#### 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**

**Robert R. Moeller** 

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(w/CD-ROM) 2008 Michael A. Crawford, D. Scot Loyd, 2008-07 The Principles and Practice of Auditing George Puttick, Sandy van Esch, 2007 A valuable resource for students preparing for certification registered accountants and auditors and financial personnel in various businesses this is the 9th updated edition of a classic auditing text Integrating theory with practice and application it is up to date with the field's recent and gradual transition from self regulation to external auditing DCAA Contract Audit Manual United States. Defense Contract Audit Agency, 1995 Local Government and Single Audits Rhett Harrell, 2006-05 Dedicated to the audit professional who wants to conduct audits of local governments in a more practical manner this book is based on years of discussions with fellow practitioners who have requested an easier method of performing an audit of a local governmental entity It includes information on Office of Management and Budget Circular A 133 better known as single audits The forms and checklists in the book identify the specific professional requirements The practice aids are included on a free companion CD **Wiley CIA Exam Review** 2023, Part 2 S. Rao Vallabhaneni, 2022-11-15 Banish test day anxiety with the ultimate study guide for the 2023 CIA Part 2 exam The Wiley CIA Exam Review 2023 Part 2 Practice of Internal Auditing prep guide delivers complete and accessible coverage of the latest Practice of Internal Auditing exam Organized by learning objective found on the official CIA Part 2 exam this guide is your solution for streamlined effective study sessions that fit within your busy schedule You ll find all domains tested on the exam including Managing the internal audit activity Planning the engagement Performing the engagement Communicating engagement results and monitoring progress Designed to help you retain and synthesize key exam material the Wiley CIA Exam Review 2023 Part 2 Practice of Internal Auditing is the go to resource for candidates Wiley CIA Exam Review 2021, Part 2 S. Rao Vallabhaneni, 2021-01-13 Get preparing for the challenging Part 2 exam effective and efficient instruction on all CIA auditing practice exam competencies in 2021 Updated for 2021 the Wiley CIA Exam Review 2021 Part 2 Practice of Internal Auditing offers readers a comprehensive overview of the internal auditing process as set out by the Institute of Internal Auditors The Exam Review covers the four domains tested by the Certified Internal Auditor exam including Managing the internal audit activity Planning the engagement Performing the engagement Communicating results and monitoring progress The Wiley CIA Exam Review 2021 Part 2 Practice of Internal Auditing is a perfect resource for candidates preparing for the CIA exam It provides an accessible and efficient learning experience for students regardless of their current level of proficiency Wiley CIA Exam Review 2020, Part 2 S. Rao Vallabhaneni, 2019-11-12 Get effective and efficient instruction on all CIA auditing practice exam competencies in 2020 Updated for 2020 the Wiley CIA Exam Review 2020 Part 2 Practice of Internal Auditing offers readers a comprehensive overview of the internal auditing process as set out by the Institute of Internal Auditors The Exam Review covers the four domains tested by the Certified Internal Auditor exam including Managing the internal audit activity Planning the engagement Performing the engagement Communicating results and monitoring progress The Wiley CIA Exam Review 2020

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