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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:** | CR01 |  |  |  |  |  |  |
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| **Control name:** | Review of reconciliation of shareholders’/stockholders’ funds. | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| Concerned officials prepare a reconciliation of shareholders’/stockholders’ fund after checking the accuracy with relevant documents at every year end. Then the reviewer (concerned official from management team) checks the accuracy, checks sum etc. and finally approve the final version of reconciliation. | | | | | | | |
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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, quarterly manual control.) | | | | | | |
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| **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** |  |
|  |  | √ | √ |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Checked the approved reconciliation of shareholders’/stakeholders’ fund. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| **Review of reconciliation of shareholders’/ stakeholders’ fund** | **Approval** | **Date of approval** | **Approved by** | **Remarks** |
| √ | √ | <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:** | CR02 |  |  |  |  |  |  |
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| **Control name:** | Review of reconciliation of the dividend expense to the shareholders / stakeholders register | | | | | | |
|  |  |  |  |  |  |  |  |
| **How the control is performed:** | |  |  |  |  |  |  |
| Concerned officials prepare a reconciliation of the dividend expense to the shareholders/stakeholders register after checking the accuracy with relevant documents at every year end. Then the reviewer (concerned official from management team) checks the accuracy, checks sum etc. and finally approve the final version of reconciliation. | | | | | | | |
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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, quarterly 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** |  |
|  |  | √ | √ |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Test of Operating Effectiveness (TOE)** | | | | | | | |
| **Scope:** | <Interim> or <Final> | | | | | | |
| **Testing Procedures:** | Checked the approved reconciliation of the dividend expense to the shareholders/stakeholders register. | | | | | | |
|  |  |  |  |  |  |  |  |
| **Testing:** |  |  |  |  |  |  |  |

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| **Review of reconciliation of the dividend expense to the shareholders/stakeholders register** | **Approval** | **Date of approval** | **Approved by** | **Remarks** |
| √ | √ | <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.**