

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.