

NAME OF ORGANIZATION

Format No-

Annual Audit Schedule for the year _____

Department	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

All auditees are requested to note that they the above is a tentative calendar for internal audit. The exact schedule will be communicated to the auditees before the audit. All auditees are requested to cooperate in conduct of the audits scheduled.

Dated

Signature