

Template 13: Work Allocation and Time Budget

Audited entity/engagement	
Year	
Project code	
Team Leader	

Procedure	Auditor assigned	Assigned time man days	Date started	Planned date of finish	Status	Actual date of finish	Variance man days
<b>Planning</b>							
Notification letter							
Entrance meeting							
Understand Entity							
Risk Assessment							
Consider possibility of fraud							
Pre-engagement Questionnaire							
Prepare planning memorandum and audit programs							
<b>Total planning</b>							
<b>Field work</b>							

Procedure	Auditor assigned	Assigned time man days	Date started	Planned date of finish	Status	Actual date of finish	Variance man days
Testing Controls							
Prior year report/ management letter follow-up							
Reviewing of tests results							
Travel							
Administrative work							
Meetings							
<b>Total field work</b>							
<b>Reporting</b>							
Draft Report							
Response by Auditee							
Final Report							

Procedure	Auditor assigned	Assigned time man days	Date started	Planned date of finish	Status	Actual date of finish	Variance man days
Distribution of Final Report							
Meetings							
Total reporting							

Explanation for variance over 10%

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Reviewed by : Head of Internal Audit