### **P2. REVIEW WORKSHEET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Auditee** | agcom | **Reviewed By** | **Name** | **Rank** | **Date** |
| **Audit Period** | 2023-01-01 to   2024-01-31 | **Level 1** | Millicent Maboya |  | 2025-02-13 |
| **Prepared By** | Lerato Maboya | **Level 2** |  |  |  |
| **Rank** |  | **Level 3** |  |  |  |
| **Date** | 2025-04-10 |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Auditee** | agcom | **Reviewed By** | **Name** | **Rank** | **Date** |
| **Audit Period** | 2023-01-01 to   2024-01-31 | **Level 1** | Millicent Maboya |  | 2025-02-13 |
| **Prepared By** | Lerato Maboya | **Level 2** |  |  |  |
| **Rank** |  | **Level 3** |  |  |  |
| **Date** | 2025-04-10 |  |  |  |  |

**AUDIT QUERY WITH RESPECT TO THE AUDIT OF** *[insert the name of the auditee]***FOR THE YEAR ENDED***[insert the date of financial year-end audited]*

**Addressee:***[insert the name of the auditee, the Accounting Officer or delegated authority and the delivery address]*

**Issued on:** *[insert date]*

**Audit query** *[Insert the query number and the title of the query, for example: Audit query22. Missing Payment Voucher]*

**Description of finding:**

*[Include the following detail:*

*D*

*escription of problem found*

*A*

*mounts of misstatement*

*/error*

*R*

*eference to section of act or regulation where non-compliance has become evident]*

**Risks**

*Include the risks for example assets are not guarded...etc.*

**Recommended action to be taken by Accounting Officer:**

*[Recommendations should always refer to the cause of the problem, ie. an internal control failure]*

It would be appreciated if you could use the space below to include your written responses to this query, and send it to us by no later than *[insert response date].*Your cooperation is highly appreciated.

Yours faithfully

...........................................

Signed by *[insert name and title of team member issuing the query]*

**Management response:**

*Management’s response to the query is documented here.*

**Auditor’s evaluation:**

*Consider management’s response and decide on further action to be taken, when necessary.*