|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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:** | IN1 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Control name:** | Signed off contact / frame agreement with supplier. | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| The person who is interested to be a supplier expresses his interest for distributorship in a designated form alongwith other required documents. If the documents fulfil all requirement of XYZ Limited, then the Company approves the person as supplier and enters into a supplier contract/frame agreement. This agreement is duly signed off and authorized by the head of concerned business unit of the Company. | | | | | | | |
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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** |  |
|  | √ | √ | √ |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Checked the frame agreement selected and observed whether these are signed off/authorised duly. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Sample No.** | **Distributor name** | **Agreement Signing date** | **Agreement signed by** | | **Remarks** |
| **On behalf of supplier** | **On behalf of the Company** |
| 1 | <Name> | 11-Mar-14 | <Name> | <Name> | Satisfactory |
| 2 | <Name> | 3-Feb-14 | <Name> | <Name> | Satisfactory |
| 3 | <Name> | 28-Dec-14 | <Name> | <Name> | Satisfactory |
| 4 | <Name> | 28-Dec-14 | <Name> | <Name> | Satisfactory |
| 5 | <Name> | 27-Mar-14 | <Name> | <Name> | Satisfactory |
| 6 | <Name> | 9-Aug-14 | <Name> | <Name> | Satisfactory |
| 7 | <Name> | 29-Mar-14 | <Name> | <Name> | Satisfactory |
| 8 | <Name> | 10-May-14 | <Name> | <Name> | Satisfactory |
| 9 | <Name> | 28-Jan-14 | <Name> | <Name> | Satisfactory |
| 10 | <Name> | 1-Jan-14 | <Name> | <Name> | Satisfactory |
| 11 | <Name> | 16-Nov-14 | <Name> | <Name> | Satisfactory |
| 12 | <Name> | 19-Jun-14 | <Name> | <Name> | Satisfactory |
| 13 | <Name> | 18-Jul-14 | <Name> | <Name> | Satisfactory |
| 14 | <Name> | 31-May-14 | <Name> | <Name> | Satisfactory |
| 14 | <Name> | 25-Mar-14 | <Name> | <Name> | Satisfactory |
| 16 | <Name> | 24-Jan-14 | <Name> | <Name> | Satisfactory |
| 17 | <Name> | 31-Mar-14 | <Name> | <Name> | Satisfactory |
| 18 | <Name> | 14-Feb-14 | <Name> | <Name> | Satisfactory |
| 19 | <Name> | 11-Dec-14 | <Name> | <Name> | Satisfactory |
| 20 | <Name> | 13-Jul-14 | <Name> | <Name> | Satisfactory |
| 21 | <Name> | 16-Sep-14 | <Name> | <Name> | Satisfactory |
| 22 | <Name> | 30-Apr-14 | <Name> | <Name> | Satisfactory |
| 23 | <Name> | 19-Oct-14 | <Name> | <Name> | Satisfactory |
| 24 | <Name> | 26-Mar-14 | <Name> | <Name> | Satisfactory |
| 25 | <Name> | 5-Feb-14 | <Name> | <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 controls to obtain sufficient & appropriate audit evidence as to the operating effectiveness of relevant controls. |
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| **Control ID:** | IN2 |  |  |  |  |  |  |
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| **Control name:** | Approval of Purchase Order (PO) for inventory by authorized person(s). | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| The head of respective business unit authorizes the PO and sends to IT department for listing the updated 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** |  |
|  | √ | √ | √ |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Checked whether POs are authorized by the appropriate personnel duly. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sample No.** | **PO No** | **Authorized by** | **Authorisation date** | **Remarks** |
| 1 | <XXX> | <Name> | 11-Mar-14 | Satisfactory |
| 2 | <XXX> | <Name> | 3-Feb-14 | Satisfactory |
| 3 | <XXX> | <Name> | 28-Dec-14 | Satisfactory |
| 4 | <XXX> | <Name> | 28-Dec-14 | Satisfactory |
| 5 | <XXX> | <Name> | 27-Mar-14 | Satisfactory |
| 6 | <XXX> | <Name> | 9-Aug-14 | Satisfactory |
| 7 | <XXX> | <Name> | 29-Mar-14 | Satisfactory |
| 8 | <XXX> | <Name> | 10-May-14 | Satisfactory |
| 9 | <XXX> | <Name> | 28-Jan-14 | Satisfactory |
| 10 | <XXX> | <Name> | 1-Jan-14 | Satisfactory |
| 11 | <XXX> | <Name> | 16-Nov-14 | Satisfactory |
| 12 | <XXX> | <Name> | 19-Jun-14 | Satisfactory |
| 13 | <XXX> | <Name> | 18-Jul-14 | Satisfactory |
| 14 | <XXX> | <Name> | 31-May-14 | Satisfactory |
| 14 | <XXX> | <Name> | 25-Mar-14 | Satisfactory |
| 16 | <XXX> | <Name> | 24-Jan-14 | Satisfactory |
| 17 | <XXX> | <Name> | 31-Mar-14 | Satisfactory |
| 18 | <XXX> | <Name> | 14-Feb-14 | Satisfactory |
| 19 | <XXX> | <Name> | 11-Dec-14 | Satisfactory |
| 20 | <XXX> | <Name> | 13-Jul-14 | Satisfactory |
| 21 | <XXX> | <Name> | 16-Sep-14 | Satisfactory |
| 22 | <XXX> | <Name> | 30-Apr-14 | Satisfactory |
| 23 | <XXX> | <Name> | 19-Oct-14 | Satisfactory |
| 24 | <XXX> | <Name> | 26-Mar-14 | Satisfactory |
| 25 | <XXX> | <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:** | IN3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Control name:** | Sequential numbering of purchase orders. | | | | | | |
|  |  |  |  |  |  |  |  |
| **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. | | | | | | |
|
|  |  |  |  |  |  |  |  |
| **Assertions:** | **Completeness** | **Occurrence** | **Accuracy** | **Valuation** | **Ownership** | **Presentation** |  |
|  | √ |  | √ |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Obtained purchase orders for 25 suppliers selected on haphazard basis and checked whether any missing PO. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Sample No.** | **Supplier name** | **BDT** | **PO Number** | **PO approved by** | **Date of approval** | **Remarks** |
| 1 | <Name> | <Taka> | <XXX1> | <Name> | 11-Mar-14 | Sequential |
| 2 | <Name> | <Taka> | <XXX2> | <Name> | 3-Feb-14 | Sequential |
| 3 | <Name> | <Taka> | <XXX3> | <Name> | 28-Dec-14 | Sequential |
| 4 | <Name> | <Taka> | <XXX4> | <Name> | 28-Dec-14 | Sequential |
| 5 | <Name> | <Taka> | <XXX5> | <Name> | 27-Mar-14 | Sequential |
| 6 | <Name> | <Taka> | <XXX6> | <Name> | 9-Aug-14 | Sequential |
| 7 | <Name> | <Taka> | <XXX7> | <Name> | 29-Mar-14 | Sequential |
| 8 | <Name> | <Taka> | <XXX8> | <Name> | 10-May-14 | Sequential |
| 9 | <Name> | <Taka> | <XXX9> | <Name> | 28-Jan-14 | Sequential |
| 10 | <Name> | <Taka> | <XXX10> | <Name> | 1-Jan-14 | Sequential |
| 11 | <Name> | <Taka> | <XXX11> | <Name> | 16-Nov-14 | Sequential |
| 12 | <Name> | <Taka> | <XXX12> | <Name> | 19-Jun-14 | Sequential |
| 13 | <Name> | <Taka> | <XXX13> | <Name> | 18-Jul-14 | Sequential |
| 14 | <Name> | <Taka> | <XXX14> | <Name> | 31-May-14 | Sequential |
| 14 | <Name> | <Taka> | <XXX15> | <Name> | 25-Mar-14 | Sequential |
| 16 | <Name> | <Taka> | <XXX16> | <Name> | 24-Jan-14 | Sequential |
| 17 | <Name> | <Taka> | <XXX17> | <Name> | 31-Mar-14 | Sequential |
| 18 | <Name> | <Taka> | <XXX18> | <Name> | 14-Feb-14 | Sequential |
| 19 | <Name> | <Taka> | <XXX19> | <Name> | 11-Dec-14 | Sequential |
| 20 | <Name> | <Taka> | <XXX20> | <Name> | 13-Jul-14 | Sequential |
| 21 | <Name> | <Taka> | <XXX21> | <Name> | 16-Sep-14 | Sequential |
| 22 | <Name> | <Taka> | <XXX22> | <Name> | 30-Apr-14 | Sequential |
| 23 | <Name> | <Taka> | <XXX23> | <Name> | 19-Oct-14 | Sequential |
| 24 | <Name> | <Taka> | <XXX24> | <Name> | 26-Mar-14 | Sequential |
| 25 | <Name> | <Taka> | <XXX25> | <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:** | IN4& IN5 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Control name:** | Issuing Goods Received Note (GRN) when goods arrive at the warehouse &Sequential numbering of goods received notes | | | | | | |
|  |  |  |  |  |  |  |  |
| **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 automated, 25specific item has been selected for testing. | | | | | | |
|
|  |  |  |  |  |  |  |  |
| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **How the control is performed:** | XYZ maintains sequential numbering of GRN when goods arrive at the warehouse. Those GRN are maintained sequentially and approved by authorized employees. | | | | | | |
| **Testing:** |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sample No.** | **Supplier name** | **BDT** | **GRN Number** | **GRN approved by** | **Date of approval** | **Remarks** |
| 1 | <Name> | <Taka> | <XXX1> | <Name> | 11-Mar-14 | Sequential |
| 2 | <Name> | <Taka> | <XXX2> | <Name> | 3-Feb-14 | Sequential |
| 3 | <Name> | <Taka> | <XXX3> | <Name> | 28-Dec-14 | Sequential |
| 4 | <Name> | <Taka> | <XXX4> | <Name> | 28-Dec-14 | Sequential |
| 5 | <Name> | <Taka> | <XXX5> | <Name> | 27-Mar-14 | Sequential |
| 6 | <Name> | <Taka> | <XXX6> | <Name> | 9-Aug-14 | Sequential |
| 7 | <Name> | <Taka> | <XXX7> | <Name> | 29-Mar-14 | Sequential |
| 8 | <Name> | <Taka> | <XXX8> | <Name> | 10-May-14 | Sequential |
| 9 | <Name> | <Taka> | <XXX9> | <Name> | 28-Jan-14 | Sequential |
| 10 | <Name> | <Taka> | <XXX10> | <Name> | 1-Jan-14 | Sequential |
| 11 | <Name> | <Taka> | <XXX11> | <Name> | 16-Nov-14 | Sequential |
| 12 | <Name> | <Taka> | <XXX12> | <Name> | 19-Jun-14 | Sequential |
| 13 | <Name> | <Taka> | <XXX13> | <Name> | 18-Jul-14 | Sequential |
| 14 | <Name> | <Taka> | <XXX14> | <Name> | 31-May-14 | Sequential |
| 14 | <Name> | <Taka> | <XXX15> | <Name> | 25-Mar-14 | Sequential |
| 16 | <Name> | <Taka> | <XXX16> | <Name> | 24-Jan-14 | Sequential |
| 17 | <Name> | <Taka> | <XXX17> | <Name> | 31-Mar-14 | Sequential |
| 18 | <Name> | <Taka> | <XXX18> | <Name> | 14-Feb-14 | Sequential |
| 19 | <Name> | <Taka> | <XXX19> | <Name> | 11-Dec-14 | Sequential |
| 20 | <Name> | <Taka> | <XXX20> | <Name> | 13-Jul-14 | Sequential |
| 21 | <Name> | <Taka> | <XXX21> | <Name> | 16-Sep-14 | Sequential |
| 22 | <Name> | <Taka> | <XXX22> | <Name> | 30-Apr-14 | Sequential |
| 23 | <Name> | <Taka> | <XXX23> | <Name> | 19-Oct-14 | Sequential |
| 24 | <Name> | <Taka> | <XXX24> | <Name> | 26-Mar-14 | Sequential |
| 25 | <Name> | <Taka> | <XXX25> | <Name> | 5-Feb-14 | Sequential |

|  |  |
| --- | --- |
| **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.**