

Audit Plan

Name of the Client			
Audit period			
Audit commenced on			
Audit Coordinator			
Audit Team			
Total Days Planned for Audit			
Total Man-days			
Scope of work	Date	Team Member	Remarks
Vouching			
Opening balance verification			
Cash Book			
Bank Book			
Sales Register			
Purchase Register			
Journal Register/Debit Note/ Credit Note			
Statutory Payments			
Ledger Scrutiny			
Finalisation Activities			
Remarks: -			
Signature of Proprietor / Partner			
Date:			