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| Client: XYZ Ltd | | Prepared by: XX | Date: | Ref: **C9.3** |
| Year end: 31-12-14 | File no: | Reviewed by: ZZ | Date: |

**ASSIGNMENT PLANNING — TIMETABLE**

***Objective:*** To plan and control the timing of the assignment

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|  | Planned dates | Actual dates |
| 1. Availability of accounting records | \_\_ 9 Nov 14 to 10 April 15  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| 2 Staff bookings:  (a) \_\_\_ Mr. XX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 9 Nov 14 to 10 April 15  \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| (b) \_\_\_\_\_Mr.YY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| (c) \_\_\_\_\_\_Mr. ZZ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| (d) \_\_\_\_\_\_\_Mr.MM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| (e) \_\_\_\_\_\_ Mr.CC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Stocktake attendance:  (f) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_30-12-14 to 1-1-15 | \_\_\_\_\_\_\_\_\_\_ |
| (g) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 30-12-14 to 1-1-15 | \_\_\_\_\_\_\_\_\_\_ |
| 3 Revised letter of engagement sent |  | \_\_\_\_\_\_\_\_\_\_ |
| 4 Information requests:  (a) Bank letter | 8 January 2015  \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ |
| (b) Solicitor's letter | 18 January 2015 | \_\_\_\_\_\_\_\_\_\_ |
| (c) Debtor's circularisation | 24 January 2015  \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| (d) Creditor's circularization | 21 January 2015 | \_\_\_\_\_\_\_\_\_\_ |
| (e) Paid cheques | \_\_\_\_\_12 Feb 15\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| (f) | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| (e) | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| 5 Manager review | \_\_\_18 March 15\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| 6 Partner review | \_\_\_\_\_22 March 15\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| 7 Discussion of accounts with client | \_27 March 15 | \_\_\_\_\_\_\_\_\_\_ |
| 8 Availability of final signed accounts | \_\_\_10 April 15\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| 1. Other details   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 10 Comments |

**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.**