**2. ENTRY MEETING**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Institute Name | : | Walajabath |
| 2 | Institution Category | : |  |
| 3 | Audit Year | : | 2022-2023, 2023-2024 |
| 4 | Selected Accounting Year | : |  |
| 5 | Audit Start Date | : | 26-03-2025 |
| 6 | Audit Team Details | : | Team2 |
| 7 | Details of Work Allocation among the team | : |  |
| 8 | Man Days Allocated | : | 40 |
| 9 | Audit Director Letter | : |  |
| 10 | Discrepancies between Accounts | : |  |
| 11 | Is Financial Audit Feasible after Preliminary Review | : |  |
| Audit Director Letter | | | |
| 12 | Entry Conference Date | : |  |
| 13 | Attending officer name and details | : |  |
| 14 | Audit Report Sent Date | : |  |
| 14 | Was a letter sent requesting documents? | : |  |