

AUDIT CLIENT:	Family Planning WA		
AUDIT AREA:	Audit timetable - For the year ended 30 June 2016		
PREPARED BY:	MC	DATE:	28 April 2016

Our proposed audit timetable for the year ended 30 June 2016 is as follows:

Key area	Target date	Person responsible
Audit pre-engagement activities	12 May 2016	MC (BS)
Audit planning meeting	13 May 2016	Butler Settineri Team
Audit to send listing of documents required for interim visit	16 May 2016	MC (BS)
Audit interim visit	23 May 2016	MC (BS) Jean (FPWA)
Completion of audit planning	24 May 2016	MC (BS)
Audit planning for review	27 May 2016	JS (BS)
Bank audit confirmation template to be provided to FPWA	1 July 2016	MC (BS)
Reconciled financial information to audit <ul style="list-style-type: none"> - Trial balance - General ledgers - Reconciliation schedules (eg: leave provisions, PPE schedule, etc) 	5 August 2016	Jean (FPWA)
Audit selections to be provided to FPWA	13 August 2016	MC (BS)
Audit fieldwork	18-19 August 2016	MC (BS) Jean (FPWA)
Draft financial report to audit (including supporting workings)	23 August 2016	Jean (FPWA)
Audit fieldwork for manager review	24 August 2016	JS (BS)
File Completion	25 August 2016	MC (BS)
Final Manager review (including financials)	31 August 2016	JS (BS)
Finalisation of any outstanding queries and financial report (for any adjustments)	5 September 2016	MC (BS) Jean (FPWA)
Audit partner review	12 September 2016	MvdM (BS)
Audit conclusion meeting	19 September 2016	MvdM (BS); FPWA management team