

Internal Audit Work Paper

RMA Number	Working Paper Number:
Audit name:	Audit Number:
Auditor:	Date
Reviewer	Date:

Cross References:

Refer to any supporting documents / information. This could be the documents / information supplied by the business, other working papers. In referencing documents be specific (Version, page, paragraph). Also, the cross reference should clearly articulate the work paper reference and a brief description of cross reference e.g. CR 3 1.1 Work paper 2 Interview_1 John Doe

Time Period:

Reference time period covered by the test. E.g. If sampled data state period covered; if observation what time period covered; if reviewing management reports, over what period.

Objective of the test:

Describe what we are going to test and why. Which controls / data / process steps etc. are we going to test and is it from design effectiveness and/or operating effectiveness perspective. Why are we performing the test? What are we planning to prove?

Samples: List the documents / data / information sampled

Work performed:

Describe the test steps performed If all the tests in the Audit Work Program were performed just mention that all tests in the AWP were performed. Only elaborate what is not mentioned in the AWP. Description should be at the level that would allow another auditor to re-perform. If there are limitations note these and the reasons for such limitations, e.g. some data was not available. Remember a limitation might be a finding. Should not exceed more than two pages.

Results and analysis:

What did we find from the tests, e.g. 2 out of 5 samples tested didn't follow procedure. Document root cause analysis of results obtained along with linkages to other work on audit if any. Should not exceed half a page

Conclusion

Control gap or no control gaps. Any other work required. Reference it to the audit finding in the draft report if any.

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**Patrick R. Delaney, Ray Whittington, O.
Ray Whittington**

Audit Workpapers Example:

Audit Procedures Luis Puncel,2007-12 Designed specifically to help practitioners prevail in the current climate of intense scrutiny Audit Procedures presents the conservative and cost effective approach needed to conduct a higher quality audit of nonpublic commercial entities Practical discussion and consideration of the day to day management of audit engagements enhance the quality of the auditor's practice while easy to read and easy to understand advice procedures and practice aids enable practitioners to put official pronouncements into action immediately The 2008 Edition integrates Knowledge Based Audits of Commercial Entities and explains the AICPA's Auditing Standards Board's new risk assessment standards which represent significant changes to existing audit practice

Brink's Modern Internal Auditing Robert R.

Moeller,2005-01-07 Brink's Modern Internal Auditing Sixth Edition is a comprehensive resource and reference book on the changing world of internal auditing including Sarbanes Oxley compliance issues Sixth edition of a very well respected auditing resource Provides an overview of the role and responsibilities of the internal auditor Includes discussion of the Sarbanes Oxley Act and the impact it has on auditing particularly concerning controls Provides expanded coverage of fraud and business ethics Includes guidance on reporting results effectively Provides in depth discussion of internal audit and corporate governance

Audit Working Papers Maurice E. Peloubet,1949 **The Quality Audit** Charles Albert Mills,1989

Explanations are given for pertinent steps in the audit process from determining the purpose of the audit through planning and implementing the process to evaluating reporting and following up on the results Annotation copyrighted by Book News Inc Portland OR

Auditing Theory and Practice Roger H. Hermanson,Jerry R. Strawser,Robert H. Strawser,1989 **CISA**

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Delaney,Ray Whittington,O. Ray Whittington,2004-01-06 Completely revised for the new computerized CPA Exam Published annually this comprehensive four volume study guide for the Certified Public Accountant s CPA Exam arms readers with detailed outlines and study guidelines plus skill building problems and solutions that help them to identify focus on and master the specific topics that need the most work Many of the practice questions are taken from previous exams and care was taken to ensure that they cover all the information candidates need to master in order to pass the Uniform CPA Examination Reflecting the most recent changes to the CPA exam this comprehensive examination review is broken down into four volumes Regulation Auditing and Attestation Financial Accounting and Reporting and Business Environment and Concepts Plus Wiley CPA Examination Review 2004 has been completely revised for the new computerized CPA exam More reasons why Wiley is the number one CPA provider worldwide Includes complete information on the new simulation questions Relevant and current outlines study guides problems and solutions that allow candidates to focus on the specific topic that needs the most work Offers current outlines study guides problems and solutions and helps build knowledge in a logical reinforcing way Patrick R Delaney PhD CPA was the Arthur Andersen LLP Alumni Professor of Accountancy at

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