

Client:

Year end:

	Date
1. Books and records ready	
2. Accounts prepared by accountant	
3. Draft accounts issued to client	
4. Accounts and information available for Just Audit	
5. Audit planning meeting	
6. Audit fieldwork	
7. Audit queries raised	
8. Audit queries answered	
9. Any amendments made to accounts	
10. Draft accounts issued for board approval	
11. Accounts approved by board	
12. Audit report signed	