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| **Company** | XYZ Ltd | | **W/P Reference** | | **TOE-1** | |
| **Prepared By** | Mr. C |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | 31-Dec-2014 |  |  |  |  |  |

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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:** | | 1 |  |  |  |  |  |  |
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| **Control name:** | | Preparation and review of monthly tax provision report | | | | | | |
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| **How the control is performed:** | | |  |  |  |  |  |  |
| Monthly Provisional Tax computation report/schedule is prepared by Senior –legal and tax officer and checked by manager legal and tax and finally approved by Director Finance and control. | | | | | | | | |
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| **Nature of control :** | | Manual | | | | | | |
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| **Frequency of control:** | | Monthly | | | | | | |
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| **Risk of failure:** | Low: risk of control failure is low as the control is performed by personnel who are experienced in performing this function and have good control consciousness, previous audits have not detected control deviations nor misstatements in the related significant accounts or disclosures and the control is a routine monthly control. | | | | | | | |
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| **Sample size:** | | 2 |  |  |  |  |  |  |
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| **Sampling technique** | | 2 months 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 the monthly provisional tax computation is checked and approved by manager legal and tax and Director finance and control respectively and Journal entry posted duly in the system. | | | | | | |
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| **Testing:** | |  |  |  |  |  |  |  |

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| **Sample No.** | **Month Name** | **Provisional tax computation Prepared by** | **Provisional tax computation checked and approved by** | | **JV Posted along with**  **Approval** | **Remarks** |
| **Senior officer Legal and tax** | **Manager Legal and Tax** | **Director Finance and control** |
| 1 | March 14 | Signed | Signed | Signed | 10 April 2014 | Satisfactory |
| 2 | Dec-14 | Signed | Signed | Signed | ~~10~~2 January 2015 | Satisfactory |

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

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

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| **Company** | XYZ Ltd | | **W/P Reference** | |  | |
| **Prepared By** | Mr. C |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | 31-Dec-2014 |  |  |  |  |  |

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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:** | | 2 |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
| **Control name:** | | Preparation and review of tax status report | | | | | | |
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| **How the control is performed:** | | |  |  |  |  |  |  |
| In every quarter end tax status report is prepared by Manager legal and tax including the advance tax payment, Tax deducted at source payment, and VDS, advance payment of VAT, VAT payable etc. withholding tax return, including the summary of treasury challan and send it to the Director Finance and control for check and approval. | | | | | | | | |
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| **Nature of control :** | | Manual | | | | | | |
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| **Frequency of control:** | | Quarterly | | | | | | |
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| **Risk of failure:** | Low: risk of control failure is low as the control is performed by personnel who are experienced in performing this function and have good control consciousness, previous audits have not detected control deviations nor misstatements in the related significant accounts or disclosures and the control is a routine quarterly control. | | | | | | | |
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| **Sample size:** | | 2 |  |  |  |  |  |  |
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| **Sampling technique** | | 2 specific quarter including the year end 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 quarterly tax status report have been prepared and approved by the authorized appropriate personnel duly along with supporting documents. | | | | | | |
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| **Testing:** | |  |  |  |  |  |  |  |

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| **Sample No.** | **Quarter no** | **Prepared by** | **Approved by** | **Authorization date** | **Remarks** |
| 1 | September-14 | Manager Legal and tax | Director finance and control | 12-Oct-14 | Satisfactory |
| 2 | December-14 | Do | Do | ~~9~~ 2-Jan-15 | Satisfactory |

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

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

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| **Company** | XYZ Ltd | | **W/P Reference** | |  | |
| **Prepared By** | Mr. C |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | 31-Dec-2014 |  |  |  |  |  |

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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:** | 3 |  |  |  |  |  |  |
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| **Control name:** | Management review of the identification of deferred tax items. | | | | | | |
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| **How the control is performed:** | |  |  |  |  |  |  |
| In every month end management senior officer legal and tax prepare deferred tax calculation and send it to Manager Legal and Tax for review | | | | | | | |
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| **Nature of control :** | | Manual | | | | | | |
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|  | |  |  |  |  |  |  |  |
| **Frequency of control:** | | Monthly | | | | | | |
|
| **Risk of failure:** | Low: risk of control failure is low as the control is performed by personnel who are experienced in performing this function and have good control consciousness, previous audits have not detected control deviations nor misstatements in the related significant accounts or disclosures and the control is a routine monthly control. | | | | | | | | |
|  | |  |  |  |  |  |  |  |
| **Sample size:** | | 2 |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
| **Sampling technique** | | 2 specific months 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 2 months deferred tax calculation reviewed by the management for selected samples. | | | | | | |
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| **Testing:** | |  |  |  |  |  |  |  |

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| **Sample No.** | **Product name** | **Prepared by** | **Reviewed by** | **Remarks** |
| 1 | April-14 | Senior officer L& T | Manager L & T | Approval found |
| 2 | July-14 | Senior officer L& T | Manager L & T | 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.