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| --- | --- | --- | --- |
| **Client: XYZ Ltd** | **Year End: 31.12.14** | **File No.** | **Ref: Cl** |

**AUDIT PLANNING SUMMARY**

**Approval of planning**

I confirm that:

1. An overall strategy has been established for the audit.

2. An audit plan has been developed in order to reduce risk to an acceptably low level.

3. In particular the risks of material misstatement in the financial statements due to fraud have been considered.

4. The overall strategy and audit plan have been properly documented in a planning memorandum.

5. The acceptance procedures set out on C1.1 have been followed.

6. The audit planning checklist at C2 has been properly completed.

7. The audit has been planned with an attitude of professional skepticism recognising that circumstances may exist that cause the financial statements to be materially misstated!

**\_­\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_13 Nov 2014\_\_\_\_\_\_\_\_\_**

Audit engagement partner Date

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*Audit team*

*I confirm that I have read and understood the audit plan*

*(Section C). Initials Date*

Partner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_XX\_\_\_\_\_\_ \_**13 Nov 2014**\_\_

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ XX\_\_\_\_\_\_\_ **13 Nov 2014**\_\_\_

Senior \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ XX\_\_\_\_\_\_\_ **13 Nov 2014**\_\_\_  
 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

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**Review of planning at completion stage**

I confirm that:

1. The overall strategy and audit plan were updated as necessary during the course of the audit.

2. All issues arising from the audit plan have been addressed on the file.

1. The audit plan has been cross-referenced to where the relevant work was performed.

\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_20 April 2015\_\_\_\_\_\_

Audit Engagement Partner Date

**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.**