

# Summary Table of Audit Schedule for Field Work

No.	Department/Location	Audit Area	Planned Start Date	Planned End Date	Lead Auditor	Status
1	Finance	Internal Controls	2024-07-01	2024-07-05	Jane Smith	Planned
2	Operations	Inventory Management	2024-07-10	2024-07-14	John Doe	Scheduled
3	HR	Employee Records	2024-07-20	2024-07-22	Sarah Lee	Planned
4	IT	Data Security	2024-08-01	2024-08-04	Mike Tan	Pending
5	Sales	Revenue Reporting	2024-08-10	2024-08-13	Alice Wong	Pending

- This document outlines the planned schedule for fieldwork audits in different departments.
- The table helps in tracking progress and resource allocation for the audit team.
- Schedule is subject to updates based on company priorities and unforeseen changes.
- Proper communication is essential to ensure readiness of respective departments prior to audit.
- Status should be updated regularly to reflect the most current information.