

AUDIT FILE INDEX

CLIENT: _____

YEAR-END: _____

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Initials Date

Prepared by:

Reviewed by:

CLIENT: _____

YEAR-END: _____

WP REF. INITIALS

1. Ensure that Professional Independence Questionnaire has been completed and signed by the reporting partner.
2. Review and update permanent file.
3. Review terms of the engagement letter .
Discuss with the reporting partner.
4. Discuss any significant developments in the business this year with the client and the reporting partner.
5. Calculate the materiality level.
6. Identify key areas and the approach to be taken.
7. Review points brought forward from last year.
8. Confirm that company bankers are per our records.
Arrange for bank letter to be sent out.
9. Confirm receipt of bank letter.
10. Prepare budget showing expected time and fees for each member of staff allocated to the audit.

BUDGET

Initials

Date

Prepared by: _____

Reviewed by: _____

CLIENT: _____

YEAR-END: _____

	NAME	Hrs	BUDGETED		ACTUAL
			Rate	Total	
			£	£	
Balance b/f prior to commencement of year-end accounts					
JUNIOR:					
SEMI-SENIOR:					
SENIOR:					
PARTNER:					
EXPENSES:					
TOTAL					

AUDIT PROGRAMME

TANGIBLE FIXED ASSETS

CLIENT: _____

YEAR-END: _____

Initials Date

Prepared by: _____

Reviewed by: _____

WP REF. INITIALS

1. Prepare or obtain schedules of all fixed assets and agree to the trial balance and to the final accounts.

2. Prepare or obtain a schedule of all additions to fixed assets made during the year. Vouch items greater than £ to invoices and agree payment for the assets to bank statements.

3. Prepare or obtain a schedule of all disposals of fixed assets made during the year. Agree proceeds of sale to bank statements and ensure that the profit/loss on disposal is correctly calculated.

4. Ensure that depreciation has been correctly calculated and that the rates used are consistent with prior years.

5. Review the charge to repairs and renewals for potential capital items.

6. Ensure the existence of a sample of fixed assets via physical verification.

AUDIT PROGRAMME

STOCK

CLIENT: _____

YEAR-END: _____

Initials Date

Prepared by: _____

Reviewed by: _____

WP REF. INITIALS

1. If the stock held at the year end is material, attend the stock take and perform a series of test-counts from both sheet to floor and vice-versa.
Record the results in appropriate working papers.

2. Obtain the client's final stock sheets and test a sample of casts and cross-casts.

3. Agree the results of the test-counts done at the stock-take to the final stock sheets.

4. Agree the cost quoted for a sample of stock lines to pre year-end purchase invoices.

5. Ensure that stock has been valued at the lower of cost and net realisable value by examining post year-end sales invoices for a sample of stock lines.

6. Discuss and conclude upon the need for a provision against obsolete stock.

AUDIT PROGRAMME

DEBTORS AND PREPAYMENTS

CLIENT: _____

YEAR-END: _____

Initials Date

Prepared by: _____

Reviewed by: _____

WP REF. INITIALS

1. Prepare or obtain a schedule of all debtors at the year-end and agree to the trial balance and to the final accounts.

2. Ensure existence and recoverability of debtors by agreeing balances to post year-end cash receipts.

3. Determine and conclude upon the need for a bad debt provision.

4. Ensure that all prepayments have been correctly calculated. Compare with those of the prior year to ensure completeness.

5. Ensure that any overdrawn directors current account has been suitably disclosed in the accounts.

AUDIT PROGRAMME

CASH AND BANK

CLIENT: _____

YEAR-END: _____

Initials Date

Prepared by: _____

Reviewed by: _____

WP REF. INITIALS

1. Prepare or obtain the bank reconciliation at the year- end and agree clearance of outstanding cheques to post year-end bank statements.
Agree the closing balance to the bank letter.

2. Review the cash book for unusual items.

3. Review the level and nature of petty cash expenditure during the year.
Prepare cash control account for the year.

4. Review the bank letter for other items requiring disclosure.
Check that client has not exceeded its stated overdraft facility.

AUDIT PROGRAMME

Initials Date

CREDITORS AND ACCRUALS

Prepared by: _____

CLIENT: _____

Reviewed by: _____

YEAR-END: _____

WP REF. INITIALS

1. Prepare or obtain a schedule of all creditors at the year-end. Agree to the trial balance and to the final accounts.

2. Agree trade creditors to suppliers' statements, if available, or else agree balances to post year-end cheque payments to suppliers.

3. Ensure that all accruals have been correctly calculated. Compare with those of the prior year to ensure completeness.

4. Review both purchase invoices and the cash book after the year-end in order to identify any unrecorded liabilities.

5. Prepare or obtain a VAT control account and agree the liability at the year-end to the latest VAT return. Confirm post year-end payment of the creditor.

6. Prepare or obtain a summary of employees and their wages paid during the year. Prepare a PAYE/Nl control account and agree the year-end liability to the wages summary. Prepare a wages control account. Confirm post year-end payment of the creditor.

7. Ensure that all hire purchase liabilities have been accounted for in accordance with SSAP 21.

8. Agree the balance of any loans taken out by the company to direct confirmation from the lender.

9. Ensure that creditors have been correctly categorised between amounts falling due within one year and amounts falling due after more than one year.

10. Prepare tax computation for submission to the Inland Revenue.

AUDIT PROGRAMME

SHARE CAPITAL AND RESERVES

CLIENT: _____

YEAR-END: _____

Initials Date

Prepared by: _____

Reviewed by: _____

WP REF. INITIALS

1. Ensure that any change in share capital is bona-fide and has been properly authorised and disclosed.

2. Ensure that all dividends have been properly approved and have been paid out of distributable reserves.

3. Ensure that any other movements in reserves during the year do not conflict with the requirements of SSAP's or any relevant legislation.

AUDIT PROGRAMME

PROFIT AND LOSS ACCOUNT

CLIENT: _____

YEAR-END: _____

Initials Date

Prepared by: _____

Reviewed by: _____

WP REF. INITIALS

1. Confirm completeness of income by reviewing the sequential nature of sales invoices and by analytical review.
2. Ensure correct cut-off of sales invoices has been made in order to confirm that the income credited to the profit and loss account represents the work done during the year.
3. Analytically review the expense headings in the profit and loss account.

AUDIT PROGRAMME

GENERAL AUDIT PROCEDURES

CLIENT:

YEAR-END:

Initials Date

Prepared by:

Reviewed by:

WP REF. INITIALS

1. Ensure that the opening balances agree with last year's final accounts.
2. Confirm with the client that no significant post-balance sheet events have occurred.
3. Obtain letter of representation from the client.
4. Review accounts for correct disclosure.
5. Consider the appropriateness of the going concern assumption.
6. Obtain time and fees print-out at the end of the audit and compare to the budgeted figures.