WEEKLY AUDIT INFORMATION REQUEST

Component Units | Audit Readiness Weekly Status Reporting

Use this form when weekly audit information is not already available through a shared audit platform.

Component Unit Name:	Enter Component Unit Name	**Audit Fiscal Year: Date Submitted:**	FY ________
Week Ending: Prepared by:	MM / DD / YYYY	**Auditor / Firm:**	MM / DD / YYYY
	Name / Title		Auditor or Audit Firm

Entities or auditors with a shared platform that provides current PBC, sample, and confirmation information may complete Section 2 and skip Sections 3–5, provided Department of Treasury has active access.

1 - CURRENT AUDIT STATUS

Audit Stage	☐ Planning ☐ Fieldwork ☐ Wrap-Up ☐ Financial Statement Preparation ☐ Review / Issuance		
Weeks in Current Stage	______	**In Line with Expected Progress?**	☐ Yes ☐ No ☐ At Risk
Overall Weekly Update	Summarize progress, significant changes, and the main focus for the coming week.		

2 - SHARED AUDIT PLATFORM / REPORTING METHOD

Shared audit platform available and	☐ Yes – Skip Sections 3–5 ☐ No – Complete Sections 3–5		
Platform Name:	Platform / Portal Name	**Last**	MM / DD / YYYY
Platform Link:	Enter platform or shared-folder link		
Treasury / Audit Readiness access confirmed?	☐ Yes ☐ No	**Access**	Name
Weekly Support Provided:	☐ PBC Log ☐ Sample Log ☐ Confirmation Control Log ☐ Platform Export / Screenshot ☐ N/A – Platform Access		

3 - PBC / WORK PLAN

Metric	Prior Week	Current Week	Count / Total	Comments / Link
Total PBC Items PBC Delivered	N/A	N/A	Total: ______	
PBC Worked / Completed	______%	______%	Delivered #: ______	
New Requests Added This Week Reopened Items	______%	______%	Worked #: ______	
Key Pending Items / Exceptions	N/A	N/A	# ______	
	N/A	N/A	# ______	
	List the most critical pending PBC items, responsible person, and expected delivery date. Include the PBC Log link in the comments column.			

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4 - SAMPLE LOG

Metric	Prior Week	Current Week	Count / Total	Comments / Link
Number of Tests / Testing Areas Total Sample Items	N/A	N/A	# Tests: ______	
Sample Items Delivered	N/A	N/A	# Samples: ______	
Sample Items Worked / Cleared Outstanding Sample Items	______%	______%	Delivered #: ______	
Key Pending Items / Exceptions	______%	______%	Worked #: ______	
	N/A	N/A	# ______	
	List significant sample exceptions, pending selections, missing support, or tests that could delay fieldwork. Include the Sample Log link in the comments column.			

5 - CONFIRMATION CONTROL LOG

Metric	Prior Week	Current Week	Count / Total	Comments / Link
Total Confirmations Confirmations Prepared Confirmations	N/A	N/A	Total: ______	
Sent Confirmations Received Confirmations Outstanding	N/A	N/A	# ______	
Key Pending Items / Exceptions	N/A	N/A	# ______	
	N/A	N/A	# ______	
	N/A	N/A	# ______	
	Describe confirmation exceptions, invalid addresses, follow-up needs, or differences requiring investigation. Include the Confirmation Control Log link in the comments column.			

6 - KEY AUDIT DATES AND WEEKLY ACTIONS

Milestone	Original / Agreed Date	Current Forecast	Status / Comments
Trial Balance Delivered Fieldwork Completion First Draft to Auditors	MM / DD / YYYY	MM / DD / YYYY	☐ On Time ☐ At Risk ☐ Delayed
Draft Submitted to Treasury / Hacienda	MM / DD / YYYY	MM / DD / YYYY	☐ On Time ☐ At Risk ☐ Delayed
Financial Statement Issuance	MM / DD / YYYY	MM / DD / YYYY	☐ On Time ☐ At Risk ☐ Delayed
	MM / DD / YYYY	MM / DD / YYYY	☐ On Time ☐ At Risk ☐ Delayed
	MM / DD / YYYY	MM / DD / YYYY	☐ On Time ☐ At Risk ☐ Delayed