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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 control to obtain sufficient & appropriate audit evidence as to the operating effectiveness of relevant control. |
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| **Control ID:** | TR01 |  |  |  |  |  |  |
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| **Control name:** | Management review of change to customers’ data. | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| Concerned official fills in Customer creation/change request templates and are inspected and reviewed by head of the team for accuracy, and that the request is approved by authorized person. Customer creation/change requests are submitted to IT team to update in the system. IT team informs the user after customer is created or information is updated in the system. After logging into the system user checks to ensure whether changes are made according to requirements. If there is any deviation then user informs IT team. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Frequency of control:** | Triggered by events | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Sample size:** | 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **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, manual control.) | | | | | | |
|
| **Sampling technique** | As the control is manual and performed when occurred, 3 samples(out of total 12 in the current year) have been selected to test. | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Assertions:** | **Completeness** | **Occurrence** | **Accuracy** | **Valuation** | **Ownership** | **Presentation** |  |
|  | √ | √ | √ |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Checked the approved Customer creation/change request and verified in the system. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| **Customer creation/change request form** | **Approval** | **Date of approval** | **Approved by** | **Integrated in the system correctly** | **Remarks** |
| √ | √ | <DD-MM-YYYY> | <Name> | √ | Satisfactory |
| √ | √ | <DD-MM-YYYY> | <Name> | √ | Satisfactory |
| √ | √ | <DD-MM-YYYY> | <Name> | √ | 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 control to obtain sufficient & appropriate audit evidence as to the operating effectiveness of relevant control. |
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| **Control ID:** | TR02 |  |  |  |  |  |  |
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| **Control name:** | Verify the accuracy of the issued invoice. | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| Concerned official prepares the invoices filling up with all relevant information. Invoice is signed off/approved after reviewing by concerned official prior to delivery to the respective distributor/customer and subsequently approved by authorized person upon ensuring accuracy & completeness on amount (including price per unit, discount allowed etc.), party, period, accounting etc. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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| **Frequency of control:** | Recurring | | | | | | |
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| **Sample size:** | 25 |  |  |  |  |  |  |
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| **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.) | | | | | | |
|
| **Sampling technique** | As the control is manual and performed on recurring basis, 30 samples have been selected to test. | | | | | | |
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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 approved invoices | | | | | | |
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| **Testing:** |  |  |  |  |  |  |  |

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| **Sl. No.** | **Invoice no.** | **Approval** | **Date of approval** | **Approved by** | **Remarks** |
| 1 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 2 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 3 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 4 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 5 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 6 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 7 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 8 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 9 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 10 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 11 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 12 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 13 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 14 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 15 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 16 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 17 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 18 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 19 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 20 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 21 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 22 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 23 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 24 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| 25 | <Invoice no> | √ | <DD-MM-YYYY> | <Name> | 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 control to obtain sufficient & appropriate audit evidence as to the operating effectiveness of relevant control. |
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| **Control ID:** | TR03 |  |  |  |  |  |  |
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| **Control name:** | Ageing analysis of trade receivables. | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| Concerned officials extract aging report of trade receivables from the accounting system on monthly basis. He/she analyzes the aging report into parameters of 0 - 30 days, 31 – 60 days, 60 days + . Long outstanding receivables are analyzed in terms of their validity, matching issues, etc. Necessary actions are taken through communication with related stakeholders, follow up the resolution activities, adjustment in the accounting system (if required) and put the latest status in the comments column of aging analysis report. Authorizes person reviews and approves the aging analysis report. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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| **Frequency of control:** | Monthly | | | | | | |
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| **Sample size:** | 2 |  |  |  |  |  |  |
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| **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, monthly manual control.) | | | | | | |
|
| **Sampling technique** | As the control is manual and performed monthly, 3 samples have been selected to test. | | | | | | |
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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 approved monthly ageing analysis of trade receivables. | | | | | | |
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| **Testing:** |  |  |  |  |  |  |  |

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| **Ageing analysis of trade receivables** | **Approval** | **Date of approval** | **Approved by** | **Remarks** |
| April | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| September | √ | <DD-MM-YYYY> | <Name> | 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 control to obtain sufficient & appropriate audit evidence as to the operating effectiveness of relevant control. |
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| **Control ID:** | TR04 |  |  |  |  |  |  |
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| **Control name:** | Review and approval of Receivable Sub-ledger to GL reconciliation. | | | | | | |
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| **How the control is performed:** | |  |  |  |  |  |  |
| On monthly basis, Receivable sub-ledger balances are reconciled with the balances of Receivable GL accounts by concerned official.The reconciliation document with identified gap items are forwarded to the concerned officials for resolution and/or explanation. The concerned officials review the deviations and resolve within the first week of following month.Monthly reconciliation statement is approved by all concerned authorized person. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Frequency of control:** | Monthly | | | | | | |
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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, monthly manual control.) | | | | | | |
|
| **Sampling technique** | As the control is manual and performed monthly, 3 samples have been selected to test. | | | | | | |
|
|  |  |  |  |  |  |  |  |
| **Assertions:** | **Completeness** | **Occurrence** | **Accuracy** | **Valuation** | **Ownership** | **Presentation** |  |
|  | √ | √ | √ |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Checked the approved Receivable Sub-ledger to GL reconciliation. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Approval of Receivable Sub-ledger to GL reconciliation** | **Approval** | **Date of approval** | **Approved by** | **Remarks** |
| April | √ | <DD-MM-YYYY> | <Name> | Satisfactory |
| September | √ | <DD-MM-YYYY> | <Name> | Satisfactory |

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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.**