recorded immediately.
- The report supports billing, project management, and audit quality reviews.