

Audit Working Paper Organization

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Organization of IT Audit Working Papers

Dear [Recipient's Name],

As part of our upcoming IT audit, we are implementing an organized approach for managing our working papers. This is to ensure that our findings and documentation are clear and easily accessible.

Working Paper Structure

- **Title Page:** Includes the title of the audit, date, and auditor details.
- **Audit Objectives:** Clearly defined audit goals and objectives.
- **Scope of Audit:** A detailed description of the areas included in the audit.
- **Methodology:** Outline of the procedures and techniques employed during the audit.
- **Findings and Recommendations:** Detailed documentation of the findings, along with actionable recommendations.
- **Supporting Documents:** Relevant documents and evidence in support of audit findings.

File Naming Convention

All working papers should follow the naming convention:
YEAR_AUDIT_TITLE_Version.number.

Submission Process

All working papers should be submitted electronically to [Submission Email/Platform] by [Submission Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]