

<b>Internal Audit Work Paper</b>	
<b>RMA Number</b>	<b>Working Paper Number:</b>
<b>Audit name:</b>	<b>Audit Number:</b>
<b>Auditor:</b>	<b>Date</b>
<b>Reviewer</b>	<b>Date:</b>
<b>Cross References:</b> <i>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</i>	
<b>Time Period:</b> <i>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.</i>	
<b>Objective of the test:</b> <i>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?</i>	
<b>Samples:</b> <i>List the documents / data / information sampled</i>	
<b>Work performed:</b> <i>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.</i>	
<b>Results and analysis:</b> <i>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</i>	
<b>Conclusion</b> <i>Control gap or no control gaps. Any other work required. Reference it to the audit finding in the draft report if any.</i>	

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**L Reisser**



## Sample Audit Workpapers Erisa:

**ERISA Enforcement Guide** United States. Labor-Management Services Administration. Pension and Welfare Benefit Programs,1978     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 ERISA* 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     **Who's Minding 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 requirements.

**AICPA Audit and Accounting Manual**, 2007. *Pension Fraud Case Studies*. United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee, 1990.

**Protecting America's Pension Plans from Fraud**. United States. Congress. Senate. Committee on Health, Education, Labor, and Pensions, 2005.

Congressional Record. United States. Congress, 1978. The Congressional Record is the official record of the 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 audits, as well as a look at what's in the

pipeline that may affect their engagements is provided Updates include FASB ASU No 2015 07 Fair Value Measurement Topic 820 Disclosures for Investments in Certain Entities That Calculate Net Asset Value per Share or Its Equivalent FASB ASU No 2015 10 Technical Corrections and Improvements FASB ASU No 2015 12 Plan Accounting Defined Benefit Pension Plans Topic 960 Defined Contribution Pension Plans Topic 962 Health and Welfare Benefit Plans Topic 965 part I Fully Benefit Responsive Investment Contracts part II Plan Investment Disclosures part III Measurement Date Practical Expedient FASB ASU No 2017 06 Employee Benefit Plan Master Trust Reporting FASB ASU No 2016 01 Financial Instruments Overall Subtopic 825 10 Recognition and Measurement of Financial Assets and Financial Liabilities Auditor Essentials Hernan Murdock, 2018-09-21 Internal auditors must know many concepts techniques control frameworks and remain knowledgeable despite the many changes occurring in the marketplace and their profession This easy to use reference makes this process easier and ensures auditors can obtain needed information quickly and accurately This book consists of 100 topics concepts tips tools and techniques that relate to how internal auditors interact with internal constituencies and addresses a variety of technical and non technical subjects Non auditors have an easy to use guide that increases their understanding of what internal auditors do and how making it easier for them to partner with them more effectively **Complete Guide to Human Resources and the Law, 2017 Edition** Shilling, 2016-10-21 The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues You ll know what to do and what not to do to avoid costly mistakes or oversights confront HR problems legally and effectively and understand the rules The Complete Guide to Human Resources and the Law offers fast dependable plain English legal guidance for HR related situations from ADA accommodation diversity training and privacy issues to hiring and termination employee benefit plans compensation and recordkeeping It brings you the most up to date information as well as practical tips and checklists in a well organized easy to use resource The 2017 Edition provides new and expanded coverage of issues such as The Supreme Court held in March 2016 that to prove damages in an Fair Labor Standards Act FLSA donning doffing class action an expert witness testimony could be admitted Tyson Foods Inc v Bouaphakeo 136 S Ct 1036 2016 Executive Order 13706 signed on Labor Day 2015 takes effect in 2017 It requires federal contractors to allow employees to accrue at least one hour of paid sick leave for every 30 hours they work and unused sick leave can be carried over from year to year Mid 2016 DOL regulations make millions more white collar employees eligible for overtime pay by greatly increasing the salary threshold for the white collar exemption Updates on the PATH Act Protecting Americans From Tax Hikes Pub L No 114 113 The DOL published the fiduciary rule in final form in April 2016 with full compliance scheduled for January 1 2018 The rule makes it clear that brokers who are paid to offer guidance on retirement accounts and Individual Retirement Arrangements IRAs are fiduciaries In early 2016 the Equal Employment Opportunity Commission EEOC announced it would allow charging parties to request copies of the employer s position statement in response to the charge The Supreme Court ruled that in constructive

discharge timing requirements run from the date the employee gives notice of his or her resignation not the effective date of the resignation Certiorari was granted to determine if the Federal Arbitration Act FAA preempts consideration of severing provisions for unconscionability      **5500 Preparer's Manual for 2021 Plan Years** Fisher, Andersen,

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