

Audit Working Paper Organization

Date: [Insert date]

Client Name: [Insert client name]

Audit Period: [Insert audit period]

Prepared by: [Insert preparer's name]

Reviewed by: [Insert reviewer's name]

Working Paper Index

- 1. Engagement Letter
 - 2. Risk Assessment
 - 3. Materiality Calculation
 - 4. Lead Schedules
 - 5. Trial Balances
 - 6. Substantive Tests
 - 7. Compliance Testing
 - 8. Management Representations
 - 9. Final Review
-

Summary of Findings

[Insert summary of key findings from the audit]

Attachments

- [Insert attachment name 1]
 - [Insert attachment name 2]
 - [Insert attachment name 3]
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Prepared on: [Insert date]

Signature: _____