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| **Company** | XYZ Ltd | | **W/P Reference** | |  | |
| **Prepared By** | Mr. C |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | 31-Dec-2014 |  |  |  |  |  |

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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:** | 1 |  |  |  |  | |  |  |
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| **Control name:** | Checking of employee data by HR | | | | | | | |
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| **How the control is performed:** | |  |  |  |  | |  |  |
| In every month end before finalization of salary sheet HR department informing Finance departments about the entitlement to gratuity and separation of employees from the company. | | | | | | | | |
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| **Nature of control :** | Manual | | | | | | | |
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| **Frequency of control:** | Monthly | | | | | | | |
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| **Risk of failure:** | Low: risk of control failure is low as the control is performed by personnel who are experienced in performing this function and have good control consciousness, previous audits have not detected control deviations nor misstatements in the related significant accounts or disclosures and the control is a routine monthly control. | | | | | | | |
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| **Sample size:** | 2 months |  |  |  |  | |  |  |
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| **Sampling technique** | 2 months have been selected for testing. | | | | | | | |
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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 Monthly data shared by the HR department to Finance department regarding the gratuity entitlement and staff separation related information to the Finance dept. | | | | | | | |
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| **Testing:** |  |  |  |  |  | |  |  |

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| **Sample No.** | **month** | **Mail Sending date** | **Copy to** | | **Remarks** |
| **Director HR** | **Finance Controller** |
| 1 | April-14 | 28-April-14 | Yes | Yes | Satisfactory |
| 3 | December-14 | 28-Dec-14 | Yes | Yes | Satisfactory |

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| **Observations:** | No exception noted |  |  |  |  |  |

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| **TOE conclusion:** | Effective |  |  |  |  |  |

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| **Company** | XYZ Ltd | | **W/P Reference** | |  | |
| **Prepared By** | Mr. C |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | 31-Dec-2014 |  |  |  |  |  |

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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:** | 2 |  |  |  |  |  |  | |
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| **Control name:** | Employee welfare fund participation form | | | | | | | |
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| **How the control is performed:** | |  |  |  |  |  |  | |
| At the time of confirmation of staff employee has option to contribute in employee welfare fund by fill up a membership form. Obtain and review their Employee Welfare Fund participation form and ensure tat the forms are duly signed by the employees. | | | | | | | | |
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| **Nature of control :** | Manual | | | | | | | |
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| **Frequency of control:** | Recurring | | | | | | | |
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| **Risk of failure:** | Low: risk of control failure is low as the control is performed by personnel who are experienced in performing this function and have good control consciousness, previous audits have not detected control deviations nor misstatements in the related significant accounts or disclosures and the control is a routine recurring control. | | | | | | |
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| **Sample size:** | 25 |  |  |  |  |  |  | |
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| **Sampling technique** | 25 samples have been selected for testing randomly | | | | | | | |
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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 whether form relating to staff welfare fund has been duly signed by the employee. | | | | | | | |
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| **Testing:** |  |  |  |  |  |  |  | |

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| **Sample No.** | **Employee name** | **signed by employee** | **Signing date** | **Remarks** |
| 1 | <Name> | <Name> | 11-Mar-14 | Satisfactory |
| 2 | <Name> | <Name> | 3-Feb-14 | Satisfactory |
| 3 | <Name> | <Name> | 28-Dec-14 | Satisfactory |
| 4 | <Name> | <Name> | 28-Dec-14 | Satisfactory |
| 5 | <Name> | <Name> | 27-Mar-14 | Satisfactory |
| 6 | <Name> | <Name> | 9-Aug-14 | Satisfactory |
| 7 | <Name> | <Name> | 29-Mar-14 | Satisfactory |
| 8 | <Name> | <Name> | 10-May-14 | Satisfactory |

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| **Observations:** | No exception noted |  |  |  |  |  |

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| **TOE conclusion:** | Effective |  |  |  |  |  |

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| **Company** | XYZ Ltd | | **W/P Reference** | |  | |
| **Prepared By** | Mr. C |  | **Date** | | DD-MM-YYYY | |
| **Reviewed By** | Mr. B |  | **Date** | | DD-MM-YYYY | |
| **Period ended** | 31-Dec-2014 |  |  |  |  |  |

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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:** | 5 |  |  |  |  |  |  |
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| **Control name:** | Management review of the month end installment of long term loan payment. | | | | | | |
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| **How the control is performed:** | |  |  |  |  |  |  |
| At the end of each month, Sr. Officer fund prepares a list of payment requirement for Long term loan installment and sends it to the Manager finance along with the installment schedule and after checking the list Manager Finance sends it to the Finance Controller for approval. | | | | | | | |
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| **Nature of control :** | Manual | | | | | | | | | |
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| **Frequency of control:** | Monthly | | | | | | | |
|  | | | | | | | | | |
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| **Risk of failure:** | | Low: risk of control failure is low as the control is performed by personnel who are experienced in performing this function and have good control consciousness, previous audits have not detected control deviations nor misstatements in the related significant accounts or disclosures and the control is a routine monthly control. | | | | | | | |
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| **Sample size:** | 2 | |  |  |  |  |  |  | | |
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| **Sampling technique** | 2 months specific items have been selected for testing. | | | | | | | | | |
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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 hardcopy of Loan schedule documents for 3 months and checked whether these are signed-off accordingly. | | | | | | | | | |
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| **Testing:** |  | |  |  |  |  |  |  | | |

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| **Sample No.** | **Month** | **Prepared by** | **Checked by** | **Date of approval** | **Remarks** |
| 1 | March 2014 | Sr. Officer Fund | Manager Finance | 2-Apr-14 | Approval found |
| 3 | December 2014 | Sr. Officer Fund | Manager Finance | 2-Jan-15 | Approval found |

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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.