**T POST BALANCE SHEET EVENTS**

1 Lead schedule

2 Audit programme — post balance sheet events

3 Going concern — checklist

* 1. Going concern — conclusion

4 Final programme — post balance sheet events

5

6



**SUMMARY SHEET — POST BALANCE SHEET EVENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Planning** |  | **Final** |  |
| ***Audit objectives*** | ***Number of key tests which satisfy objective\**** | ***Reference to bespoke tests to be carried out*** | ***Are you satisfied that the objectives have been met?*** | ***Comments*** | ***Initials*** |
| 1 To ensure that all material adjusting and non-adjusting post balance sheet events are identified and correctly treated in the accounts. | 2, 3 |  | Yes |  |  |
| 2 To ensure that the going concern basis of accounting is appropriate. | 4, 5, 6, 7 |  | Yes |  |  |
| 3 To confirm that all necessary disclosures concerning post balance sheet events have been made and that the information is appropriately presented and described. | 8, 9 |  | Yes |  |  |

**Planning conclusion**

I am satisfied that from the tests planned sufficient evidence can be gained to satisfy the objectives.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

***Final conclusion***

From the audit work carried out I confirm that:

1. � the work has been performed in accordance with the audit programme;
2. � the work performed and the results obtained have been adequately documented;
3. � all necessary information has been collected for the preparation of the statutory accounts, and
4. � in my opinion (subject to matters highlighted on B5 or B8)\* post balance sheet events are fairly stated.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mr Y\_\_\_\_\_\_ Date: \_\_\_\_DD/MM/YY\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mr.X\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Alternative conclusion (ANY alternative conclusion MUST be referred to on B5 or B8)***

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Delete if not applicable.

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| **Client:** |  | **Tailored by:** | | | **Date:** | | | **Ref: T2** | | |
| **Year end:** | **File no:** | **Tailoring reviewed by:** | | | **Date:** | | |
| **Completion reviewed by** | | | **Date:** | | |
| **AUDIT PROGRAMME — POST BALANCE SHEET EVENTS**  **Particulars** | | | | ***Test required Y/N*** | ***Results satisfactory Y/N*** | | ***Sch. Ref*** | ***Comments*** | | ***Initials and date*** |
| ***General***  1 Assess whether the initial materiality, risk assessment or extent of reliance on controls should be revised in view of the audit evidence obtained. Record details of any necessary adjustments on B5 or B8. Consider the impact on the remainder of the audit work and on any work undertaken to date. | | | | N |  | |  |  | |  |
| ***Post balance sheet events*** | | | |  |  | |  |  | |  |
| 2 Review the following to ensure that nothing has occurred since the year end which should be disclosed or provided for: | | | |  |  | |  |  | |  |
| (a) management accounts; | | | | Y | Y | |  |  | |  |
| (b) cash book, invoices and bank statements; | | | | Y | Y | |  |  | |  |
| (c) correspondence; | | | | Y | Y | |  |  | |  |
| (d) minutes of meetings, and | | | | Y | Y | |  |  | |  |
| (e) major contracts. | | | | Y | Y | |  |  | |  |
| 3 Discuss with management and ensure that all material items have been identified. Consider the following: | | | |  |  | |  |  | |  |
| (a) the current status of items that were accounted for on the basis of preliminary or inconclusive data; | | | |  |  | |  |  | |  |
| (b) whether new commitments, borrowings or guarantees have been entered into; | | | | N |  | |  | No such items | |  |
| (c) whether sales or acquisition of assets have occurred or are planned; | | | | N | Y | |  | No commitments | |  |
| (d) whether the issue of new shares or debentures or an agreement to merge or liquidate has been made or is planned; | | | | Y | Y | |  | No new share issued | |  |
| (e) whether any assets have been appropriated by government or destroyed, for example, by fire or flood; | | | | Y | Y | |  | No such case found | |  |
| (f) whether there have been any developments regarding risk areas and contingencies, and | | | | Y | Y | |  | Do | |  |
| (g) whether any unusual accounting adjustments have been made or are contemplated. | | | | Y | Y | |  | Do | |  |
| ***Going concern***  4 Where available obtain copies of cash flow forecasts and/or budgets and consider: | | | |  |  | |  |  | |  |
| (a) the applicability of the bases and assumptions used; | | | |  |  | |  | N/A | |  |
| (b) whether they provide adequate evidence of the company’s ability to continue as a going concern, and | | | |  |  | |  | N/A | |  |
| (c) where a period of less than 12 months has been considered, what other evidence is available to support the company’s ability to continue as a going concern. | | | |  |  | |  |  | |  |
| 5 Where no cash flows or budgets are available: | | | |  |  | |  |  | |  |
| (a) describe what evidence is available to sup-port the company’s ability to continue as a going concern, and | | | |  |  | |  |  | |  |
| (b) record the evidence obtained to demonstrate that the directors have considered a period of at least 12 months. | | | |  |  | |  |  | |  |
| 6 Where going concern is an issue complete the checklist on T3 and consider what effect, if any, ‘yes’ answers will have on the company’s ability to continue trading as a going concern. | | | |  |  | |  |  | |  |
| 1. Seek written representations from management regarding: | | | |  |  | |  | Obtained | |  |
| (a) its plans for future action; | | | |  |  | |  |  | |  |
| (b) its assessment that the company is a going concern, and | | | |  |  | |  |  | |  |
| (c) any relevant disclosures in the financial statements. | | | |  |  | |  |  | |  |
| ***Presentation and disclosure*** | | | |  |  | |  |  | |  |
| 8 Confirm that a disclosure checklist will be completed for this year. Where that is not the case explain how the objectives relating to disclosure will be achieved. | | | |  |  | |  | done | |  |
| 9 Ensure that there is evidence on the file to sup-port all disclosures made. | | | |  |  | |  | Done | |  |
| ***Bespoke tests*** | | | |  |  | |  |  | |  |
| 10 Draft any necessary additional tests such as those required by C6.3 and cross reference with the objectives on the summary sheet. | | | | N/A |  | |  |  | |  |
| ***Conclusion***  11 Consider whether: | | | |  |  | |  |  | |  |
| (a) all events up to the date of the auditor’s report that may require adjustment of, or disclosure in, the financial statements have been identified; | | | |  |  | |  |  | |  |
| (b) there are any indications that the going concern basis may not be appropriate; | | | |  |  | |  |  | |  |
| (c) matters have been properly presented and disclosed in the accounts, and | | | |  |  | |  |  | |  |
| (d) there are any points which need to be included in a letter of representation or letter of comment and record this on A5 or A6 as appropriate. | | | |  |  | |  |  | |  |

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| **Client:** |  | **Tailored by:** | **Date:** | **Ref: T4** |
| **Year end:** | **File no:** | **Tailoring reviewed by:** | **Date:** |
| **Completion reviewed by** | **Date:** |

**FINAL PROGRAMME — POST BALANCE SHEET EVENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Particulars** | ***Test required Y/N*** | ***Results satisfactory Y/N*** | ***Sch Ref*** | ***Comments*** | ***Initials and date*** |
| ***General***  1 Establish whether the management have effective procedures to ensure that subsequent events are identified. | N | Y |  | Procedures are effective |  |
| 2 Read the minutes of management meetings held since the end of the audit and enquire about matters discussed at meetings for which minutes are not yet available. | N | Y |  | Nothing come to our notice |  |
| 3 Review any available accounting records and identify whether anything needs to be reflected in the accounts. | N | Y |  | No such things identified |  |
| 4 Enquire with management whether any subsequent events have occurred which might affect the accounts. Cover specifically: | N | Y |  | Do |  |
| the current status of items involving subjective judgement or which were accounted for on the basis of preliminary data: specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | N/A |  |
| 1. whether new commitments, borrowings or guarantees have been entered into; |  |  |  | No |  |
| 1. whether sales of assets have occurred or are planned; |  |  |  | No |  |
| 1. whether the issue of new shares or debentures, or an agreement to merge or to liquidate, has been made or is planned; |  |  |  | No |  |
| 1. whether any assets have been destroyed; |  |  |  | No |  |
| 1. whether there have been any developments regarding risk areas and contingencies; |  |  |  | No |  |
| g) whether any unusual accounting adjustments have been made or are contemplated, and |  |  |  | No |  |
| 1. whether any events have occurred or are likely to occur which might bring into question the appropriateness of the accounting policies. |  |  |  | No |  |
| 5 Consider, where appropriate, the validity of the going concern basis of accounting. |  |  |  |  |  |
| 6 Confirm that the directors’ review of the future of the business still extends to a period of at least 12 months. |  |  |  | Done |  |

**Disclaimer: Dummy audit working files have been prepared and published to improve the quality of audit documentation of member firms providing audit services in Bangladesh. Member firms providing audit services should not assume these dummy working files as absolute benchmark for the purpose of preparing and keeping audit documentation. Every audit client has unique characteristics and risks. International Standards on Auditing (ISA) also requires to exercise engagement partner’s judgment on a number of areas in conducting the audit of an entity. Therefore, member firms should use their professional knowledge, skill, experiences along with these dummy working files to keep adequate and appropriate working papers for each audit engagement. The preparers do not assume any liability for drawing an inappropriate audit opinion based on the working papers prepared on the basis of these dummy working files.**