**Audit timetable**

Entity name:

Planned by:

Date:

|  | **Phase** | **Date** | **Comments** |
| --- | --- | --- | --- |
| **Planning** | Start of the planning phase |  |  |
| Send the engagement letter and Letters for Solicitor/Client privileges |  |  |
| Obtain access to the entity’s office |  |  |
| Meeting with senior management |  |  |
| Contract for specialist (if applicable) |  |  |
| Consult with IT Audit specialist |  |  |
| Consult with Control Assurance specialist |  |  |
| Mandatory team planning meeting |  |  |
| Draft RAC—Plan to Engagement Leader |  |  |
| Draft RAC—Plan to EQR and AAG |  |  |
| Draft RAC—Plan to senior management |  |  |
| Send RAC—Plan to the audit committee |  |  |
| Present RAC—Plan to the audit committee |  |  |
| Planning Sign-off—Engagement Leader |  |  |
| Planning Sign-off—Engagement Quality Reviewer |  |  |
| Planning Sign-off—AAG |  |  |
| **Execution** | Send the preliminary list of documents to be received from the entity for the interim work |  |  |
| Regional visit (if applicable) |  |  |
| General visit (if applicable) |  |  |
| Start of the interim work |  |  |
| End of interim work |  |  |
| Interim post mortem meeting with the team |  |  |
| Interim post mortem meeting with the entity |  |  |
| Send preliminary list of documents to be received from the entity for the year end work |  |  |
| Submit pro forma FSs to AEA for comment (if applicable) |  |  |
| The entity closes its books |  |  |
| Count inventory |  |  |
| Start year-end work |  |  |
| Send bank, accounts receivable, actuarial and other external confirmations  |  |  |
| Establish the date of the auditor’s report |  | Note: The auditor’s report should be dated no earlier than the date on which sufficient appropriate evidence has been obtained to support the opinion and when all financial statements and related notes have been prepared and those with recognized authority have taken responsibility for those financial statements. |
| Send legal letter |  | Note: The date of the lawyer’s response and the required response date for the reply will normally be as close to the auditor’s report date as is practicable. |
| Send Management Representation Letter Form |  | Note: Ensure the management representation letter is dated as near as praticable to, ***but not after*** the date of the auditor’s report. |
| Obtain preliminary or final legal letter |  |  |
| Obtain draft Management Representation letter |  |  |
| Submit final FSs to AEA for comment |  |  |
| End of work at the entity (semi-completion date) |  |  |
| Obtain final Management Representation letter |  |  |
| Obtain updated legal letter if required |  |  |
| **Report** | Meeting—Team Manager, Engagement Leader and Engagement Quality Reviewer (sign-off) |  |  |
| Meeting with AAG (sign-off) |  |  |
| Send material to FS signatory ahead of the meeting |  |  |
| Meeting with FS signatory for approval |  |  |
| Send auditor’s report to printing service |  |  |
| Prepare Management letter |  |  |
| Draft RAC—Results to Engagement Leader |  |  |
| Draft RAC—Results to EQR and AAG |  |  |
| Draft RAC—Results to senior management |  |  |
| Send RAC—Results to the Audit committee |  |  |
| Meet with the Chair of the entity audit committee |  |  |
| Present RAC—Results to the Audit committee |  |  |
| Audit post mortem with the team  |  |  |
| Post mortem meeting with the entity |  |  |