Internal Audit Work Paper

RMA Number	Working Paper Number:
Audit name:	Audit Number:
Auditor:	Date
Reviewer	Date:

Cross References:

Refer to any supporting documents / information. This could be the documents / information supplied by the business, other working papers. In referencing documents be specific(Version, page, paragraph). Also, the cross reference should clearly articulate the work paper reference and a brief description of cross reference e.g. CR 3.1.1 Work paper 2 Interview_1 John Doe

Time Period:

Reference time period covered by the test. E.g. if sampled data state period covered; if observation what time period covered; if reviewing management reports, over what period.

Objective of the test:

Describe what we are going to test and why. Which controls / data / process steps etc. are we going to test and is it from design effectiveness and/or operating effectiveness perspective. Why are we performing the test? What are we planning to prove?

Samples: List the documents / data / information sampled

Work performed:

Describe the test steps performed if all the tests in the Audit Work Program were performed just mention that all tests in the AWP were performed. Only elaborate what is not mentioned in the AWP. Description should be at the level that would allow another auditor to re-perform. If there are limitations note these and the reasons for such limitations, e.g. some data was not available. Remember a limitation might be a finding. Should not exceed more than two pages.

Results and analysis:

What did we find from the tests, e.g. 2 out of 5 samples tested didn't follow procedure. Document root cause analysis of results obtained along with linkages to other work on audit if any. Should not exceed half a page

Conclusion

Control gap or no control gaps. Any other work required. Reference it to the audit finding in the draft report if any.

Sample Audit Workpapers Erisa

Josie Hammond, Melissa Frivold

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ERISA Enforcement Guide United States. Labor-Management Services Administration. Pension and Welfare Benefit Audit and Accounting Guide: Employee Benefit Plans AICPA, 2016-11-21 Considered the industry standard resource this guide provides practical guidance essential information and hands on advice on the many aspects of accounting and authoritative auditing for employee benefit plans This new 2016 edition is packed with information on new requirements including the simplification of disclosure requirements for investments in certain entities that calculate net asset value per share or its equivalent the simplification of disclosures for fully benefit responsive investment contracts plan investment disclosures and measurement date practical expedient and a new employee stock ownership plans chapter that includes both accounting and auditing Employee Benefits: Improved Plan Reporting and CPA Audits Can Increase Protection Under <u>ERISA</u> United States. General Accounting Office,1992 Auditing Employee Benefit Plans Josie Hammond, Melissa Frivold, 2020-08-21 Master the fundamentals of auditing employee benefit plans in accordance with AICPA standards and ERISA rules and regulations Written by a member on the expert panel for employee benefit plans this book is designed to give an understanding of the requirements and audit procedures related to defined contribution defined benefit and health and welfare plans to help accountants more effectively plan and carry out their audit Topics include FASB ASU 2017 06 which significantly impacted master trust accounting reporting and disclosures for employee benefit plans PCAOB adopted AS 3101 in 2017 which resulted in significant changes to the existing auditor's report New insert for SAS No 136 Forming an Opinion and Reporting on Financial Statements of Employee Benefit Plans Subject to ERISA Your Pension? United States. Congress. House. Select Committee on Aging. Subcommittee on Retirement Income and Employment, 1990 ERISA Litigation ,2005 **Pensions at Risk** United States. Congress. House. Committee on Government Operations. Employment and Housing Subcommittee, 1989 **Employee Benefit Plans 2018** AICPA, 2018-04-17 Considered the industry standard resource this guide provides practical guidance essential information and hands on advice on the many aspects of accounting and authoritative auditing for employee benefit plans This new edition has been updated to include additional information related to the issuance of the going concern standard revisions to provide further guidance related to limited scope audits a new illustrative auditor's report for 11 K audits and has been revised for the recodification of the attestation standards Updates include Q A section 2220 27 Determining When the Practical Expedient is Not Used or Not Available Q A section 2220 28 Definition of Readily Determinable Fair Value and Its Interaction with the NAV Practical Expedient SAS No 132 The Auditor's Consideration of an Entity's Ability to Continue as a Going Concern PCAOB Release No 2015 008 Improving the Transparency of Audits AS 3101 The Auditor's Report on an Audit of Financial Statements When the Auditor Expresses an Unqualified Opinion SSAE No 18 Attestation Standards Clarification and Recodification Employee Benefit Plans, 2019 AICPA, 2019-06-10 This guide is an ideal roadmap to

compliance giving auditors authoritative guidance practical tips and illustrative examples to help them at each stage of the audit It is designed to bridge the gaps between the what why and how to satisfy auditor responsibilities Key topics covered include Essential guidance for application of GAAS in an EBP audit References to authoritative accounting guidance for defined contribution DC defined benefit DB and health and welfare HW plans in FASB ASC Guidance on accounting reporting and disclosure for EBP transactions not addressed in FASB ASC as supported by FinREC Use of a SOC 1 report Use of a specialist including actuaries and appraisers Forming an opinion and reporting on EBP financial statements for full and limited scope EBP audits Illustrative auditor communications and financial statements Explanation of pervasive regulatory requirements DOL rules and regulations **Employee Benefit Plans 2017** AICPA,2017-05-30 Considered the industry standard resource this guide provides practical guidance essential information and hands on advice on the many aspects of accounting and authoritative auditing for employee benefit plans This new 2017 edition has been updated to include expanded information on related parties and parties in interest plan transfers and changes in service providers Notably the guide contains clarification on plan transfers identifying a plan transfer may be challenging because the reports provided by the trustee or custodian may classify the transfer as a conversion miscellaneous adjustment or as contributions or distributions rather than a plan transfer Further the date at which the plan's assets physically transfer assets move from the predecessor plan s trust to the successor plan s trust may differ from the effective date of the transfer the date at which the plan assets are legally transferred to the control of another plan according to relevant plan amendments or other documents In addition this edition has been updated for requirements related to going concern and provides the main provisions of those AICPA Audit and Accounting Manual ,2007 Pension Fraud Case Studies United States. Congress. requirements House. Committee on Government Operations. Legislation and National Security Subcommittee, 1990 Protectina America's Pension Plans from Fraud United States. Congress. Senate. Committee on Health, Education, Labor, and Congressional Record United States. Congress, 1978 The Congressional Record is the official record of the Pensions, 2005 proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 Are Your Pension Rights Protected? United States. Congress. House. Select Committee on Aging. Subcommittee on Retirement Income and Employment, 1992 Employee Benefit Plans Industry Developments ,2008 Audit Risk Alert AICPA,2017-09-08 The increasing complexity of employee benefit plan auditing and increased focus by the DOL have resulted in significant pressure for CPAs and firms performing EBP audits To help CPAs meet the challenge of performing quality audits in this unique and complex area the AICPA has developed this alert to assist in identifying current sources of risk within EBP audit engagements A targeted discussion on new developments issues auditors may face in their current

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