

Audit Completion Checklist

Checklist Item	Reviewed (Y/N)	Comments
All planned audit procedures completed		
All exceptions and findings documented		
Management responses obtained		
Supporting documents attached		
Final financial statements reviewed		
Significant risks addressed		
Review of subsequent events completed		
Partner-in-charge review performed		
Signed representation letter obtained		
Final audit report issued		

Prepared by

Name: _____

Signature: _____

Date: _____

Reviewed by

Name: _____

Signature: _____

Date: _____

Important Notes

- This checklist helps ensure completeness and quality of the audit process.
- All items must be addressed before issuing the final audit report.
- Document any deviations and their rationale clearly.
- Retain all supporting evidence and correspondence with management.
- Regularly update the checklist to reflect regulatory changes and best practices.