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| **Company** | XYZ Limited | | **W/P Reference** | |  | |
| **Prepared By** | Mr. A |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | DD-MM-YYYY |  |  |  |  |  |

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| **Objective:** | To test controls to obtain sufficient & appropriate audit evidence as to the operating effectiveness of relevant controls. |
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| **Control ID:** | R1 |  |  |  |  |  |  |
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| **Control name:** | Approval of Purchase Requisition (PR) and Purchase Order (PO) | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| The head of respective business unit authorized the PO and sends to IT department for listing the update data into the system. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Frequency of control:** | Recurring | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Sample size:** | 25 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Risk of failure** | Low (The control is performed by personnel who are experienced in performing this function and have good control consciousness. Control is a routine, recurring manual control.) | | | | | | |
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| **Sampling technique** | As the control is manual and performed recurring, 25 specific items have been selected for testing. | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Assertions:** | **Completeness** | **Occurrence** | **Accuracy** | **Valuation** | **Ownership** | **Presentation** |  |
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| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Checked whether the new customers are authorized by the appropriate personnel duly. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| **Sample No.** | **PO No** | **Authorized by** | **Authorization date** | **Remarks** |
| 1 | P-1 | <Name> | 11-Mar-14 | Satisfactory |
| 2 | P-1 | <Name> | 3-Feb-14 | Satisfactory |
| 3 | P | <Name> | 28-Dec-14 | Satisfactory |
| 4 | P | <Name> | 28-Dec-14 | Satisfactory |
| 5 | P | <Name> | 27-Mar-14 | Satisfactory |
| 6 | P | <Name> | 9-Aug-14 | Satisfactory |
| 7 | P | <Name> | 29-Mar-14 | Satisfactory |
| 8 | P | <Name> | 10-May-14 | Satisfactory |
| 9 | P-1 | <Name> | 28-Jan-14 | Satisfactory |
| 10 | P | <Name> | 1-Jan-14 | Satisfactory |
| 11 | P | <Name> | 16-Nov-14 | Satisfactory |
| 12 | P | <Name> | 19-Jun-14 | Satisfactory |
| 13 | P | <Name> | 18-Jul-14 | Satisfactory |
| 14 | P | <Name> | 31-May-14 | Satisfactory |
| 14 | P | <Name> | 25-Mar-14 | Satisfactory |
| 16 | P | <Name> | 24-Jan-14 | Satisfactory |
| 17 | P | <Name> | 31-Mar-14 | Satisfactory |
| 18 | P | <Name> | 14-Feb-14 | Satisfactory |
| 19 | P | <Name> | 11-Dec-14 | Satisfactory |
| 20 | P | <Name> | 13-Jul-14 | Satisfactory |
| 21 | P | <Name> | 16-Sep-14 | Satisfactory |
| 22 | P | <Name> | 30-Apr-14 | Satisfactory |
| 23 | P | <Name> | 19-Oct-14 | Satisfactory |
| 24 | P | <Name> | 26-Mar-14 | Satisfactory |
| 25 | P | <Name> | 5-Feb-14 | Satisfactory |

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| **Observations:** | No exception noted |  |  |  |  |  |

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| **TOE conclusion:** | Effective |  |  |  |  |  |

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| **Company** | XYZ Limited | | **W/P Reference** | |  | |
| **Prepared By** | Mr. A |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | DD-MM-YYYY |  |  |  |  |  |

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| **Objective:** | To test controls to obtain sufficient & appropriate audit evidence as to the operating effectiveness of relevant controls. |
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| **Control ID:** | R2 |  |  |  |  |  |  |
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| **Control name:** | Sequential numbering of purchase orders | | | | | | |
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| **How the control is performed:** | |  |  |  |  |  |  |
| XYZ maintains sequential numbering of purchase orders. Those purchase orders are approved by authorized employees. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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| **Frequency of control:** | Recurring | | | | | | |
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| **Sample size:** | 25 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Risk of failure** | Low (The control is performed by personnel who are experienced in performing this function and have good control consciousness. Control is a routine, recurring manual control.) | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Sampling technique** | As the control is manual and performed recurring, 25 specific items have been selected for testing. | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Assertions:** | **Completeness** | **Occurrence** | **Accuracy** | **Valuation** | **Ownership** | **Presentation** |  |
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| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Obtained purchase orders for 25 supplier selected on haphazard basis and checked the approvals . | | | | | | |
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| **Testing:** |  |  |  |  |  |  |  |

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| **Sample No.** | **Supplier name** | **BDT** | **PO Number** | **PO approved by** | **Date of approval** | **Remarks** |
| 1 | <Name> | <Taka> | <Number> | <Name> | 11-Mar-14 | Sequential |
| 2 | <Name> | <Taka> | <Number> | <Name> | 3-Feb-14 | Sequential |
| 3 | <Name> | <Taka> | <Number> | <Name> | 28-Dec-14 | Sequential |
| 4 | <Name> | <Taka> | <Number> | <Name> | 28-Dec-14 | Sequential |
| 5 | <Name> | <Taka> | <Number> | <Name> | 27-Mar-14 | Sequential |
| 6 | <Name> | <Taka> | <Number> | <Name> | 9-Aug-14 | Sequential |
| 7 | <Name> | <Taka> | <Number> | <Name> | 29-Mar-14 | Sequential |
| 8 | <Name> | <Taka> | <Number> | <Name> | 10-May-14 | Sequential |
| 9 | <Name> | <Taka> | <Number> | <Name> | 28-Jan-14 | Sequential |
| 10 | <Name> | <Taka> | <Number> | <Name> | 1-Jan-14 | Sequential |
| 11 | <Name> | <Taka> | <Number> | <Name> | 16-Nov-14 | Sequential |
| 12 | <Name> | <Taka> | <Number> | <Name> | 19-Jun-14 | Sequential |
| 13 | <Name> | <Taka> | <Number> | <Name> | 18-Jul-14 | Sequential |
| 14 | <Name> | <Taka> | <Number> | <Name> | 31-May-14 | Sequential |
| 14 | <Name> | <Taka> | <Number> | <Name> | 25-Mar-14 | Sequential |
| 16 | <Name> | <Taka> | <Number> | <Name> | 24-Jan-14 | Sequential |
| 17 | <Name> | <Taka> | <Number> | <Name> | 31-Mar-14 | Sequential |
| 18 | <Name> | <Taka> | <Number> | <Name> | 14-Feb-14 | Sequential |
| 19 | <Name> | <Taka> | <Number> | <Name> | 11-Dec-14 | Sequential |
| 20 | <Name> | <Taka> | <Number> | <Name> | 13-Jul-14 | Sequential |
| 21 | <Name> | <Taka> | <Number> | <Name> | 16-Sep-14 | Sequential |
| 22 | <Name> | <Taka> | <Number> | <Name> | 30-Apr-14 | Sequential |
| 23 | <Name> | <Taka> | <Number> | <Name> | 19-Oct-14 | Sequential |
| 24 | <Name> | <Taka> | <Number> | <Name> | 26-Mar-14 | Sequential |
| 25 | <Name> | <Taka> | <Number> | <Name> | 5-Feb-14 | Sequential |

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| **Observations:** | No exception noted |

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| **TOE conclusion:** | Effective |

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| **Company** | XYZ Limited | | **W/P Reference** | |  | |
| **Prepared By** | Mr. A |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | DD-MM-YYYY |  |  |  |  |  |

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| **Objective:** | To test controls to obtain sufficient & appropriate audit evidence as to the operating effectiveness of relevant controls. |
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| **Control ID:** | R3 |  |  |  |  |  |  |
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| **Control name:** | Management review of purchases cut-off | | | | | | |
|  |  |  |  |  |  |  |  |
| **Nature of control :** | Manual | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Frequency of control:** | Quarterly | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Sample size:** | 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Risk of failure** | Low (The control is performed by personnel who are experienced in performing this function and have good control consciousness. Control is a routine, quarterly manual control.) | | | | | | |
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| **Sampling technique** | As the control is automated, 2 specific item has been selected for testing. | | | | | | |
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| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **How the control is performed:** | Checked the hardcopy of cut-off review documents for 2 months and checked whether these are signed-off accordingly. | | | | | | |
| **Testing:** |  |  |  |  |  |  |  |

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| **Sample No.** | **Month** | **Approved by** | **Date of approval** | **Remarks** |
| 1 | March 2014 | <Name> | 2-Apr-14 | Approval found |
| 2 | September 2014 | <Name> | 1-Oct-14 | Approval found |

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| --- | --- |
| **Observations:** | No exception noted |

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| **TOE conclusion:** | Effective |

**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.**