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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:** | FB01 |  |  |  |  |  |  |
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| **Control name:** | Management preparation and review of forecasts semi-annually. | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| On semi-annually basis, concerned official prepare forecasts based on available information. The forecast documents are forwarded to the concerned officials for review if any adjustment needed. The concerned officials review the forecasts and send it back to the preparer within the first week of following month. The forecast documents are reviewed and approved finally by all concerned authorized person. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Frequency of control:** | Half-yearly | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Sample size:** | 1 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **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, half-yearly manual control.) | | | | | | |
|
| **Sampling technique** | As the control is manual and performed semi-annually, 1 sample has 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 semi-annually forecasts. | | | | | | |
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| **Testing:** |  |  |  |  |  |  |  |

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| **Semi-annually forecasts statement** | **Approval** | **Date of approval** | **Approved by** | **Remarks** |
| June | √ | <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:** | FB02 |  |  |  |  |  |  |
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| **Control name:** | Management review of reconciliation between actual results and forecasts | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| On semi-annually basis, concerned official reconcile between actual results and forecasts. 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. Semi-annually reconciliation statement is approved by the concerned authorized person. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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| **Frequency of control:** | Half-yearly | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Sample size:** | 1 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **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, half-yearly manual control.) | | | | | | |
|
| **Sampling technique** | As the control is manual and performed semi-annually, 1 sample has 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 reconciliation between actual results and forecasts. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| **Approved reconciliation between actual results and forecasts** | **Approval** | **Date of approval** | **Approved by** | **Remarks** |
| June | √ | <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:** | FB03 |  |  |  |  |  |  |
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| **Control name:** | Management preparation and review of yearly business plan. | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| On annual basis, concerned official prepare business plan based on available information. The business plan documents are forwarded to the concerned officials for review if any adjustment needed. The concerned officials review the business plan and send it back to the preparer within the first week of following month. The business plan documents are reviewed and approved finally by the concerned authorized person. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Frequency of control:** | Yearly | | | | | | |
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|  |  |  |  |  |  |  |  |
| **Sample size:** | 1 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **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, yearly manual control.) | | | | | | |
|
| **Sampling technique** | As the control is manual and performed yearly, 1 sample has 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 business plan. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| **Yearly business plan** | **Approval** | **Date of approval** | **Approved by** | **Remarks** |
| √ | √ | <DD-MM-YYYY> | <Name> | Satisfactory |

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