

Smart Lite

User Guidance Pack



Office of the
Auditor General
of Canada

Bureau du
vérificateur général
du Canada

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Rethinking how we work: examples

Before Smart Lite Procedures

In the business of file documentation

- Would keep the email trail and various versions of documents
- Would create disposition tables

Documenting full process followed

- Would document a summary of the minutes read

Planning performed by auditors and then reviewed

Planning would take a substantial effort

For meetings, would write detail minutes of full exchange

Documenting key decisions and judgement in a Report Clearance Summary

Resources would be tied up to document the file

A ✓ as done would be supported by additional text

After Smart Lite Procedures

In the business of auditing

- Would keep only the final Word, PDF version of documents
- Evidence of review through the signature of final documents by the engagement leader

Documenting audit work

- Would document only items that would have an impact on decisions, judgments and conclusions

Planning starts from management involved in the file

Document key points that have an impact on the audit

Documenting key decisions and judgements in ISS

Resources will be assigned to value added work

A ✓ means you have done it, no additional text is required

Smart Lite Quick Start Guide—Main Functions

Smart Lite represents the next generation of workpapers.

The redesigned procedures feature smarter checkboxes, streamlined procedures and enhanced reviewer support.

1 Enhanced procedure redesign

One column for both procedures and record of work done to minimize duplication.

2 Smarter checkboxes

Alerts are displayed to prevent incompatible selections.

3 Direct linkage to CAS and policy requirements for each procedure

Select the “View/Hide Requirements” button to display references to CAS and relevant OAG Audit Manual policies in the Requirements column. Select the button again to hide the column.

4 “Lock-down” of procedures

Each procedure is protected on the Library Procedures tab (indicated by shaded areas in procedure illustration opposite) so that it cannot be deleted or modified.

5 Enhanced presentation of OAG Audit Manual hyperlinks

Links to OAG Audit Manual now appear in a separate guidance tab instead of within TeamMate audit steps.

This screenshot shows a table titled "Financial statements related procedures (Apr-2018)". The table has three columns: "Procedures & Results", "Links", and "Requirements". The "Requirements" column contains references like "CAS 330.20(a), 30" and "CAS 330.24". An "Alert" dialog box is overlaid on the table, displaying the message: "Deselect the other option before selecting this option." with an "OK" button. Numbered callouts 1, 2, and 3 highlight the procedure text, the alert dialog, and the "View/Hide Requirements" button respectively.

This screenshot shows the same "Financial statements related procedures (Apr-2018)" table. The "Procedures & Results" column contains two numbered items. Item 1 is highlighted with a red shaded area, and a callout 4 points to it. Item 2 is also highlighted with a red shaded area, and a callout 5 points to it. Below the table, a separate tab labeled "Guidance" is visible, containing a list of hyperlinks to OAG Audit Manual sections: "Annual Audit Manual", "OAG Audit 9031- Financial Statements Preparation And Audit Procedures", "Comparative information (Apr-2018)", "Annual Audit Manual", "OAG Audit 9044 - Events occurring after the financial statements have been issued", "OAG Audit 8022 - Comparative Information", "Disclosures (Apr-2018)", "Annual Audit Manual", "OAG Audit 9022 - Use Of Financial Statement Disclosure Checklists", and "Cash Flow 101 Template". A callout 5 also points to this guidance section.

Smart Lite Quick Start Guide—Key Working Practices (continued)

A key design consideration in the Smart Lite Procedures was a steadfast focus on saving reviewer time

4 On the library procedures tab, provide documentation in each displayed orange text box using the description above the box as a guide—if you see a shaded text box, you should complete it.

On other tabs, provide documentation in the tables unless it is clearly not applicable or the instructions indicate that it may not be required.

5 Consider the need to use the “+/- Additional documentation” sections

Each procedure has an expandable section to add additional documentation when the preparer believes it is necessary. These optional sections are only expected to be used in limited circumstances and they only need to be expanded via the “+” if they are to be used. Text should be succinct and not repeat what is already in the working paper.

6 Perform additional procedures in expandable sections, if applicable

New sections and procedures will only appear when certain checkboxes are selected. For example, for other information presented in documents containing audited financial statements, additional procedures are displayed when the relevant checkbox is selected. When there is no other information, this section can be ignored by not checking the box to expand it.

Financial statements related procedures (Apr-2018)		View/Hide Requirements
Procedures & Results		Links
<p>11. Considered the need to add additional procedures for testing specific presentation and disclosure items. Checked those that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not applicable <input type="checkbox"/> Cash flow statement is presented <input type="checkbox"/> Earnings per share disclosure is required <input type="checkbox"/> Other specific disclosures required - tested in provided link <p>Additional documentation: 5</p>		
Other information presented in documents (e.g., annual reports) containing audited financial statements (Unchecked where not applicable)		
<p>12. Determine, through discussion with management, the documents that will comprise the annual report, obtained management's planned timing for issuance of these documents and made appropriate arrangements to obtain final version of the documents in a timely manner</p> <p>Name and date of discussion: 4</p> <p>Details of documents and planned timing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtained all other information prior to the date of the audit report, or <input type="checkbox"/> Some or all of the other information will not be available until after the date of the audit report <p>+</p> <p>13. Obtained and read other information (financial and non-financial) documents received before the date of our audit report, and compared amounts or other items in the other information with such amounts or other items in the financial statements to identify any material inconsistencies between:</p> <ul style="list-style-type: none"> • The other information and the financial statements • The other information and the knowledge we obtained during the audit, including the audit evidence obtained and conclusions reached 		

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Smart Lite Quick Start Guide—Key Working Practices (continued)

Smart Lite represents the next generation of workpapers.

The redesigned procedures feature smarter checkboxes, streamlined procedures and enhanced reviewer support.

7 Roll forward your file at least once every five years

There are many links that remain in the background of our software which could result in corrupted files.

8 Keep essential documents in the file

Your file should be documented only with the essential documents. Any transitional documents should not be part of the file. For example, the Word version that was reviewed by AAPT, the last version of the financial statements and the PDF signed version should only be kept.

9 Keep the Standard Structure

Keep the standard structure for folders A to D. This will allow comparability between files and ease to search documents within a file.

10 Minimal documentation in the PRGs

Create an ISS directly from the working paper where the audit work is being done. You should avoid creating disposition tables. Document key decisions and judgement through ISS.

ARC	State	Title
D.2.PRG	...	Financial Statements and Notes
D.2.2	...	P_00961E_FSR
D.2.8	...	PBC - Y/E Trial balance 31 March 2018 (as at 29 June 2018)
D.2.10	...	CRRF - 31 Mar 2018 - AAPT Pro-Forma Comments (EN) 30 April 2018
D.2.16	...	PBC - Financial Statements FRA (V.1 Received on 29.06.2018 15:13)
D.2.17	...	F/S with cross reference (using D.2.21)
D.2.25	...	PBC - EN - MANAGEMENT'S RESPONSIBILITY STATEMENT -2016-17
D.2.26	...	PBC - FR - MANAGEMENT'S RESPONSIBILITY STATEMENT -2016-17
D.2.28	...	PBC - Financial statements ENG (FINAL - Received on 29.06.2018)
D.2.33	...	PBC - Financial Statements FRA (FINAL Received on 14 July 2017)
D.2.35	...	PBC - SIGNED EN Financial Statements
D.2.36	...	PBC - SIGNED FR Financial Statements
D.2.37	...	OAG-GNPO_R_and_M_Checklist_15585E
D.2.38	...	OAG-GNPO_P_and_D_Checklist_15587E
D.2.44	...	P_00960E_Financial_stat_related_procedures
D.2.47	...	E-mail to AAPT for comments clearance (in ref to D.2.2)

Financial Statement Review (FSR)—SL (Apr-2018)

Procedure:

Use the procedure document P_00961E_FSR.

Guidance:

Response

Results References(1)

See D.2.2

Smart Lite Quick Start Guide—Other Reminders

If you have any further questions regarding the use of Smart Lite procedures on your engagement please contact AAPT for additional support.

Impact of worksheet protection

Despite the fact that library procedures are “locked-down” using worksheet protection, users of *Smart Lite* procedures are able to do the following to document the audit procedures performed:

- Make appropriate checkbox selections
- Enter and format text into orange shaded text boxes
- Use provided documentation templates
- Add links to “Links” column (use sparingly and follow the prompts!)
- Utilize optional “+/- Additional documentation” sections (expected to be infrequently used)
- Utilize spell check button on library procedures tab to check spelling.

Prompts to consider the need to add other procedures

Smart Lite procedures will include prompts to consider the need to add other procedures where it is appropriate. This helps to verify that the appropriate procedures have been added to the engagement TeamMate file.

Potential need to add specific procedures multiple times

Certain procedures may need to be added to the TeamMate engagement file multiple times (for example, if you have multiple components)—Examples include:

- Evaluate work of component auditor—
[Insert name of component auditor]

Procedures worksheet tabs other than “Library procedures”

Worksheet protection is not used on the other tabs as there may be a need to add or modify columns in tables based on engagement circumstances.

However, due to the fact that specific CAS requirements are addressed on these tabs, it is recommended that none of the columns are deleted. Any columns considered not applicable to an engagement should be retained and marked as being not applicable.

If you opt to not use the testing tabs and delete them, in order to access them again in future periods, assuming you roll forward workpapers, you will need to use a new procedure document to access a clean version of the template.

Assumed use of templates

The procedures included in the Smart Lite procedures have been designed to be used in conjunction with a number of standard templates that address related CAS requirements, as follows:

- Engagement letter
- Group instructions
- Management representation letter
- Audit report

These templates can be obtained under Audit/Financial Audit/Templates and Checklists on the Intranet.

Potential warning message when deselecting checkboxes

If you deselect a checkbox selection that previously caused a section to expand, and text has been entered into that section, a warning message indicating that the entered text will be deleted will be displayed.

This confirmation is designed to help prevent teams from accidentally deleting documentation that they may wish to retain.

Illustrative Guidance

In addition to the Quick Start Guide, there have been a number of requests for examples of completed Smart Lite procedures. As a result, the following Smart Lite Illustrative Guidance has been prepared to further illustrate certain features for a sample of specific procedures. These examples have been prepared for illustrative purposes only and may not represent all engagement situations. Engagement teams need to continue to use their professional judgement to determine what level of work, and associated documentation, is appropriate for their particular engagement circumstances.

Acceptance and continuance and terms of engagements (A.1.1)

1 Support the assessment for continuance
Your explanations should be brief and include the key elements.

2 Minimal documentation in the PRGs
Information could be added in "+" but there should not be text in all of these fields.

3 Carry-over information
Do not carry-over the old template from previous year. The continuance assessment is done in the smart lite.

Results section in the PRGs
The audit evidence is documented in the smart lite document. The timing of sign-off of the smart lite is key because this is where the audit evidence is. Do not repeat the conclusion in the results part of the PRGs. The timing of the sign-off of the PRG is not key as it does not provide audit evidence.

Acceptance and continuance and terms of engagement (Jun-2018)		View/Hide Requirements
Procedures & Results		Links
Use of this Cabinet		
<p>1. Following consideration of the entity's characteristics, including whether or not it is considered to be small or less complex, and other relevant circumstances of the engagement, confirmed that the use of the selected TeamStore cabinet below is appropriate.</p> <p><input type="checkbox"/> "Annual Audit Procedures - S&L" cabinet, or</p> <p><input checked="" type="checkbox"/> "Annual Audit Procedures" cabinet</p> <p>+</p> <p>2. Reviewed all methodology update announcements issued since planning the last audit to ensure the audit procedures included in this TeamMate file reflect changes from methodology updates.</p> <p><input type="checkbox"/> No update to audit procedures required, or</p> <p><input checked="" type="checkbox"/> Audit procedures updated</p> <p>+</p> <p>3. Added AAPT-EMAA as a team member in the TeamMate file, with reviewer access only. Note: From time to time, AAPT performs post-implementation review of methodology changes requiring access to ALL financial audit TeamMate files. The user AAPT, EMMA should be added to ALL financial audit TeamMate files including those where AAPT is not required to perform financial statement reviews.</p> <p><input checked="" type="checkbox"/> AAPT-EMAA added as a team member in the TeamMate file, with reviewer access only</p> <p><input type="checkbox"/> AAPT-EMAA NOT added as a team member in the TeamMate file</p>		Methodology Updates - Announcements
Acceptance & Continuance		
<p>4. Completed A&C assessment.</p> <p><input type="checkbox"/> Acceptance assessment completed for this entity (add link to 'Acceptance Template'), or</p> <p><input checked="" type="checkbox"/> Continuance assessment completed for this entity, or</p> <p>Considered each of the following and documented concerns and resolutions:</p> <ul style="list-style-type: none"> Significant matters that have arisen in the current or previous engagement, and their implications for continuing the relationship. Considered whether these matters will result in a significant increase of time, resources or specialized expertise required to perform the engagement Details: <i>No significant matters identified</i> Whether the engagement team is competent to perform the audit engagement and has the necessary capabilities, Details: <i>No issues noted</i> Whether the Office and the engagement team can comply with relevant ethical requirements Details: <i>No issues noted</i> The integrity of the entity considering if information has been obtained which would lead the engagement team to conclude that the entity lacks integrity. Questions to consider when assessing the integrity of the entity for a continuing <ul style="list-style-type: none"> Have we observed changes in entity personnel who have a direct influence over the assurance engagement? Is there any indication that those charged with governance or senior management have recently resigned for reasons that raise questions about the entity's integrity or that would impact the subject matter of the audit? Are there questions raised regarding the integrity or conduct of entity personnel with direct influence over the subject matter of the assurance engagement or the legality of their actions arising from: i) fraud, criminal investigations, indictments or convictions? ii) Investigations by regulatory or government agencies? Have we observed a change in the attitudes of entity personnel with direct influence over the subject matter of the assurance engagement towards such matters as: i) the interpretation of professional standards, laws and/or Have we become aware of questionable business practices? Has the entity violated or is it in danger of violating any regulations or licenses that are necessary to continue doing Are there indications based on employee allegations, regulatory inquiries, adverse publicity or other sources that management has engaged in unethical activities? Details: <i>No issues or concerns noted</i> Incorporated risks identified during the continuance assessment into the 'Audit Planning Template'. Details: <i>None identified</i> <p><input type="checkbox"/> Withdrawal, cancellation or significant postponement of the engagement considered for this entity. Performed required procedures as outlined in OAG Audit 3011 and documented related consultations and conclusions</p>		

Acceptance and continuance and terms of engagements (A.1.1 continued)

1 **Keep essential document in the file**
R Your file should be documented only with the essential documents. Any transitional documents should not be part of the file. For example, the final Word version and the PDF signed version should only be kept.

<p>5. Confirmed that the preconditions for an audit are present.</p> <ul style="list-style-type: none"> • Determined that the financial reporting framework to be applied in the preparation of the financial statements is acceptable (add link to 'Acceptable Financial Reporting Framework Assessment Template'). <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The financial reporting framework used by the entity is acceptable, or <input type="checkbox"/> The financial reporting framework used by the entity is NOT acceptable. • Management acknowledges and understands its responsibility through signed engagement letter. <p>+</p> <p>6. Considered risks of material misstatement or professional risks identified as a result of evaluating the information used to</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No risks at the financial statement or assertion level identified, or <input type="checkbox"/> Risks at the financial statement level or assertion level added to the Inherent Risk Assessment in the 'Audit Planning <p>+</p> <p>7. Considered control environment considerations as a result of evaluating the information used to complete the A&C.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No control environment considerations identified in A&C, or <input type="checkbox"/> Control environment considerations identified in A&C included in the procedure 'Understand and evaluate internal control components (excluding control activities)' within the program 'Internal Control Framework' <p>+</p>	<p>W PA2.b</p>
<p>Engagement Letter</p>	
<p>8. Considered the circumstances of the engagement and agreed the terms of the engagement using the <u>appropriate template</u> (i.e. 'Engagement Letter' Template).</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Submitted an engagement letter in both official languages at the same time, obtained a signed engagement letter and <input type="checkbox"/> Terms of the engagement are still relevant, or <input type="checkbox"/> Utilized group engagement letter <p>+</p>	<p>A.1.7</p> <p>1</p>
<p>Source of audit mandate</p>	
<p>9. Considered the source of our audit mandate.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Auditor General Act, or <input type="checkbox"/> Financial Administration Act (federal and territorial FAAs), or <input type="checkbox"/> Enabling legislation of the entity, or <input checked="" type="checkbox"/> Order in Council, or <input type="checkbox"/> Other <p>10. Considered the nature of our audit mandate (i.e. our reporting responsibilities). In addition to those listed below, the Auditor General may be required (or may) call attention in the auditor's report to any other matter that, in his opinion, should be checked those that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> the fair presentation of the financial statements <input checked="" type="checkbox"/> the consistency of application of accounting principles <input checked="" type="checkbox"/> the compliance with authorities <p>+</p>	
<p>Solicitor-Client privilege letter</p>	
<p>11. Prepared Solicitor-Client privilege letter.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Solicitor-Client privilege letter prepared (annually) and sent in both official languages at the same time (add link to 'Letters for Solicitor/Client Privileges' Template). <p>+</p>	<p>A.1.10</p> <p>1</p>

General engagement decisions (A.2.2)

1 Significant dates

Only significant dates are described. There is no need to mention if they are confirmed with the client.

2 Results section in the PRGs

The audit evidence is documented in the smart lite document. The timing of sign-off of the smart lite is key. Do not repeat the conclusion in the results part of the PRGs. The timing of the sign-off of the PRG is not key.

General engagement decisions (Jun-2018)
[View/Hide Requirements](#)

Procedures & Results
Links

Audit timing and required communication

1. Listed significant dates relevant to the audit below and confirmed all significant dates with the client:

<i>AC meeting – RAC plan</i>	<i>xx November 201x</i>
<i>Interim Audit</i>	<i>xx November toxx December 201x</i>
<i>Year-end Audit</i>	<i>xx January to xx March 201x</i>
<i>AC meeting – RAC results</i>	<i>March 201x</i>
<i>Review of annual/performance report</i>	<i>March 201x</i>
<i>Notify records operations of expected date of report.</i>	<i>xx May 201x (expected closing date of file)</i>

Prior year planning points

2. Reviewed the 'Planning points' for all phases of the audit identified in the prior year and integrated the pertinent issues directly in the related TeamMate sections. Added link to TeamMate Exception report generated from prior year file and documented

Prior year planning points have been appropriately taken into account this year (document only **significant** changes being proposed).

Prior year formally communicated observations

3. Reviewed the observations – including those related to IT – formally communicated (letter of recommendations, report to the audit committee or auditor's report) during the previous audit or before and still outstanding at the end of the previous audit. Added link to the 'Observations Tracking' template.

The follow-up on formally communicated observations issued in the past and still outstanding at the end of the previous audit has been appropriately planned.

Note: The information included in the 'Observations Tracking' template will be used to produce the Annual Audit Practice Retrospective Report (internal report) and the Commentary on financial audits (external report). It is possible that the team working on the Commentary on financial audits will contact you to obtain your updated template before the end of your audit.

Preliminary list of schedules to be prepared by entity

4. Considered **each** of the following and added link to preliminary list of schedules to be prepared by entity :

- Prepare and monitor a list of schedules to be prepared by the entity with due dates.
- Confirm with the entity that the date of reception established in the list is acceptable and will be respected.
- May consider requesting a copy of the data from the financial system (download) or other system prior to starting work on site in order to select samples, and provide these samples to the entity in advance.

Prepared and sent to entity contact

Procedures for Small & Less Complex audits ONLY (Unchecked where not applicable). Note: For audits of other entities please refer to the procedures 'Team Mobilization', 'Determine Materiality' and 'Determine Audit Strategy and Plan' within programs 'Team Management', 'Materiality' and 'Develop Audit Plan'.

Results
References(1)

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See [A.2.2](#)

Understand entity and environment (B.1.1)

1 Minimal documentation
 There is no need produce a summary of the discussion. Your knowledge is documented in the B.1.1.
 Don't reproduce previous year's old template.
 Senior staff on the mandate should complete the entity and environment tab.

2 Minimal documentation
 Tick the option that applies, there is no need to summarize the purpose and findings of the other engagements.

3 Minimal documentation
 Document key points of minutes that have an impact of the audit. Don't write a summary of the minutes. Do not add the minutes provided by client in your file.

Understand entity and environment (Jun-2018) View/Hide Requirements	
Procedures & Results	Links
Understand entity and environment	
1. Obtained an understanding of the entity and its environment to identify and assess risks of material misstatement, including any significant changes from prior audits, in tab 'Entity & Environment' or provided link. Name and date of inquiry: <i>Met CEO, Mr. John Smith, xx October 201X; CFO - Jan Doe, xx October 201X; Legal Counsel - Rick ... m, xx octobre 201x</i>	
2. Where other engagements are performed for the entity (such as Special Examination, Public Accounts or other Annual Attest Audit), considered additional information obtained that may be relevant to identifying risks of material misstatement. <input type="checkbox"/> Not applicable - no other engagements performed, or <input checked="" type="checkbox"/> Other engagements performed - no relevant additional information obtained, or <input type="checkbox"/> Other engagements performed - relevant additional information obtained	
Minutes	
3. Reviewed all minutes of meetings of shareholders, directors and other oversight bodies to identify potential matters of <input type="checkbox"/> Not applicable - no meetings held, or <input type="checkbox"/> Not applicable - meeting minutes are not retained, or <input checked="" type="checkbox"/> Reviewed the minutes of relevant meetings in tab 'Minutes review' or provided link	B.1.8
Contracts	
4. Reviewed new or amended significant contracts and agreements to identify potential matters of significance to the audit. <input type="checkbox"/> Not applicable - no new or amended significant contracts and/or agreements, or <input checked="" type="checkbox"/> Reviewed new or amended significant contracts in tab 'Contracts review' or provided link Evaluated completeness of the list. Checked those that apply: <input type="checkbox"/> Review of minutes <input type="checkbox"/> Considered the results of planning procedures performed <input type="checkbox"/> Considered understanding of the entity <input checked="" type="checkbox"/> Other Specify: <i>We have ITGC over SAP, present during extraction</i> Based on the procedure performed to evaluate completeness of the list. <input checked="" type="checkbox"/> No exceptions to the completeness of the contract listing noted, or <input type="checkbox"/> Additional contracts for review noted.	H.5.3
Assessing the impact of cybersecurity risks on the audit	
5. Considered if the entity has established a cyber risk program/framework. <input type="checkbox"/> The entity has not established a cyber risk program/framework, or <input checked="" type="checkbox"/> The entity has established a cyber risk program/framework. Document how the entity evaluate its effectiveness: <i>The entity reviews industry standard controls regularly, there is also on-going employees awareness and education, incident management process, scenario planning and simulation, intrusion protection, payment card certification, regular monitoring and reporting of authorized access by IT Security</i>	

Understand entity and environment (B.1.1 continued)

R

1 Minimal documentation
There is no need produce a summary of the discussion. You knowledge is document in the templates.

2 Minimal documentation
If there are no changes, there is no need to prove and document your rationale for the assessment performed in the left column.

3 Minimal documentation
A normal risk should not be reported in the APT.

6. Considered if the entity was subject to any cyberattacks in the fiscal year.

- The entity was not subject to any cyberattacks in the fiscal year, or
- The entity was subject to any cyberattacks in the fiscal year.

Document the effects of the cyberattack could have an impact on the entity's financial statements and how the entity evaluate its effectiveness:
There was no cyberattack that had an impact on financial reporting.

Overall risk assessment

7. Based on the procedures performed above:

- No significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level,
- Significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified and included in the Inherent Risk Assessment tab in the 'Audit Planning Template'

Spell Check

Understanding of entity and environment (Jun-2018)

Key Factors	Additional details for selected factors (including any significant changes from prior audits and any internal/external sources used)
<p>Industry: Global <input type="checkbox"/> Industry comprising <input type="checkbox"/></p> <p>[Source: <input type="checkbox"/> Act] Public Policy Role: 5. (1) The objects of the Corporation are (a) to establish and operate a <input type="checkbox"/>; (b) to manufacture and provide such products and to provide such services as are, in the opinion of the Corporation, necessary or incidental to the service provided by the Corporation; and (c) to provide to or on behalf of departments and agencies of, and corporations owned, controlled or operated by, the Government of Canada or any provincial, regional or municipal government in Canada or to any person services that, in the opinion of the Corporation, are capable of being conveniently provided in the course of carrying out the other objects of the Corporation.</p> <p>Key authorities instruments : - See <input type="checkbox"/> E.1.2</p>	
<p>Level of market competition (including demand, capacity and price)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Low <input type="checkbox"/> Normal <input checked="" type="checkbox"/> High <p>Cyclicality or Seasonality</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cyclical activity <input checked="" type="checkbox"/> Seasonal activity <input type="checkbox"/> Not relevant <p>Level of technology utilized</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> Established, commonly used <input type="checkbox"/> Aging <input type="checkbox"/> Not relevant <p>Supply chain input(s) supply and cost</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Volatile <input type="checkbox"/> Not relevant 	

Understand entity and environment (B.1.1 continued)

1 **Minimal documentation**
 If there are no changes, there is no need to prove and document your rationale for the assessment performed in the left column.

R

Relevant regulatory factors	
Regulatory/legal environment <input type="checkbox"/> Limited level of regulation <input checked="" type="checkbox"/> Normal level of regulation <input type="checkbox"/> Highly regulated <input type="checkbox"/> Not relevant Legislation and regulation with significant impact <input checked="" type="checkbox"/> Government policy <input checked="" type="checkbox"/> Taxation <input checked="" type="checkbox"/> Environmental requirements <input type="checkbox"/> Other <input type="checkbox"/> Not relevant	1
Relevant other external factors	
General economic conditions <input type="checkbox"/> Positive <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Poor Conditions with significant impact <input checked="" type="checkbox"/> Interest rates <input type="checkbox"/> Availability of financing <input checked="" type="checkbox"/> Inflation or currency revaluation <input checked="" type="checkbox"/> Other <input type="checkbox"/> None	
Nature of the entity – Business operations	
Number of operating locations <input type="checkbox"/> Single location <input type="checkbox"/> Limited number <input checked="" type="checkbox"/> Large number	
Location of operations <input type="checkbox"/> Local <input checked="" type="checkbox"/> National <input type="checkbox"/> International	
Number of significant revenue sources, products or services <input type="checkbox"/> Single <input type="checkbox"/> Limited number <input checked="" type="checkbox"/> Numerous	
Complexity of production/supply chain (stages and methods) <input type="checkbox"/> Low complexity/simple <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Complex <input type="checkbox"/> Not relevant	
Reliance on key customers/suppliers <input type="checkbox"/> No specific reliance <input checked="" type="checkbox"/> Moderate level of reliance <input type="checkbox"/> High level of reliance	
Relationships with significant impact <input type="checkbox"/> Alliances <input type="checkbox"/> Joint ventures <input type="checkbox"/> Outsourcing activities <input checked="" type="checkbox"/> Other <input type="checkbox"/> None	

Understand entity and environment (B.1.1 continued)

R

1 Minimal documentation

If there are no changes, there is no need to prove and document your rationale for the assessment performed in the left column.

Nature of the entity – Governance structures and ownership (Consider using 'Key Positions' template)	
<p>Level of complexity of governance/ownership structure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Low complexity/simple <input checked="" type="checkbox"/> Standard level of complexity <input type="checkbox"/> Highly complex <p>Ownership</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Single owner <input type="checkbox"/> Multiple owners <input type="checkbox"/> Public ownership <input type="checkbox"/> Other 	1
Nature of the entity – Other	
<p>Investing activities</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Standard (e.g., reinvestment in PP&E/existing operations) <input type="checkbox"/> Complex (e.g., planned or recently executed acquisitions or divestitures) <input type="checkbox"/> Not relevant <p>Financing activities</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Complex (e.g., use of derivatives, off balance sheet arrangements) <input type="checkbox"/> Not relevant 	
Entity's selection and application of accounting policies	
<p>Nature of accounting policies</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Well-established, non-complex and appropriately applied in previous periods <input type="checkbox"/> Complex or lacking definitive, generally accepted financial reporting guidance <p><input type="checkbox"/> Previous instances of poor application</p> <p>New financial reporting developments expected to affect the entity or changes in entity accounting policies?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes 	
The entity's objectives and strategies and related business risks	
<p>Nature of entity's objectives</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stable entity with typical low level of change <input type="checkbox"/> Periodic changes occur in entity <input type="checkbox"/> High-level of organic growth or change through acquisition or disposal 	
Measurement and review of the entity's financial performance	
<p>Level of sophistication of internal reporting and performance review</p> <ul style="list-style-type: none"> <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> High 	
Other relevant factors	
<p>Other relevant factors, if any</p>	

Understand entity and environment (B.1.1 continued)

R

1 Minimal documentation
Document key points that have an impact of the audit. Don't write a summary of the minutes.

2 Minimal documentation
Document key points that have an impact of the audit. Don't write a summary of the contracts.

Minutes review (Jun-2018)		
Meeting date	Meeting type (e.g. shareholders, directors and other oversight bodies)	Key points noted, if any
19-Jun-2018	Executive Committee	None that are significant to the audit or that we weren't already aware of.
18-Jan-2018	Management Team	None that are significant to the audit or that we weren't already aware of.
19-Feb-2018	Management Team	None that are significant to the audit or that we weren't already aware of.
20-Mar-2018	Management Team	None that are significant to the audit or that we weren't already aware of.
18-May-2018	Management Team	None that are significant to the audit or that we weren't already aware of.
25-May-2018	Management Team	None that are significant to the audit or that we weren't already aware of.
30-Aug-2018	Management Team	None that are significant to the audit or that we weren't already aware of.
27-Sep-2018	Management Team	None that are significant to the audit or that we weren't already aware of.

Contracts review (Jun-2018)					
Contract title	Counterparty	Date of contract	Effective date(s) of contract (from/to)	Key terms noted, if any	Link to copy of signed contract, if applicable
Voluntary Contribution Regular Program	International Development Cooperation Agency	July 10, 2018	July 1, 2018	International Development shall provide a maximum of \$430,000,000 in support from 2018 to 2021. Distribution between programs and years is outlined in the agreement.	PA4.a
Government of ABC	Secretariat for innovation of the Government of ABC	April 3, 2018	April 23, 2018	The counterparty is to provide \$7,226,551 in 3 payments. Conditions are outlined in the agreement.	PA4.b
World Bank	The World Bank	April 23, 2018	April 23, 2018	The counterparty is to provide \$449 k to develop a xx program. Total amount is split in multiple amounts outlined in agreement but should all be paid by xx December 201x.	PA4.c
XYZ	XYZ Co.	July 31, 2018	July 26, 2018	XYZ is to provide \$520 k by xx December 201x. Conditions and payment schedule are outlined in the agreement.	PA4.c
ABC Commission	ABC Commission	#####	August 9, 2018	The counterparty is to provide \$1,999,671 in multiple payments until x April 202x for program x. Conditions are outlined in the agreement.	PA4.e

Risk assessment analytics (B.2.1)

R

1 Minimal documentation

Document key points that have an impact of the audit.

2

Extent of work

Do not audit the numbers. You are assessing the risks. You can also document your review on a copy of the statement and add this document to Teammate. Only explain unusual variances.

Risk assessment analytics (Jun-2018)							View/Hide Requirements
Procedures & Results							Links
<p>1. Performed risk assessment analytics to identify risks of material misstatement due to fraud or error.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completed in tab 'Risk Analytics' or provided link, or <input type="checkbox"/> Completed combined risk assessment and conclusion analytics in the procedure 'Overall conclusion analytics' within the program 'Completion and Reporting Activities' due to each of the following factors: <ul style="list-style-type: none"> • The timing of the audit supports risk assessment analytics to be performed on period end figures • The format of the financial statements used for risk assessment analytics is consistent with that used for conclusion analytics <p>+ 2. Based on the risk analytics performed:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No significant risks or risks at the higher end of the normal risks continuum, at the financial statement or assertion level, identified, or <input type="checkbox"/> Significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified and included in the Inherent Risk Assessment tab in the 'Audit Planning Template' <p>+ </p>							1
Risk assessment analytics (Jun-2018)							
Current year expectation of key business drivers and basis: <small>- Select the appropriate basis (e.g., prior year, budget, external data)</small>			PY Financial Statements recalculated on a 8 months basis to provide a better comparison to interim data.				
Assess reliability of underlying data: <small>- Expectation basis (e.g., prior year data agreed to GL, budgeted amounts agreed to budget, external source is credible) - Current period figures (e.g. interim data agreed to GL)</small>			CY Interim Data				
Define threshold(s) for what would be unusual or unexpected: <small>(e.g., performance maturity, other)</small>			Threshold for each FSII is 5% of PY Expenditures = 591K (Rounded) 591K=15,707k x 3%				
(Tailor this worksheet for specific entity circumstances, including additional disaggregation, as appropriate)							
	Interim	FIS on a 8 months basis	FIS	Variance	Unusual or Unexpected?		
	8/31/2018	2017-12-31	2017-12-31	\$ %	Yes	No	Explanation and impact on audit, if any
Statement of financial position							
Property, plant and equipment	448	226	336	228 63%			
Other non-current assets	-	-	-	- #DIV/0!			
Total non-current assets	448	226	336	228 63%			2
Inter-company balances	4,336	1,218	1,827	3,172 174%			reasonable due to recent inter company transaction
Other current assets	367	167	161	268 124%			
Advance payments	276	214	321	62 15%			
Accounts receivable	61	165	158	(44) -28%			
Inventories	21	14	21	7 33%			
Short-term investments	11,887	6,112	12,168	3,745 31%			reasonable due to the reasonable nature of business
Cash and cash equivalents	5,185	7,752	11,628	(2,567) -22%			reasonable due to the reasonable nature of business
Total current assets	5,536	17,823	26,284	(7,827) -30%			
Total assets	10,644	17,743	26,614	(7,655) -28%			
Employee benefits	1,628	1,688	1,628	543 33%			
Total non-current liabilities	1,628	1,688	1,628	543 33%			
Accounts payable	171	157	256	(26) -5%			
Employee benefits	142	87	131	88 42%			
Contributions	4,476	3,118	4,678	1,351 28%			reasonable due to the reasonable nature of business
Advance receipts	75	56	84	15 23%			
Other current liabilities	783	567	880	222 26%			
Total current liabilities	5,647	4,626	6,633	1,621 27%			
Total liabilities	7,275	5,111	7,667	2,164 28%			

Risk assessment analytics (B.2.1 continued)

1

Extent of work

Do not audit the numbers. You are assessing the risks. You can also document your review on a copy of the statement and add this document to Teammate. Only explain unusual variances.

	Interim		FS		Variance		Unusual or Unexpected?		Explanation and impact on audit, if any
	9/30/201X	(in thousands)	2017-12-31		\$	%	Yes	No	
Income statement									
Grant	2,146	1,427	2,146	713	53%				<i>in line with previous year</i>
Regular programs	4,255	4,656	7,644	(441)	-6%				
Other programs	3,646	4,714	7,671	(1,668)	-24%				<i>reasonable, one less program this year</i>
In-kind contribution	855	1,133	1,766	(276)	-16%				
Other revenue producing activities	868	816	1,215	(2)	0%				
Other revenue	1,445	687	1,631	788	73%				<i>special event this year</i>
Finance revenue	74	65	58	5	5%				
Total revenue	12,623	13,533	26,288	(516)	-4%				
Employee benefits	5,623	7,743	11,614	666	8%				<i>reasonable, new hires this year</i>
Consultants, external experts and mission costs	1,685	1,727	2,531	(38)	-1%				
External training, grants and other transfers	626	784	1,176	(158)	-13%				
Supplies, consumables and other running costs	1,734	1,763	2,555	51	4%				
Contracted services	1,667	1,663	1,584	84	6%				
Depreciation and amortization	87	75	113	(2)	16%				
Other expenses	2	55	142	(53)	-63%				
Finance costs	6	5	13	(3)	-21%				
Total expenses	4,657	13,138	18,768	(6,462)	-43%				

1

Understand and evaluate internal control components (B.3.1)

1

Minimal documentation

Evidence is documented in the separate tabs.

Understand and evaluate internal control components (excluding control activities) (Jun-2018)		View/Hide Requirements
Procedures & Results		Link
Internal control components		
<ul style="list-style-type: none"> Control Environment Risk Assessment Information & Communication Monitoring of Controls Control Activities - See procedure 'Understand and evaluate control activities (including PEFR process)' within the program 'Internal Control Framework' 		Control Environment Risk Assessment Information & Communication Monitoring of Controls
Overall assessment		
<p>1. Based on our understanding and evaluation of each of the following components of the Internal Control framework documented on the other tabs within this procedure:</p> <ul style="list-style-type: none"> Control Environment Risk Assessment Information & Communication Monitoring of Controls <p><input checked="" type="checkbox"/> No significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified, or</p> <p><input type="checkbox"/> Significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified and included in the Inherent Risk Assessment tab in the 'Audit Planning Template'</p>	1	
+		
Spell Check		

Understand and evaluate internal control components (B.3.1 continued)

1 Minimal documentation
There is no need to attach any documents. This template should be completed by the team that has the knowledge of business (including senior team members). Previous year's team members can be invited to the meeting where the control environment is discussed.

R

2 Planning starts with those who have the knowledge of the business
Set up a meeting and leverage the KOB of the team members.

R

3 Identify relevant controls
Most of the pre-populated controls are expected to be applicable to many engagements but if not applicable, select "N/A", which will collapse the implementation procedures for that control. Control descriptions can also be tailored based on engagement circumstances.

2

3 Conclude on design effectiveness and implementation
Use the checkbox options in the right-hand column to document your conclusion on design effectiveness and control implementation.

3

Control Environment (Jun-2018)		View/Hide Requirements
Inquired of management to obtain understanding of controls relevant to the audit, including any controls relevant to significant risks.		
Name and date of inquiry: <i>Jane Doe, CFO, 31 October 2018</i>		
Control description & evidence of implementation through use of techniques in addition to inquiry (Select N/A if control not relevant to the audit)		Designed effectively & implemented?
Integrity and ethical values		
<i>Management establishes an appropriate 'tone at the top' of the entity</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply:		
<input checked="" type="checkbox"/> Observed through behaviors demonstrated and in the culture developed at the entity through formal and informal policies <input type="checkbox"/> Other		
An appropriate code of conduct (or similar) exists and has been communicated to all employees		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply:		
<input checked="" type="checkbox"/> Inspected code of conduct and most recent employee communication of code <input type="checkbox"/> Other		
The entity has implemented a "whistle-blowing" mechanism (or equivalent), such as an ethics hotline		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply:		
<input checked="" type="checkbox"/> Inspected most recent employee communication identifying appropriate point of contact for mechanism <input type="checkbox"/> Other		
Management's attitudes and actions toward financial reporting do not result in conservative or aggressive selection of accounting principles or accounting estimates		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply:		
<input checked="" type="checkbox"/> Observed management's selection or application of accounting policies that are suitable for the entity Procedures performed: <i>Review of accounting papers prepared by management (cumulative knowledge of business acquired over the years).</i>		
<input checked="" type="checkbox"/> Inspected documents sent to those charged with governance relating to an important decision to determine that they are made sufficiently aware of such decision (i.e., board package, minutes of meetings, communications from management) Procedures performed: <i>Reading of audit committee packages (including minutes of meetings)</i>		
<input checked="" type="checkbox"/> Observed management's selection or modification of inputs, assumptions, and methods, as applicable, in calculating accounting estimates, based on changes in facts and circumstances Procedures performed: <i>Seen through the changes in the employee benefit estimate in Q2.</i>		
<input type="checkbox"/> Other		

Understand and evaluate internal control components (B.3.1 continued)

R

1 Minimal documentation

There is no need to attach any documents. This template should be completed by the senior representation on the team that have the knowledge of business. Previous year's members can be invited to the meeting where the control environment is discussed.

2 Evidence implementation procedures

The procedure to evidence implementation, in addition to inquiry, can be documented through selecting one of the checkbox options or by selecting "Other" and documenting the specific procedures performed.

3 Consider the need to use the "+/- Additional documentation" sections

Each procedure has an expandable section to add additional documentation when the preparer believes it is necessary. These optional sections are only expected to be used in limited circumstances and they only need to be expanded via the "+" if they are to be used. Text should be succinct and not repeat what is already in the working paper.

Effectiveness of board of directors (or equivalent)	
<i>The role of those charged with governance is undertaken by persons with appropriate experience, competence and independence from management</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Observed based on our knowledge of background of members and our attendance at selected meetings during the period <input type="checkbox"/> Other - Additional documentation: <i>In the special exam, we are reporting that the CEO and Chair are same and may lead to potential conflict issues.</i>	3
<i>Minutes and other discussions with those charged with governance indicate that the extent of their involvement is adequate and that their actions are appropriate</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inspected meeting minutes in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Envir <input type="checkbox"/> Other +	
Appropriate oversight, structures, reporting lines and authorities	
<i>Organizational structure is suitable for the size and complexity of the entity, with clear reporting lines defined, and appropriate authority assigned to individuals</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inspected organization chart (or equivalent) to determine suitability of organizational structure and reporting lines <input checked="" type="checkbox"/> Observed based on our knowledge of the organizational structure and of the review, supervision and reporting roles and responsibilities assigned throughout the entity based on our understanding and evaluation of control activities <input checked="" type="checkbox"/> Other Procedures performed: <i>Inspected entity's corporate accounting manual (dated July 2018) summarizing reporting lines of authority delegation thresholds.</i>	2
<i>There is adequate supervision and monitoring of data processing and accounting operations</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Observed based on our knowledge of the period-end financial reporting process and our understanding and evaluation of control activit <input type="checkbox"/> Other Details of deficiency: <i>Inquiries of Jane Doe identified use of new service organization during the period for which appropriate controls over transactions processed by service provider have not been implemented on a timely basis due to resource constraints. Appropriate controls are currently being designed and are expected to be implemented during the 3rd quarter of the financial year, see issue created.</i>	4 5
<i>There is adequate segregation of duties amongst the major activities/functions of the entity</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inspected detailed organization chart (or equivalent) to determine adequacy of segregation for relevant business processes <input checked="" type="checkbox"/> Observed based on our knowledge of the organizational structure and our understanding and evaluation of control activities <input type="checkbox"/> Other +	
<i>Appropriate policies have been established for authorization of payments</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inspected based on our evaluation of related control activities over the treasury and purchasing and payables business processes <input type="checkbox"/> Other +	

Understand and evaluate internal control components (B.3.1 continued)

4 Conclude on design effectiveness and implementation

Use the checkbox options in the right-hand column to document your conclusion on design effectiveness and control implementation.

5 Document details of identified deficiencies

If "No" is selected in the right-hand column, an additional section is displayed to document details of the identified deficiency. Consider identified deficiencies when concluding on risk assessment on the "Summary" tab of the procedure. Documents reviewed should not be added to the file.

Effectiveness of board of directors (or equivalent)	
<i>The role of those charged with governance is undertaken by persons with appropriate experience, competence and independence from management</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: 1 <input checked="" type="checkbox"/> Observed based on our knowledge of background of members and our attendance at selected meetings during the period <input type="checkbox"/> Other	3
Additional documentation: <i>In the special exam, we are reporting that the CEO and Chair are same and may lead to potential conflict issues.</i>	
<i>Minutes and other discussions with those charged with governance indicate that the extent of their involvement is adequate and that their actions are appropriate</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected meeting minutes in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Envir' <input type="checkbox"/> Other	
Appropriate oversight, structures, reporting lines and authorities	
<i>Organizational structure is suitable for the size and complexity of the entity, with clear reporting lines defined, and appropriate authority assigned to individuals</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected organization chart (or equivalent) to determine suitability of organizational structure and reporting lines <input checked="" type="checkbox"/> Observed based on our knowledge of the organizational structure and of the review, supervision and reporting roles and responsibilities assigned throughout the entity based on our understanding and evaluation of control activities <input checked="" type="checkbox"/> Other	2
Procedures performed: <i>Inspected entity's corporate accounting manual (dated July 2018) summarizing reporting lines of authority delegation thresholds.</i>	
<i>There is adequate supervision and monitoring of data processing and accounting operations</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Observed based on our knowledge of the period-end financial reporting process and our understanding and evaluation of control activities <input type="checkbox"/> Other	4
Details of deficiency: <i>Inquiries of Jane Doe identified use of new service organization during the period for which appropriate controls over transactions processed by service provider have not been implemented on a timely basis due to resource constraints. Appropriate controls are currently being designed and are expected to be implemented during the 3rd quarter of the financial year, see issue created.</i>	
<i>There is adequate segregation of duties amongst the major activities/functions of the entity</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected detailed organization chart (or equivalent) to determine adequacy of segregation for relevant business processes <input checked="" type="checkbox"/> Observed based on our knowledge of the organizational structure and our understanding and evaluation of control activities <input type="checkbox"/> Other	
<i>Appropriate policies have been established for authorization of payments</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected based on our evaluation of related control activities over the treasury and purchasing and payables business processes <input type="checkbox"/> Other	

Understand and evaluate internal control components (B.3.1 continued)

R

1 Minimal documentation

There is no need to attach any documents. This template should be completed by the senior representation on the team that have the knowledge of business. Previous year's members can be invited to the meeting where the control environment is discussed.

Planning should start by senior member involvement.

Commitment to attracting, developing and retaining competent individuals	
<i>Employees in key management and financial reporting positions have the required knowledge, skills and integrity to perform their duties</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Observed based on our knowledge of the background and experience of key management and senior members of financial reporting function and through attendance at meetings and discussions during the period <input type="checkbox"/> Other	
+	
<i>Remuneration packages are structured in a way to avoid factors that may place undue or significant pressure on management</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected details of key management remuneration packages (e.g., through procedures performed on key management compensation disclosures) to determine significant elements of compensation are not directly related to the entity's financial performance in a way that may place them under undue or significant pressure <input type="checkbox"/> Other	
+	
Accountability for internal control responsibilities	
<i>Management's attitude creates a culture in which financial reporting is important rather than being ignored or bypassed</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Observed through behaviors demonstrated and in the culture developed at the entity through formal and informal policies <input type="checkbox"/> Other	
+	
Click Here (to add another Control)	
Control Environment - Overall Assessment	
1. Based on the procedures performed over control environment: <input checked="" type="checkbox"/> No deficiencies identified, or <input type="checkbox"/> Deficiencies identified - CDI/w(s) created within TeamMate Issues	Links
+	
2. Concluded whether the control environment elements collectively provide an appropriate foundation for the other components of internal control: <input checked="" type="checkbox"/> Provides appropriate foundation, or <input type="checkbox"/> Does not provide an appropriate foundation	
+	

Understand and evaluate internal control components (B.3.1 continued)

R

1 Minimal documentation

There is no need to attach any documents. This template should be completed by the senior representation on the team that have the knowledge of business. Previous year's members can be invited to the meeting where the control environment is discussed.

Planning should start by senior member involvement.

Risk Assessment (Jun-2018)		View/Hide Requirements
Inquired of management to obtain understanding of controls relevant to the audit, including any controls relevant to significant risks.		
Name and date of inquiry: <i>We interviewed Harry Potter, Senior VP, Starategy, during the special exam between April and June 2018.</i>		
Control description & evidence of implementation through use of techniques in addition to inquiry (Select N/A if control not relevant to the audit)		Designed effectively & implemented?
Strategic and operational level objectives		
<i>Management establishes strategic and operational objectives which are appropriate to the size and complexity of the entity</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected strategic plan and budget, as applicable, and noted it is appropriate to the size and complexity of the entity <input type="checkbox"/> Other + 1		
<i>Strategic and operational level objectives are periodically updated and presented to those charged with governance for review and approval</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected meeting minutes discussing/approving objectives in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Environment' <input type="checkbox"/> Other +		
Identifying, assessing and responding to risks		
<i>Management has a process for identifying, evaluating and responding to risks to the achievement of objectives</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected meeting minutes discussing risk assessment and response in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Environment' <input checked="" type="checkbox"/> Inspected management's most recent documented risk assessment exercise, including planned responses <input checked="" type="checkbox"/> Inspected outputs of most recent group-wide risk assessment, including entity results <input type="checkbox"/> Other +		
<i>Financial reporting risk assessment process involves appropriate management, including senior financial officers</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected meeting minutes discussing risk assessment and response in the procedure 'Understand the Entity and Environment' within the program 'Understand the Entity and Environment' to confirm involvement of appropriate management <input type="checkbox"/> Other		

Understand and evaluate internal control components (B.3.1 continued)

R

1 Minimal documentation

There is no need to attach any documents. This template should be completed by the senior representation on the team that have the knowledge of business. Previous year's members can be invited to the meeting where the control environment is discussed.

Planning should start by senior member involvement.

Consideration of fraud risk factors	
<i>Management has a formal or informal process for assessing the risk of fraudulent financial reporting and illegal acts, and establishes appropriate reviews of financial statements, journal entries, and other transactions to manage this risk</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected in obtaining understanding of process in the procedure 'Fraud risks assessment' within the program 'Assess Risk' <input checked="" type="checkbox"/> Inspected meeting minutes discussing fraud risk assessment and response in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Environment' <input type="checkbox"/> Other	
+ 1	
Identifying, assessing and responding to changes in the business	
<i>Management identifies and analyzes changes in the business that could have a significant impact on financial reporting</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <input checked="" type="checkbox"/> Inspected meeting minutes discussing changes in the business and response in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Environment' <input checked="" type="checkbox"/> Inspected strategic plan and budget, as applicable, and noted it addresses anticipated significant changes in the business <input type="checkbox"/> Other	
+	
Click Here (to add another Control)	
Risk Assessment - Overall Assessment	
1. Based on the procedures performed over risk assessment: <input checked="" type="checkbox"/> No deficiencies identified, or <input type="checkbox"/> Deficiencies identified - CD/W(s) created within TeamMate Issues	Links
+	

Understand and evaluate internal control components (B.3.1 continued)

R

1 Minimal documentation

There is no need to attach any documents. This template should be completed by the senior representation on the team that have the knowledge of business. Previous year's members can be invited to the meeting where the control environment is discussed.

Planning should start by senior member involvement.

Monitoring of Controls (Jun-2018)		View/Hide Requirements
Inquired of management to obtain understanding of controls relevant to the audit, including any controls relevant to significant risks.		
Name and date of inquiry: <i>We interviewed the CFO, during the planning meeting of the attest audit on August 28, 2018.</i>		
Control description & evidence of implementation through use of techniques in addition to inquiry (Select N/A if control not relevant to the audit)		Designed effectively & implemented?
Ongoing and/or separate evaluations of the effectiveness of internal control		
<i>The entity has an ongoing process for monitoring internal controls</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply:		
<input checked="" type="checkbox"/> Observed management's close involvement that enables them to identify unusual or unexpected matters		
<input checked="" type="checkbox"/> Inspected meeting minutes discussing monitoring of controls in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Environment'		
<input checked="" type="checkbox"/> Entity has interviewed a person (or equivalent function) - see evaluation performed in related control below		
<input type="checkbox"/> Other		
+		
<i>The entity has implemented and monitors an appropriate system of anti-fraud programs and controls (e.g., an independent and empowered audit committee, detailed fraud risk assessment, fraud reporting mechanisms, employee training and appropriate follow-up and resolution of alleged fraud)</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply:		
<input type="checkbox"/> Inspected documentation outlining the entity's anti-fraud programs and controls		
<input checked="" type="checkbox"/> Inspected meeting minutes of those charged with governance covering discussion of fraud in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Environment'		
Procedures performed: <i>Refer to our review in section B.1.</i>		
<input checked="" type="checkbox"/> Inspected results of entity investigation (e.g., internal audit) of report of alleged fraud		
Procedures performed: <i>Review the investigations from internal audit in the minutes.</i>		
<input type="checkbox"/> Other		
+		
<i>Ongoing evaluations and reviews are embedded into business processes to identify and assess exceptions real-time</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply:		
<input checked="" type="checkbox"/> Observed based on our knowledge of the period-end financial reporting process and our understanding and evaluation of control activities for relevant business processes		
<input type="checkbox"/> Other		
+		

Understand and evaluate internal control components (B.3.1 continued)

R

1 Minimal documentation

There is no need to attach any documents. This template should be completed by the senior representation on the team that have the knowledge of business. Previous year's members can be invited to the meeting where the control environment is discussed.

Planning should start by senior member involvement.

An internal audit (or equivalent) function is used to monitor the effectiveness of internal control		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Where an internal audit (or equivalent function) is used, performed <u>each</u> of the following:		
<ul style="list-style-type: none"> Obtained an understanding of the nature of the responsibilities of the internal audit function and its organizational status Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inspected internal audit charter (or similar) to determine the scope and objectives of the work of the function Details: <p><i>Reviewed as part of the special exam.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Determined that the board of directors/audit committee oversees employment decisions related to internal audit <input checked="" type="checkbox"/> Determined that the function has direct access and reports regularly to the board of directors/audit committee Details: <p><i>As documented in their charter.</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Determined that the function reports to a person of sufficient status to ensure sufficient testing coverage and adequate consideration of, and action on, the findings and recommendations of the function Details: <p><i>1 Reports to the corporate auditor who then reports to the audit committee.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Other 		
<ul style="list-style-type: none"> Obtained an understanding of the nature of activities performed, or to be performed, by the internal audit function Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Testing of the operating effectiveness of controls <input type="checkbox"/> Substantive procedures <input type="checkbox"/> Observation of inventory counts <input type="checkbox"/> Examination of financial and operating information <input checked="" type="checkbox"/> Review of operating activities <input type="checkbox"/> Review of compliance with regulatory requirements <input type="checkbox"/> Audit or review of component financial information for the purpose of group audit <input checked="" type="checkbox"/> Risk management <input type="checkbox"/> Governance <input type="checkbox"/> Other <ul style="list-style-type: none"> Determined, based on preliminary understanding above, whether we expect to use the work of the internal audit function to modify the nature or timing, or reduce the extent, of audit procedures to be performed: <ul style="list-style-type: none"> <input type="checkbox"/> Work of the internal audit function is expected to be used, or <input checked="" type="checkbox"/> Work of the internal audit function is not expected to be used 		
+		
Communication of, and responding to, control deficiencies		
Management identifies and assesses deficiencies resulting from ongoing and/or separate evaluations of internal control over financial reporting		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Observed through informal ongoing meetings with management where deficiencies and remediation plans were discussed <input type="checkbox"/> Other 		
+		
Management communicates any significant deficiencies to Audit Committee (or equivalent) on a timely basis		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Checked those that apply: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Inspected meeting minutes discussing significant deficiencies in the procedure 'Understand the entity and environment' within the program 'Understand the Entity and Environment' <input type="checkbox"/> Other 		
+		
Click Here (to add another Control)		
Monitoring of Controls - Overall Assessment		Links
1. Based on the procedures performed over monitoring of controls: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No deficiencies identified, or <input type="checkbox"/> Deficiencies identified - CD/W(s) created within TeamMate Issues 		
+		

Understand and evaluate control activities (B.3.2)

1 Minimal documentation
There is no need to attach any documents. Document what is required without further details.

2 Select all in-scope business processes
Select all in-scope business processes consistent with the scoping. The "Other" business processes can be used for any additional business processes not listed.
The Period-end Financial Reporting ("PEFR") process is locked as scoped-in by default to address requirements to understand and evaluate controls surrounding journal entries, including non-standard entries.

3 Categorized each process as either transactional or periodic
Each in-scope business process is to be designated as either "Transactional" or "Periodic" (see typical characteristics summarized opposite) which is used to determine the level of effort and extent of documentation required to obtain an understanding of relevant control activities.
Additional documentation worksheets will be added based upon the selections made. For transactional processes, there is an option to either document our understanding within this procedure or instead add a separate library procedure ("Understand and evaluate control activities [Business Process]") for each process.

Transactional business processes	Periodic business processes
<ul style="list-style-type: none"> Higher number and different types of routine transactions throughout the reporting period Greater number of relevant control activities Commonly includes revenue & receivables, purchasing & payables and production & inventory (where applicable) 	<ul style="list-style-type: none"> Lower numbers of transactions, including significant one-time or infrequent periodic transactions None or fewer relevant control activities, generally operating periodically or as of the reporting date Commonly includes property, plant & equipment, capital and equity, taxes, financing and intangible assets and goodwill

Understand and evaluate control activities (including PEFR process) (Jun-2018) View/Hide Requirements

Scoping	STEP TWO: Select how we plan to document our understanding and evaluation of control activities (Note 1)			Links
STEP ONE: 2 Select in-scope business processes (covering all in-scope FSLIs)	1		3	
	Transactional	Periodic		
	Separate tab within this procedure	Separate procedure added (Note 2)	Shared tab within this procedure	
<input checked="" type="checkbox"/> Period-end Financial Reporting (Including Journal Entries) (PEFR)	Documented in 'PEFR' tab			PEFR tab
<input checked="" type="checkbox"/> Revenue & Receivables (R&R)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R&R tab
<input checked="" type="checkbox"/> Purchasing & Payables (P&P)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P&P tab
<input type="checkbox"/> Production & Inventory (P&I)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Payroll (Payroll)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payroll tab
<input checked="" type="checkbox"/> Property, Plant & Equipment (PP&E)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Periodic BPs tab
<input checked="" type="checkbox"/> Treasury - Cash & Investments (Treasury)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Treasury tab
<input checked="" type="checkbox"/> Intangible Assets & Goodwill (Intang)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Periodic BPs tab
<input checked="" type="checkbox"/> Taxes (Taxes)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Periodic BPs tab
<input checked="" type="checkbox"/> Financing (Financing)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Periodic BPs tab
<input checked="" type="checkbox"/> Benefits (Benefits)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Periodic BPs tab
<input type="checkbox"/> Capital & Equity (C&E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Share-based Compensation Awards (SBCA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Business Combinations (Bus Combs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bus Combs tab
<input type="checkbox"/> Derivatives & Hedge Accounting (Deriv)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other []	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[Click Here \(to add another BP\)](#)

Note 1 - Select the "transactional" or the "periodic" business process tab depending on the nature and volume of transactions and the nature and extent of relevant control activities.

Note 2 - A separate instance of the Planning procedure 'Understand and evaluate control activities - [Business Process]' is available to add to the engagement database for each of the business processes above, for example where multiple team members are assigned responsibility for understanding and evaluating different business processes.

Understand and evaluate control activities (B.3.2 continued)

R

1 Minimal documentation

There is no need to attach any documents. Document what is required without further details.

There is no need to add any documents if there are no issues.

2 Significant matters are documented in ISSs

Create an ISS directly from the working paper where the audit work is being done.

Control Activities - Overall Assessment	Links
<p>1. Where it is assessed that it is not possible or practicable to obtain sufficient appropriate audit evidence in response to identified risks only from substantive procedures, obtained an understanding of the controls</p> <p>Note - in these circumstances we are still required to understand and evaluate relevant control activities across each of the in-scope business processes identified above.</p> <p><input checked="" type="checkbox"/> Not applicable, no such risks identified, or <input type="checkbox"/> Specific risk(s) of this nature identified - obtained an understanding of relevant controls</p> <p>+</p> <p>2. Based on our understanding and evaluation of control activities, including consideration of whether the controls are operated as prescribed by individuals possessing the necessary authority and competence to perform the</p> <p><input checked="" type="checkbox"/> No deficiencies identified, or <input type="checkbox"/> Deficiencies identified - CD/W(s) created within TeamMate Issues in provided links</p> <p>+</p> <p>3. Based on our understanding and evaluation of the control activities, including controls relevant to significant risks (and also considering the evaluation of the other components of the Internal Control framework documented in the procedure 'Understand and evaluate internal control components (excluding control activities)' within the program</p> <p><input checked="" type="checkbox"/> No significant risks or risks at the higher end of the normal risk continuum, at the financial statement or <input type="checkbox"/> Significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified and included in the Inherent Risk Assessment tab in the 'Audit Planning Template'</p> <p>+</p>	
Spell Check	

Period-end Financial Reporting (Including Journal Entries) (Jun-2018)	View/Hide Requirements	Links																																						
<p>Inquired of management to obtain an understanding of individuals (or groups) with access to initiate journal entries, including any privileged user accounts or IT personnel that have the ability to create journal entries and any individuals with access to enter and approve (i.e., 'create & post')</p> <p>Name and date of inquiry: <i>Jane Doe, 31 October 2018</i></p> <p>Details: <i>Monthly process with specific procedures for year-end; see link below</i></p>																																								
<p>Obtained an understanding of the different types and volume of journal entries recorded at the entity</p>																																								
<table border="1"> <thead> <tr> <th rowspan="2">Nature & Frequency of Journal Entries</th> <th rowspan="2">Automated journals posted?</th> <th colspan="2">Manual Journals</th> </tr> <tr> <th>Frequent</th> <th>Rare</th> </tr> </thead> <tbody> <tr> <td>Revenue & Receivables</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Purchasing & Payables</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Production & Inventory</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Payroll</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Period-end Financial Reporting</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other business processes (combined)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Consolidation entries</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Topside entries</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Nature & Frequency of Journal Entries	Automated journals posted?	Manual Journals		Frequent	Rare	Revenue & Receivables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchasing & Payables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Production & Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Period-end Financial Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other business processes (combined)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Consolidation entries	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Topside entries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Details of significant types of journal entries (e.g., adjustments, reserves, rebates) and systems used to process entries:</p> <p><i>RPP and WCP Expense</i></p> <p><i>YE adjustments</i></p> <p><i>Bank reconciliation adjustments</i></p>	
Nature & Frequency of Journal Entries			Automated journals posted?	Manual Journals																																				
	Frequent	Rare																																						
Revenue & Receivables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																					
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Other business processes (combined)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																					
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Topside entries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																					

Understand and evaluate control activities (B.3.2 continued)

R

1 Minimal documentation

There is no need to attach any documents. Document what is required without further details.

There is no need to add any documents if there are no issues or if it is not requested.

2 Conclude on design effectiveness and implementation

Use the checkbox options in the right-hand column to document your conclusion on design effectiveness and control implementation.

Obtained an understanding of the control in place over the review and approval of manual journal entries			Designed effectively & implemented?
Control description & evidence of implementation through use of techniques in addition to inquiry			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Manual journal entries are reviewed and approved prior to period-end close, including comparing entries to appropriate source documentation (A,E/O,RO,PD,V)</i>			
Relevant to significant risk?	<i>Yes</i>	Approach for evidencing control implementation:	
Frequency	<i>Monthly</i>	<i>1 - Inspection - documented details below</i>	
Level of Automation	<i>IT Dependent Manual</i>	Details supporting implementation or link:	
Control operator - Position	<i>Manager of Corporate Accounting, Director of Finance, GM Finance and VP Finance.</i>	<i>E.1 section</i>	
+			
Obtained an understanding of period-end financial reporting process			Designed effectively & implemented?
Inquired of management to obtain an understanding of the period end financial reporting process used to prepare the entity's financial statements (e.g., oversight of the process, flow of financial information from components/locations, appropriate segregation of duties, access to chart of accounts, authority to open and close accounting periods, and the length of time that an accounting period remains open, consolidation process).			<input checked="" type="checkbox"/> B.3.5
Name and date of inquiry: <i>Director of Finance, 22 January 2018</i>			
<input checked="" type="checkbox"/> Documented in provided link, or <input type="checkbox"/> Narrative description documented below			
Obtained an understanding of other control activities relevant to the period-end financial reporting process			Designed effectively & implemented?
Note - IT dependencies for relevant controls, where applicable, are to be documented in the procedure 'Understand the entity's response to IT risks' within the program 'Internal Control Framework'			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Control description & evidence of implementation through use of techniques in addition to inquiry (Select N/A if control not relevant to the audit)			
<i>Detailed period-end review of financial reporting packages (or equivalent) performed - variances from expectation outside a predetermined threshold of [] and unusual items are investigated and resolved (PD)</i>			
Relevant to significant risk?	<i>[Please Select]</i>	Approach for evidencing control implementation:	2
Frequency	<i>[Please Select]</i>	<i>[Please Select]</i>	
Level of Automation	<i>[Please Select]</i>	Details supporting implementation or link:	
Control operator - Position			
+			
Items on a list of period-end recurring entries are compared to entries recorded (C,E/O)			Designed effectively & implemented?
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Relevant to significant risk?	<i>[Please Select]</i>	Approach for evidencing control implementation:	2
Frequency	<i>[Please Select]</i>	<i>[Please Select]</i>	
Level of Automation	<i>[Please Select]</i>	Details supporting implementation or link:	
Control operator - Position			
+			
Reconciliation of intercompany transactions is performed (C,A,PD)			Designed effectively & implemented?
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Relevant to significant risk?	<i>[Please Select]</i>	Approach for evidencing control implementation:	2
Frequency	<i>[Please Select]</i>	<i>[Please Select]</i>	
Level of Automation	<i>[Please Select]</i>	Details supporting implementation or link:	
Control operator - Position			
+			

Understand and evaluate control activities (B.3.2 continued)

Conclude on design effectiveness and implementation .

Use the checkbox options in the right-hand column to document your conclusion on design effectiveness and control implementation.

- R**
- 1 **Minimal documentation**
There is no need to attach any documents. Document what is required without further details.
There is no need to add any documents if there are no issues or if it is not requested.
 - 2 **Minimal documentation**
Document what is required without further details. Provide link when requested.
 - 3 **Conclude on design effectiveness and implementation**
Use the checkbox options in the right-hand column to document your conclusion on design effectiveness and control implementation.

Reporting instructions (e.g., policies, reporting packages and timetables) are issued to components and reporting packages received are reviewed prior to consolidation (C,PD)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Relevant to significant risk?	<i>[Please Select]</i>	Approach for evidencing control implementation: <i>[Please Select]</i> Details supporting implementation or link:
Frequency	<i>[Please Select]</i>	
Level of Automation	<i>[Please Select]</i>	
Control operator - Position		
+		
Consolidation adjustments are reviewed for completeness and accuracy (C,A,PD)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Relevant to significant risk?	<i>[Please Select]</i>	Approach for evidencing control implementation: <i>[Please Select]</i> Details supporting implementation or link:
Frequency	<i>[Please Select]</i>	
Level of Automation	<i>[Please Select]</i>	
Control operator - Position		
+		
Management maintains a register of significant contracts and reviews contracts on a regular basis to assess the accounting implications and financial statement disclosure requirements (C,A,E/O,RO,PD)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Relevant to significant risk?	<i>[Please Select]</i>	Approach for evidencing control implementation: <i>[Please Select]</i> Details supporting implementation or link:
Frequency	<i>[Please Select]</i>	
Level of Automation	<i>[Please Select]</i>	
Control operator - Position		

Control Activities (Periodic) - Property, Plant & Equipment (Jul-2017)	Links
Inquired of management to obtain understanding of flow of transactions for business process (including relating to information disclosed in the financial statements that is obtained from within or outside of the general and subsidiary ledgers) and controls relevant to the audit, including any changes to the operation of controls during the period. Name and date of inquiry: <i>Refer to control matrix for inquiry and dates.</i> Documented transaction flow and identified relevant controls in narrative below, or provided link: <i>Refer to link provided. Information is based on entity knowledge from past audits and remains relevant for the 2018 planning. Information will be confirmed during interim audit and risk assessment will be updated if needed.</i> Note - IT dependencies for relevant controls, where applicable, are to be documented in the procedure 'Understand the entity's response to IT risks' within the program 'Internal Control Framework'	K.2.PRG
Control Activities (Periodic) - Intangible Assets & Goodwill (Jul-2017)	Links
Inquired of management to obtain understanding of flow of transactions for business process (including relating to information disclosed in the financial statements that is obtained from within or outside of the general and subsidiary ledgers) and controls relevant to the audit, including any changes to the operation of controls during the period. Name and date of inquiry: <i>Refer to control matrix for inquiry and dates.</i> Documented transaction flow and identified relevant controls in narrative below, or provided link: <i>Refer to link provided. Information is based on entity knowledge from past audits and remains relevant for the 2018 planning. Information will be confirmed during interim audit and risk assessment will be updated if needed.</i> Note - IT dependencies for relevant controls, where applicable, are to be documented in the procedure 'Understand the entity's response to IT risks' within the program 'Internal Control Framework'	K.2.PRG

Understand and evaluate control activities (B.3.2 continued)

R

- Minimal documentation**
Document what is required without further details. Provide link when requested.
- Use the generic narrative descriptions and tailor for engagement circumstances**
A generic narrative description, covering typical transaction flows and commonly-applicable key controls, is provided for each periodic business process. Tailor these descriptions based on the results of inquiries and procedures performed to evidence implementation.

For example, for some smaller entities, the only relevant control may consist of the reconciliation of an account analysis to the general ledger, and our evidence of the implementation of that control might consist of the substantive test of the reconciliation at period end, or a plan to test operating effectiveness of the control.

Where appropriate, the generic description can be deleted and replaced with an existing description or a link to alternative documentation.

<p>Control Activities (Periodic) - Taxes (Jul-2017)</p> <p>Inquired of management to obtain understanding of flow of transactions for business process (including relating to information disclosed in the financial statements that is obtained from within or outside of the general and subsidiary ledgers) and controls relevant to the audit, including any changes to the operation of controls during the period.</p> <p>Name and date of inquiry: <i>Refer to control matrix for inquiry and dates.</i></p> <p>Documented transaction flow and identified relevant controls in narrative below, or provided link:</p> <p><i>Information is based on entity knowledge from past audits and remains relevant for the 2018 planning. Information will be confirmed during interim audit and risk assessment will be updated if needed.</i></p> <p>Note - IT dependencies for relevant controls, where applicable, are to be documented in the procedure 'Understand the entity's response to IT risks' within the program 'Internal Control Framework'</p>	<p>Links</p> <p> K.2.PRG</p>
<p>Control Activities (Periodic) - Financing (Jul-2017)</p> <p>Inquired of management to obtain understanding of flow of transactions for business process (including relating to information disclosed in the financial statements that is obtained from within or outside of the general and subsidiary ledgers) and controls relevant to the audit, including any changes to the operation of controls during the period.</p> <p>Name and date of inquiry: <i>Refer to control matrix for inquiry and dates.</i></p> <p>Documented transaction flow and identified relevant controls in narrative below, or provided link:</p> <p><i>Information is based on entity knowledge from past audits and remains relevant for the 2018 planning. Information will be confirmed during interim audit and risk assessment will be updated if needed.</i></p> <p>Note - IT dependencies for relevant controls, where applicable, are to be documented in the procedure 'Understand the entity's response to IT risks' within the program 'Internal Control Framework'</p>	<p>Links</p> <p> K.2.PRG</p>
<p>Control Activities (Periodic) - Benefits (Jul-2017)</p> <p>Inquired of management to obtain understanding of flow of transactions for business process (including relating to information disclosed in the financial statements that is obtained from within or outside of the general and subsidiary ledgers) and controls relevant to the audit, including any changes to the operation of controls during the period.</p> <p>Name and date of inquiry: <i>Refer to control matrix for inquiry and dates</i></p> <p>Documented transaction flow and identified relevant controls in narrative below, or provided link:</p> <p><i>Information is based on entity knowledge from past audits and remains relevant for the 2018 planning. Information will be confirmed during interim audit and risk assessment will be updated if needed.</i></p> <p>Note - IT dependencies for relevant controls, where applicable, are to be documented in the procedure 'Understand the entity's response to IT risks' within the program 'Internal Control Framework'</p>	<p>Links</p> <p> J.2.PRG</p>
<p>Control Activities (Periodic) - [Other] (Jul-2017)</p> <p>Inquired of management to obtain understanding of flow of transactions for business process (including relating to information disclosed in the financial statements that is obtained from within or outside of the general and subsidiary ledgers) and controls relevant to the audit, including any changes to the operation of controls during the period.</p> <p>Name and date of inquiry: <i>Employee benefit estimate: Refer to control matrix for inquiry and dates</i></p> <p>Documented transaction flow and identified relevant controls in narrative below, or provided link:</p> <p><i>Information is based on entity knowledge from past audits and remains relevant for the 2018 planning. Information will be confirmed during interim audit and risk assessment will be updated if needed.</i></p> <p>Note - IT dependencies for relevant controls, where applicable, are to be documented in the procedure 'Understand the entity's response to IT risks' within the program 'Internal Control Framework'</p>	<p>Links</p> <p> J.2.PRG</p>

Understand and evaluate control activities (B.3.2 continued)

For each in-scope business process designated as "Transactional," a separate worksheet is added for documentation of our understanding of the transaction flows and our understanding and evaluation of relevant control activities.

1 Document understanding of transaction flows

Our understanding of transaction flows can either be included as a link to another document (e.g., a flowchart) or documented in narrative form within this EGA.

2 Identify and evaluate relevant controls

Our evaluation of relevant control activities can either be included as a link to another document (such as an existing controls matrix) or documented within this worksheet, using the pre-populated commonly applicable controls (i.e. tailoring the control description as appropriate) or by adding additional controls as necessary based on engagement circumstances.

3 Evidence implementation procedures

Use the dropdown options to document the approach to evidencing implementation (which may include planned substantive or controls testing). Then, add supporting documentation of the procedures performed in the provided box (or a link to the EGA where the work will be performed).

Control Activities (Transactional) - Purchasing & Payables		Links																
Inquired of management to obtain understanding of flow of transactions for business process and controls relevant to the audit, including any changes to the operation of controls during the period. Name and date of inquiry: Gareth Bale - Process Owner, 1 April 201X																		
Understanding of transaction flows Obtained understanding of transaction flow using overview flowchart, narrative description or mapping diagram as follows: <input checked="" type="checkbox"/> Documented in provided link, or <input type="checkbox"/> Narrative description documented below		P&P Flowchart link																
Understanding and evaluation of relevant control activities Obtained understanding and evaluated relevant control activities as follows: <input checked="" type="checkbox"/> Documented in provided link (e.g., using a controls matrix), or <input type="checkbox"/> Documented below using pre-populated controls, tailored as appropriate																		
Control description & evidence of implementation through use of techniques in addition to inquiry (Select N/A if control not relevant to the audit)		Designed effectively & implemented?																
Reconciliations between the general ledger and payables subledger(s) are reviewed and approved		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																
<table border="1"> <tr><td>Relevant to significant risk?</td><td>No</td></tr> <tr><td>Frequency</td><td>Monthly</td></tr> <tr><td>Level of Automation</td><td>IT Dependent Manual</td></tr> <tr><td>Control operator - Position</td><td>Corporate Controller</td></tr> </table>	Relevant to significant risk?	No	Frequency	Monthly	Level of Automation	IT Dependent Manual	Control operator - Position	Corporate Controller	<table border="1"> <tr><td colspan="2">Strategy for evidencing control implementation:</td></tr> <tr><td colspan="2">1 - Inspected current period control operation - documented details below</td></tr> <tr><td colspan="2">Details supporting implementation or link:</td></tr> <tr><td colspan="2">Inspected March 1X reconciliation - initialised by Corporate Controller</td></tr> </table>	Strategy for evidencing control implementation:		1 - Inspected current period control operation - documented details below		Details supporting implementation or link:		Inspected March 1X reconciliation - initialised by Corporate Controller		
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Inspected March 1X reconciliation - initialised by Corporate Controller																		
A three/two-way match is performed by comparing pertinent data between relevant documents, such as the appropriately approved purchase order, invoice and receiving document		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																
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Wire transfers/cheque runs are reviewed and approved prior to processing		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A																
<table border="1"> <tr><td>Relevant to significant risk?</td><td>Yes</td></tr> <tr><td>Frequency</td><td>Weekly</td></tr> <tr><td>Level of Automation</td><td>IT Dependent Manual</td></tr> <tr><td>Control operator - Position</td><td>CFO & CC</td></tr> </table>	Relevant to significant risk?	Yes	Frequency	Weekly	Level of Automation	IT Dependent Manual	Control operator - Position	CFO & CC	<table border="1"> <tr><td colspan="2">Strategy for evidencing control implementation:</td></tr> <tr><td colspan="2">1 - Inspected current period control operation - documented details below</td></tr> <tr><td colspan="2">Details supporting implementation or link:</td></tr> <tr><td colspan="2">Inspected AP cheque run dated 12 March 201X - See observation below.</td></tr> </table>	Strategy for evidencing control implementation:		1 - Inspected current period control operation - documented details below		Details supporting implementation or link:		Inspected AP cheque run dated 12 March 201X - See observation below.		
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Understand and evaluate control activities (B.3.2 continued)

For each in-scope business process designated as "Transactional," a separate worksheet is added for documentation of our understanding of the transaction flows and our understanding and evaluation of relevant control activities.

4 Conclude on design effectiveness and implementation
 Use the chebox options in the right-hand column to document our conclusion on design effectiveness and implementation. Document details of deficiencies in the additional section displayed when the response "No" is selected.

Control Activities (Transactional) - Purchasing & Payables		Links																
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Control description & evidence of implementation through use of techniques in addition to inquiry (Select N/A if control not relevant to the audit)		Designed effectively & implemented?																
Reconciliations between the general ledger and payables subledger(s) are reviewed and approved		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																
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Understand the entity's response to IT risks (B.3.3)

1 Minimal documentation

Evidence is documented in the separate tabs. There would be rarely linked documents.

Understand the entity's response to IT risks (Jul-2017) View/Hide Requirements	
Procedures & Results	Links
Understanding how the entity has responded to risks arising from IT	
<p>1. Obtained an understanding of how the entity has responded to risks arising from Information Technology ("IT") by performing</p> <p>Name and date of inquiry: <i>Planning meeting with Innovapost held on October 4, 2018 (refer to B.1.6)</i></p> <ul style="list-style-type: none"> • Obtained an understanding of the IT function in tab 'IT Function' or provided link • Obtained an understanding of the entity's IT systems considered relevant to the audit and identified key IT dependencies in tab 'In-Scope Systems' or provided link • Assessed the level of complexity of the entity's relevant IT system in tab 'In-Scope Systems' or provided link <p>+</p> <p>2. Identified and evaluated design effectiveness of relevant controls, including consideration of whether the controls are operated as prescribed by individuals possessing the necessary authority and competence to perform the controls effectively, and evidenced implementation for each relevant ITGC domain.</p> <p><input checked="" type="checkbox"/> Evaluated in tab 'ITGCs - Control activities' or provided link</p> <p>+</p> <p>3. Based on our understanding and evaluation of the entity's response to IT risks:</p> <p><input checked="" type="checkbox"/> No risks at the financial statement or assertion level identified, or</p> <p><input type="checkbox"/> Risks at the financial statement or assertion level identified and have been added in Inherent Risk Assessment in the 'Audit</p> <p>+</p>	<p style="text-align: center;">1</p> <p> F.1.PRG</p>
Develop plan for testing operating effectiveness of relevant Information Technology General Controls (ITGCs)	
<p>4. Determined the planned approach for testing the operating effectiveness of ITGCs.</p> <p>Checked those that apply:</p> <p><input checked="" type="checkbox"/> Audit evidence is to be obtained from testing of ITGCs for one or more of the in-scope systems (as indicated in tab 'In-Scope Systems' or provided link) and IT Audit specialists involvement is to be required to assess the operating effectiveness of relevant IT general controls that support the automated or IT dependent controls.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>IT Audit specialist added the following programs in TeamMate:</p> <ul style="list-style-type: none"> 'Access Provisioning' 'Change Management' 'Computer Operations' </div> <p><input type="checkbox"/> Audit evidence is not to be obtained from testing of ITGCs for one or more of the in-scope systems (as indicated in tab 'In-Scope Systems' or provided link). Appropriate procedures have been added (e.g., substantive testing of system generated reports and calculations) to test the reliability, accuracy and completeness of information to be used for the purposes of the audit.</p> <p>+</p>	
Spell Check	

Understand the entity's response to IT risks (B.3.3 continued)

1

Minimal documentation

Document what is required without further details.

Understanding the IT Function (Jul-2017)	
Key characteristics	Additional details for selected characteristic
Level of skilled/experienced IT resources <input type="checkbox"/> Well resourced <input checked="" type="checkbox"/> Adequately resourced <input type="checkbox"/> Under resourced	<i>answered as per our KOB</i>
Organizational status of IT function <input checked="" type="checkbox"/> High/important <input type="checkbox"/> Moderate <input type="checkbox"/> Low	
Organizational structure of IT function <input checked="" type="checkbox"/> Centralized <input type="checkbox"/> Decentralized <input type="checkbox"/> Mixed	
IT roles and responsibilities <input checked="" type="checkbox"/> Formal, clearly defined <input type="checkbox"/> Informal	
IT policies and procedures <input checked="" type="checkbox"/> Comprehensive and documented <input type="checkbox"/> Documented policies in specific areas only <input type="checkbox"/> Informal and typically undocumented	
Level of segregation of duties in IT activities <input type="checkbox"/> Comprehensive <input checked="" type="checkbox"/> Reasonable <input type="checkbox"/> Limited	
Extent of IT integration/involvement with financial reporting <input type="checkbox"/> Extensive <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Limited	
Use of IT service organizations/shared service centers/data <input checked="" type="checkbox"/> Service organizations utilized <input type="checkbox"/> Shared service centers utilized <input type="checkbox"/> Data centers utilized <input type="checkbox"/> None of the above utilized	
Established process for tracking and resolving issues <input checked="" type="checkbox"/> Comprehensive and effective <input type="checkbox"/> Informal and ad-hoc	
Monitoring of effectiveness of ITGCs <input type="checkbox"/> Regular formal meetings or reviews <input checked="" type="checkbox"/> Ad-hoc reviews following identification of deficiencies or issues <input type="checkbox"/> Informal periodic reviews	
Significant events or changes in IT environment during current Checked those that apply: <input type="checkbox"/> New systems implementation or change <input type="checkbox"/> Data migration (e.g., due to hardware upgrades) <input checked="" type="checkbox"/> IT environment (e.g., systems software or data center) change <input checked="" type="checkbox"/> Regulatory or accounting change impacting IT systems <input type="checkbox"/> Significant systems outage(s) or data recovery <input type="checkbox"/> Other <input type="checkbox"/> None	
Other relevant characteristics	

Understand the entity's response to IT risks (B.3.3 continued)

1 Minimal documentation

Document what is required without further details.

Summary of systems supporting in-scope business processes (Jul-2017)							
System/ Application	Business processes supported by system (list BPs or indicate 'All')	The following IT dependencies are relevant to the audit plan (checked if applicable to system)				Details of identified dependencies	Do we plan to test the operating effectiveness of ITGCs for this system (Yes/No)
		Automated controls or calculations	Key reports	Automated interfaces between systems	System-enforced segregation of duties		
RPS	RPS (Retail Point of Sale) provides the entity's retail locations with the ability to execute, track and report on a variety of retail consumer product and service transactions involving product sales, shipping and related services and other financial transactions, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Communicate with SAP	No - System-generated information will be tested
SAP PRI	SAP is an integral part of the entity's application environments, which are on a common instance of SAP. It is used for customer relationship management, human resources, financial management, customer facing delivery tracking, and supplier management.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Yes
SAP- RE-FX	RE-FX is a module that performs the valuation of leases.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Communicate with SAP	Yes
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		[Please Select]
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		[Please Select]

Assessed level of in-scope system complexity (As per OAG 3102, the decision on whether or not the system is complex is made jointly by the engagement IT audit leader and the engagement leader.)														
System/ Application	Business processes supported by system (list BPs or indicate 'All')	Potential indicators that system is complex (checked those that apply)										Other complexity factors (if applicable)	Assessed Complexity (Complex or Non-complex)	If non-complex, is system considered "Off the shelf" (Yes/No)
		Automated complex calculations	Older technology with limited vendor support	New and emerging technology	In-house developed or highly modified	ERP System	Extensive customized interfaces	High volume of transactions processed	Complex or sophisticated business entity	Complex IT Infrastructure				
RPS	RPS (Retail Point of Sale) provides the entity's retail locations with the ability to execute, track and report on a variety of retail consumer product and service transactions involving product sales, shipping and related services and other financial transactions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Non-complex	No
SAP PRI	SAP is an integral part of the entity's application environments, which are on a common instance of SAP. It is used for customer relationship management, human resources, financial management, customer facing delivery tracking, and supplier management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Complex	[Please Select]
SAP- RE-FX	RE-FX is a module that performs the valuation of leases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Complex	[Please Select]
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		[Please Select]	[Please Select]
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		[Please Select]	[Please Select]

Understand the entity's response to IT risks (B.3.3 continued)

1 Minimal documentation
 Document what is required without further details.

Control Activities - Information Technology General Controls (Jul-2017)		Links
Inquired of management to obtain understanding of relevant ITGCs for each relevant ITGC domain, including any changes to the operation of controls during the period. Name and date of inquiry: <i>Various inquiries done - see Section F</i>		
Entity's approach to managing ITGC activities		
Document an overview understanding of the entity's approach to managing ITGC activities in each of the relevant ITGC domains as <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Documented in provided link, or <input type="checkbox"/> Narrative description documented below 		Refer to section F
Understanding and evaluation of relevant control activities		
Obtained understanding and evaluated relevant control activities as follows: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Documented in provided link (e.g., using a controls matrix), or <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Relevant controls are designed effectively and implemented, or <input type="checkbox"/> One or more deficiencies identified - CD/W(s) created within TeamMate Issues <input type="checkbox"/> Documented below using pre-populated controls, tailored as appropriate 		⚠ F.1.PRG All controls below have been marked N/A as conclusions will be made in Section F of the
Control description & evidence of implementation through use of techniques in addition to inquiry <i>(Select N/A if control not relevant to the audit)</i>		Designed effectively & implemented?
Access to programs and data		
<i>Management reviews access rights to ensure individual access rights are commensurate with job responsibilities</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<i>All access requests for either new or existing users are reviewed to ensure access rights are commensurate with job responsibilities, approved by an appropriate individual and entered accurately into the system</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<i>User access rights are removed for terminated employees on a timely basis</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Click Here (to add another Control)		
Program changes		
<i>Changes are tested by appropriate personnel, reviewed for approval of testing, approval to promote and confirmation of the approved version prior to being moved to production</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Click Here (to add another Control)		
Computer operations		
<i>Financially significant data is backed up on an appropriate basis and periodically tested for recoverability</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<i>The system is configured to detect errors in automated transaction processing (batch or real-time), based upon predefined criteria, and blocks further processing. Errors are investigated and resolved on a timely basis</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Click Here (to add another Control)		
Program development (where applicable)		
<i>[Control description]</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Click Here (to add another Control)		

Fraud risk assessment (B.4.1)

1

Minimal documentation

There is no need to produce a summary of the discussion. Your knowledge is documented in the templates.

Don't reproduce previous year's template.

Senior staff on the mandate should complete the entity and environment tab.

R

Minimal documentation in the PRGs

Information could be added in "+" but there should not be text in all of these fields.

2

Minimal documentation in the PRGs

Information could be added in "+" but there should not be text in all of these fields.

Fraud risk assessment (Jun-2018)		View/Hide
Procedures & Results		Links
Fraud inquiries		
<p>1. Inquired of management about their process for identifying and responding to the risk of fraud (understanding documented in procedures below) (add link to the 'Fraud Risk - Management Inquiries' Template).</p> <p>Name and date of inquiry: <i>Jane Doe (VP Finance & Comptroller), 9 November 2018</i></p> <p style="text-align: center;">+</p> <p>2. Obtained understanding of management's process for identifying fraud risks. Checked those that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ongoing monitoring of business activities and developments to identify potential fraud risks <input checked="" type="checkbox"/> Informal ongoing assessment focused on risks of employee fraud or misappropriation of assets <input checked="" type="checkbox"/> Formal periodic assessment considering all potential fraud risk areas <input checked="" type="checkbox"/> For entities with multiple locations, monitoring of operating locations or business segments <input checked="" type="checkbox"/> Other <p>Details of identification process: <i>See responses provided in B.4.4</i></p> <p style="text-align: center;">+</p> <p>3. Obtained understanding of fraud risks in the entity and financial statements identified by management or brought to their attention. Details of specific fraud risks and areas of the financial statements that may be susceptible to fraud: <i>Meeting with CFO and VP Finance & Comptroller, 9 November 2018, no particular risks identified</i></p> <p style="text-align: center;">+</p> <p>4. Obtained understanding of management's process for responding to fraud risks. Checked those that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Management investigation of variances from expected financial performance <input checked="" type="checkbox"/> Management review of key reconciliations <input checked="" type="checkbox"/> Implementation of segregation of duties in key business processes <input checked="" type="checkbox"/> Periodic review of access rights to key systems <input checked="" type="checkbox"/> Internal reviews of specific areas, processes or locations <input checked="" type="checkbox"/> Key authorization controls over treasury management <input checked="" type="checkbox"/> Physical verification of assets (e.g., inventory or cash) <input checked="" type="checkbox"/> Formal investigation of specific matters <input type="checkbox"/> Other <p style="text-align: center;">+</p> <p>5. Obtained understanding of management's communication to those charged with governance on their process for identifying and responding to fraud risks.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not applicable - all those charged with governance are involved in managing the entity, or <input checked="" type="checkbox"/> Formal periodic reporting to audit or other committee, or <input type="checkbox"/> Reported on ad-hoc basis to audit or other committee, or <input type="checkbox"/> Other <p style="text-align: center;">+</p> <p>6. Obtained understanding of management's communication to employees of its views on business practices and ethical behavior Checked those that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Formal periodic direct communication <input checked="" type="checkbox"/> Available online or other resource accessible by employee <input type="checkbox"/> Other <p style="text-align: center;">+</p>	<div style="background-color: #0070C0; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; margin-bottom: 10px;">1</div> <div style="background-color: #0070C0; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>	

Fraud risk assessment (B.4.1 continued)

R

1 Minimal documentation

There is no need to produce a summary of the discussion. Your knowledge is documented in the templates.

Don't reproduce previous year's template.

Senior staff on the mandate should complete the entity and environment tab.

2 Minimal documentation in the PRGs

Information could be added in "+" but there should not be text in all of these fields.

7. Inquired of management and others whether they have knowledge of any actual, suspected or alleged fraud.

Name and date of inquiry - Management:

meeting with CFO and VF Finance & Comptroller, 9 November 2018

Name and date of inquiry - Other(s) (e.g., those outside of the finance function):

Sarah Ferguson - COO, 8 November 2018; Bob Smith - CEO, 9 November 2018; Alice Alison - Legal Counsel, 9 November 2018

- No knowledge of fraud during period, or
- Instances of actual, suspected or alleged fraud identified by management or others

+

8. Inquired of those charged with governance in respect of fraud matters (add link to the 'Fraud Risk - Audit Committee Inquiries' Template).

- Not applicable - all those charged with governance are involved in managing the entity, or
- Inquired of those charged with governance on **each** of the following

Name and date of inquiry - Those charged with governance:

Audit Committee - xx November 2018

- How those charged with governance oversee management's processes and controls over fraud risks
 - Checked those that apply:
 - Those charged with governance play an active role in fraud risk assessment and related internal controls
 - Periodic reports received from management
 - Other
- Whether those charged with governance have knowledge of any actual, suspected or alleged fraud
 - No knowledge of fraud during period, or
 - Actual, suspected or alleged fraud identified by those charged with governance

+

2

9. Inquired of internal audit or equivalent function as to whether it has knowledge of any actual, suspected or alleged fraud and obtained its views on risk of fraud or error (add link to the 'Fraud Risk - Internal Audit Inquiries' Template).

- Not applicable - there is no internal audit or equivalent function, or
- Inquired of the function

Name and date of inquiry:

Mrs. Nancy DeJong, Corporate Auditor, 8 November 2018

Function's views on risk of fraud or error:

Nothing to be communicated to external auditors at the planning stage.

- No actual, suspected or alleged fraud, or
- Actual, suspected or alleged fraud identified

10. Inquired of management as to whether any service organizations have reported any fraud, non-compliance with laws and regulations or uncorrected misstatements.

- Not applicable - no service organization used, or
- Inquired of management

Name and date of inquiry:

Julie Hamon, 29 October 2018.

- No instances of fraud, non-compliance or uncorrected misstatements reported to the entity, or
- Instances of fraud, non-compliance or uncorrected misstatements reported

+

11. Investigated any inconsistencies in responses received above and considered whether other information obtained (e.g., in performing our related parties risk assessment) indicates additional fraud risk factors.

- No inconsistencies or additional fraud risk factors identified, or
- Inconsistencies or additional fraud risk factors identified

+

Fraud risk assessment (B.4.1 continued)

1

Unpredictability tests

Such tests should be clearly labelled in the Audit Planning Template.

- 12. Based on the fraud procedures and other risk assessment procedures performed:
 - No fraud risks identified, or
 - Fraud risks identified, included in Inherent Risk Assessment in the 'Audit Planning Template' and assessed as significant

+

Risk of fraud in revenue recognition

- 13. Evaluated which types of revenue, revenue transactions or assertions give rise to a risk of fraud in revenue recognition (add link to 'Audit Planning Template').
 - Assessed as significant for all material revenue types, or
 - Assessed as other than significant for one or more revenue types

+

Unpredictability

- 14. Incorporated elements of unpredictability in the selection of audit procedures and provided link to the 'Audit Planning Template' where the related procedures are identified as UNPREDICTABLE.

Checked those that apply:

- Performing audit procedures related to accounts, disclosures and assertions that would not otherwise be tested based on their amount or risk
- Varying the timing of the audit procedures
- Selecting items for testing that have lower amounts or are otherwise outside customary selection parameters
- Performing audit procedures on an unannounced basis
- Varying the location or the nature, timing and extent of audit procedures at locations or business units from year to year
- Varying the 'important provisions' of key authority instruments subject to testing
- Varying the nature timing and extent of compensation, travel and hospitality
- Other

Details of procedures:

Unpredictability testing in FY2018: subsequent payment testing, 1 test below threshold. Refer to APT in C.2.4.

1

+

Spell Check

Accounting estimates risk assessment (B.4.2)

R

1 Significant dates
Only significant dates are described. There is no need to mention if they were confirmed with the client.

2 Details are documented in the tabs
There is no need to details all estimates here. Details will be in the other tabs.

Accounting estimates risk assessment (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
<p>1. Obtained an understanding of how management identifies accounting estimates.</p> <p>Name and date of inquiry: <i>Met with CFO and VP Finance on 28 August 2018</i></p> <p>Checked those that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Knowledge of the entity's business and the industry in which it operates <input type="checkbox"/> Knowledge of the implementation of business strategies in the current period <input checked="" type="checkbox"/> Management's cumulative experience of preparing the entity's financial statements in prior periods <input checked="" type="checkbox"/> Consideration of the accounting requirements of new transactions or transactions where terms have changed <input checked="" type="checkbox"/> Consideration of regulatory or other changes that have occurred that may require management to revise, or make new, accounting estimates <input type="checkbox"/> Other <p>+</p> <p>2. Identified the following accounting estimates that may give rise to a risk of material misstatement and performed assessment in related tabs or provided links.</p> <p>Checked those that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allowance for doubtful accounts <input type="checkbox"/> Inventory obsolescence <input type="checkbox"/> Warranty obligations <input type="checkbox"/> Impairment of assets <input type="checkbox"/> Share-based payments <input type="checkbox"/> Complex financial instruments, which are not traded in an active and open market <input type="checkbox"/> Complex depreciation methods or asset useful lives <input type="checkbox"/> Property or equipment held for disposal <input type="checkbox"/> Certain assets or liabilities acquired in a business combination, including goodwill and intangible assets <input checked="" type="checkbox"/> Costs arising from litigation settlements and judgments <input type="checkbox"/> Outcome of long term contracts <input checked="" type="checkbox"/> Post-employment benefit plan liabilities <input checked="" type="checkbox"/> Other(s) <p>Details of accounting estimate(s): <i>Valuation of deferred tax assets</i></p> <p><input type="checkbox"/> Not applicable - no accounting estimates that may give rise to risk of material misstatements identified</p> <p>Added in the TeamMate file the following for each of the estimates identified above: - procedure 'Substantive procedures - Accounting estimates' within the program 'General Execution Procedures' in the AA Supplement TeamStore cabinet</p> <p>+</p> <p>3. Based on the accounting estimate procedures performed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified, or <input checked="" type="checkbox"/> Significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified and included in the Inherent Risk Assessment tab in the 'Audit Planning Template'. <p>Details of risks identified: <i>See tab "IRA" in the APT</i></p> <p>+</p>	<p>LIT</p> <p>PEBP</p> <p>Other(s)</p>	
<p>Spell Check</p>		

Accounting estimates risk assessment (B.4.2 continued)

1 Details requested

Text should be succinct and should not repeat what is already in the working paper.

Understanding estimates - Other - [Post employment benefit liability]

Understanding of how management makes the estimate and the data on which it is based

- **Method used**

- **Model used**

Checked those that apply:

- Manual analysis
- System report
- Automated calculation
- External model
- Other

Details of method, model and EACH underlying assumption:

Post employment benefit liability are estimated by management's expert (external actuary). The actuary uses information provided by the entity and service organizations such as ABC Co (e.g. demographic data, plan membership, benefit entitlements, claims, etc.) as well as other external factors.

Several assumptions are used, the most significant ones being discount rate, CPI, mortality rates, and health care cost trend rate which are either determined by management based on their best estimate or determined by the actuaries based on their internal models (e.g. discount rate, health care trend rate).

- **Determined whether the method is consistent with prior period and remains appropriate**

- Method is consistent and appropriate, or
- Method is not consistent or no longer remains appropriate

- **Determine whether management has used an expert**

- Management expert is used, or

Details of impact on audit plan:

Reliance on management expert

- Management expert is not used

- **Understand relevant controls over the estimate**

- Specifically identified in the procedure 'Understand and evaluate control activities (including PEFR process)' within the program 'Internal Control Framework', or
- Other

- **Understand procedures performed by management to assess estimation uncertainty**

Checked those that apply:

- Annual comparison to subsequent outcome
- Sensitivity analysis (e.g., calculation of high low range)
- Other

Details of procedures performed by management:

Reliance on external expert hired by management and detailed review of actuarial reports.

Assessment of outcome of prior period estimate ('look back')

- **Performed procedures to assess the outcome of the prior period estimate**

Details of 'look back' procedures performed and any information relevant to assessing risks of material misstatement for the current period:

N/A given the nature of this estimate.

Assessment of estimation uncertainty

- **Evaluated whether estimation uncertainty is high**

- Estimation uncertainty is not high, or
- Estimation uncertainty is high - not assessed as significant risk, or
- Estimation uncertainty is high - assessed as significant risk and added in Inherent Risk Assessment in the 'Audit Planning Template'

Rationale (e.g. level of judgement, use of recognized measurement technique, results of look back, level of model specialization and extent of

Significant judgment and assumptions required to estimate the liabilities and amounts are significantly above materiality level.

Accounting estimates risk assessment (B.4.2 continued)

1 Details requested

Text should be succinct and should not repeat what is already in the working paper.

Understanding estimates - Other - [Income taxes]

Understanding of how management makes the estimate and the data on which it is based

• Method used

• Model used

- Checked those that apply:
- Manual analysis
 - System report
 - Automated calculation
 - External model
 - Other

Details of method, model and EACH underlying assumption:

The entity has an internal tax team that deals with tax accounting and such estimates.

1

• Determined whether the method is consistent with prior period and remains appropriate

- Method is consistent and appropriate, or
- Method is not consistent or no longer remains appropriate

• Determine whether management has used an expert

- Management expert is used, or
- Management expert is not used

• Understand relevant controls over the estimate

- Specifically identified in the procedure 'Understand and evaluate control activities (including PEFR process)' within the program 'Internal Control Framework', or
- Other

• Understand procedures performed by management to assess estimation uncertainty

Checked those that apply:

- Annual comparison to subsequent outcome
- Sensitivity analysis (e.g., calculation of high low range)
- Other

Details of procedures performed by management:

Management performs a comparison of budgeted financial results against actual results on a monthly basis. The estimate is reviewed every quarter. Estimates are reviewed every quarter.

Assessment of outcome of prior period estimate ('look back')

• Performed procedures to assess the outcome of the prior period estimate

Details of 'look back' procedures performed and any information relevant to assessing risks of material misstatement for the current period:

N/A - no backtesting performed. However, management performs a comparison of budgeted financial results against actual results on a monthly basis. The estimate is reviewed every quarter.

1

Assessment of estimation uncertainty

• Evaluated whether estimation uncertainty is high

- Estimation uncertainty is not high, or
- Estimation uncertainty is high - not assessed as significant risk, or
- Estimation uncertainty is high - assessed as significant risk and added in Inherent Risk Assessment in the 'Audit Planning Template'

Rationale (e.g. level of judgement, use of recognized measurement technique, results of look back, level of model specialization and extent of observable inputs,

The estimates relating to taxes the taxes payable. This is done by assessing taxable income. This is an important exercise that requires significant tax knowledge.

Accounting estimates risk assessment (B.4.2 continued)

1 Details requested

Text should be succinct and should not repeat what is already in the working paper.

Understanding estimates - Other - [Claims]

Understanding of how management makes the estimate and the data on which it is based

- **Method used**

- **Model used**

Checked those that apply:

- Manual analysis
- System report
- Automated calculation
- External model
- Other

Details of method, model and EACH underlying assumption:

Management identifies and considers all potential outcomes for each claims and prepared its estimates based on all known information. Significant assumptions will vary for each claims -assumptions at year-end will depend whether an agreement has been reached and if the amount are to be paid or not.

- **Determined whether the method is consistent with prior period and remains appropriate**

- Method is consistent and appropriate, or
- Method is not consistent or no longer remains appropriate

Details of impact on audit plan:

Method is expected to remain consistent with previous year. It is also to be noted that the amount for claim x might be paid before the end of the year and that there will no longer be any significant estimate as at year-end.

- **Determine whether management has used an expert**

- Management expert is used, or
- Management expert is not used

- **Understand relevant controls over the estimate**

- Specifically identified in the procedure 'Understand and evaluate control activities (including PEFR process)' within the program 'Internal Control Framework', or
- Other

- **Understand procedures performed by management to assess estimation uncertainty**

Checked those that apply:

- Annual comparison to subsequent outcome
- Sensitivity analysis (e.g., calculation of high low range)
- Other

Details of procedures performed by management:

The estimates are reviewed periodically as new information is known. Management identifies and considers the different outcomes possible when preparing the estimate.

Assessment of outcome of prior period estimate ('look back')

- **Performed procedures to assess the outcome of the prior period estimate**

Details of 'look back' procedures performed and any information relevant to assessing risks of material misstatement for the current period:

N/A - no backtesting performed given the nature of these estimates. They are reviewed periodically as new information is known.

Assessment of estimation uncertainty

- **Evaluated whether estimation uncertainty is high**

- Estimation uncertainty is not high, or
- Estimation uncertainty is high - not assessed as significant risk, or
- Estimation uncertainty is high - assessed as significant risk and added in Inherent Risk Assessment in the 'Audit Planning Template'

Rationale (e.g. level of judgement, use of recognized measurement technique, results of look back, level of model specialization and extent of observable

Due to nature of the assumptions involved, as well as the lack of information available for the timeframe covered by the claims and settlements.

Other risk assessment procedures (B.4.3)

R

1 Details requested

Text should be succinct and should not repeat what is already in the working paper.

2

Provide link when requested. No further documentation of details is required

Other risk assessment procedures (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
Laws and regulations		
<p>1. Obtained an understanding of how the entity complies with applicable laws and regulations (legal and regulatory framework applicable to the entity and the industry or the sector in which the entity operates).</p> <p>Name and date of inquiry: <i>Alice Alison - Legal Counsel, 9 November 2018</i></p> <p>Checked those that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Monitoring legal requirements and ensuring that operating procedures and control are designed to meet these requirements <input checked="" type="checkbox"/> Establishing and maintaining an appropriate code of conduct <input checked="" type="checkbox"/> Engaging legal advisors to assist in monitoring legal requirements <input checked="" type="checkbox"/> Maintaining a register of significant laws and regulations with which the entity has to comply within its industry and a record of complaints <input checked="" type="checkbox"/> Reviewing legal and regulatory correspondence received <input checked="" type="checkbox"/> Internal audit function performs compliance assessment <input checked="" type="checkbox"/> Compliance function monitors applicable laws and regulations <input checked="" type="checkbox"/> Other <p>Details of compliance processes: <i>Quarterly compliance attestation sent to the Board of Directors.</i></p> <p>+</p> <p>2. Identified the following items with related laws and regulations that have a direct effect on the financial statements. Appropriate procedures have been planned to address related material amounts and disclosures.</p> <p>Checked those that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Income tax <input type="checkbox"/> Payroll tax <input type="checkbox"/> Sales / Value added tax <input type="checkbox"/> Environmental standards <input type="checkbox"/> Licensing and Regulatory provisions <input checked="" type="checkbox"/> Other <p>Details of items with direct effect: <i>Significant deferred amounts as well as expense.</i></p> <p>+</p> <p>3. Performed each of the following to identify instances of non-compliance with other laws and regulations (e.g., licensing or regulatory authorities) that may have a material effect on the financial statements:</p> <ul style="list-style-type: none"> • Inquired of management and, where appropriate, those charged with governance <p>Name and date of inquiry: <i>Sarah Ferguson - COO, 8 November 2018; Bob Smith - CEO, 9 November 2018; Alice Alison - Legal Counsel, 9 November 2018</i></p> <ul style="list-style-type: none"> • Inspected relevant correspondence, if any, with licensing or regulatory authorities <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No relevant correspondence identified, or <input type="checkbox"/> Relevant correspondence identified <p>Based on procedures performed above:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No actual or suspected instances of non-compliance with laws and regulations identified, or <input type="checkbox"/> Actual or suspected instances of non-compliance with laws and regulations identified <p>+</p>	<p>1</p>	
Litigation and claims		
<p>4. Obtained a detailed listing of litigation and claims from the entity.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not applicable - no litigation or claims pending, or <input checked="" type="checkbox"/> Litigation or claims identified and assessed in the procedure 'Other auditing and completion procedures' within the program 'Completion and Reporting Activities' <p>+</p>	<p>2</p>	

Other risk assessment procedures (B.4.3 continued)

R

1 Details requested

Text should be succinct and should not repeat what is already in the working paper.

2 Details requested

If the going concern assumption is non-existent, further information should not be provided.

5. Performed **each** of the following to assess completeness of the identified litigation and claims:
 - Inquired of management and where applicable, others within the entity, including in-house legal counsel
Name and date of inquiry:
Alice Alison - Legal Counsel, 30 August 2018 - nothing to report
 - Reviewed minutes of meetings of those charged with governance - see the procedure 'Understand entity and environment' within the program 'Understand entity and environment'
 - Reviewed correspondence with legal counsel
Details (e.g., type of correspondence, period covered) or link:
see B.4.6
 - Reviewed legal expense accounts
Details (e.g., accounts reviewed and period covered) or link:
see B.4.6

Based on procedures performed above:

 - ☑ No additional litigation or claims identified, or
 - ☐ Additional litigation or claims identified
 - +
 6. Determined whether legal letters of inquiry will be sent:
 - ☑ Legal letters of inquiry will be obtained - details included in the procedure 'Other auditing and completion procedures - Litigation and claims' within the program 'Completion and Reporting Activities', or
 - ☐ Legal letters of inquiry will not be obtained due to **each** of the following factors:
 - No risk of material misstatement identified regarding litigation or claims
 - Audit procedures performed do not indicate that other material litigation or claims may exist
- Going concern**
7. Discussed the going concern assumption with management including their preliminary assessment and any events or conditions that may cast significant doubt about the entity's ability to continue as a going concern and management's plans to address them.
Name and date of discussion:
Sarah Ferguson - COO, 8 November 2018; Bob Smith - CEO, 9 November 2018; Alice Alison - Legal Counsel, 9 November 2018
Details of discussion:
Asked their assesment - no going concern issue.
 - ☑ No events or conditions identified, or
 - ☐ Events or conditions that may cast significant doubt about the entity's ability to continue as a going concern identified
 Checked those that apply:
 - ☐ Net liability or net current liability position
 - ☐ Inability to comply with the terms of financing agreements (e.g., debt covenants)
 - ☐ Fixed-term borrowings approaching maturity without realistic prospects of renewal or repayment; or excessive reliance on short-term borrowings to finance
 - ☐ Indications of withdrawal of financial support by creditors
 - ☐ Negative operating cash flows indicated by historical or prospective financial statements
 - ☐ Substantial operating losses or significant deterioration in the value of assets used to generate cash flows
 - ☐ Dividends in arrears or discontinued
 - ☐ Inability to pay creditors on due dates or change from credit to cash-on-delivery transactions with suppliers
 - ☐ Inability to obtain financing for essential new product development or investments
 - ☐ Loss of key management, major market, key customer(s), franchise, license, or principal supplier(s)
 - ☐ Pending legal or regulatory proceedings against the entity that may, if successful, result in claims that the entity is unlikely to be able to satisfy
 - ☐ Changes in laws and regulations expected to adversely affect the entity
 - ☐ Other

Other risk assessment procedures (B.4.3 continued)

Details requested

If the going concern assumption is non-existent, further information should not be provided.

R

1 Minimal documentation

There is no need to produce a summary of the discussion. Your knowledge is documented in the templates.

2 Details requested

Audit teams should document related parties in the tab provided.

If there are no related parties transactions outside the normal course of business, no further information should be added to the file. A ✓ is sufficient.

Related parties

8. Obtained an understanding of related party relationships and transactions, including any changes from the prior year period, by inquiring of management.

Name and date of inquiry:

Bob Sponge - by email - 20 September 2018

- No related parties identified, or
- Related parties identified and documented in tab 'Related Parties'

Additional documentation:

No RPT outside the normal course of business

9. Obtained, through inquiry of management and others within the entity and other procedures, an understanding of the relevant controls, if any, over identifying, authorizing and accounting for significant arrangements both within and outside the normal course of business.

- Not applicable - no related parties identified, or
- Not applicable - related parties are limited and clearly understood and monitored by management. No additional controls are necessary, or
- Obtained understanding of relevant controls as follows:

Name and date of inquiry:

Bob Sponge, 25 September 2018 (refer to B.4.9).

Checked those that apply:

- Observed that management is actively involved in all the main aspects of related party transactions including assignment of responsibilities within the entity for identifying, recording, summarizing, and disclosing related party transactions
- Observed that there is timely disclosure and discussion between management and those charged with governance of significant related party transactions outside the entity's normal course of business, including those charged with governance appropriately challenging the business rationale of such transactions
- Inspected policies and procedures governing the circumstances in which the entity may enter into specific types of related party transactions
- Inspected guidelines for the approval of related party transactions involving actual or perceived conflicts of interest
- Inspected findings of periodic reviews by internal auditors
- Inspected whistle-blowing policies and procedures
- Other

10. Assessed the completeness of related parties and transactions.

Checked those that apply:

- Reviewed prior year's working papers
- Reviewed filings with regulatory agencies for related parties and other businesses in which officers and directors occupy directorship or management positions
- Reviewed material sales, purchase or other contracts
- Reviewed invoices from law firms that have performed services for the entity
- Determined the names of all pension and other trusts established for the benefit of employees and the names of their officers and trustees
- Reviewed stockholder listings of closely held companies to identify principal stockholders
- Reviewed the extent and nature of transactions with major customers, suppliers, borrowers, and lenders
- Considered whether transactions are occurring (e.g., accounting or management services) with related parties at no charge or a major stockholder absorbing
- Inquired of predecessor, principal, or other auditors of related entities concerning their knowledge of existing relationships
- Other

11. Based on procedures performed above:

- No previously unidentified related parties or transactions identified, or
- Previously unidentified related parties or transactions identified

12. Inquired whether significant related party transactions outside the entity's normal course of business have occurred.

Name and date of inquiry:

Bob Sponge, by email, 20 September 2018

- No significant related party transactions outside the normal course of business identified, or
- Significant transactions outside the entity's normal course of business identified

Other risk assessment procedures (B.4.3 continued)

R

1 Minimal documentation

Document key points that have an impact of the audit.

Compliance with authorities

13. Obtained an understanding of the specific authority instruments relevant to the audit (i.e. the authorities framework applicable to the entity) and how the entity is complying with that framework.

Checked those that apply:

- ☒ Reviewed the prior year audit file
- ☒ Inquired of management and, where appropriate, entity legal counsel concerning the key authority instruments that are applicable for the period under audit to understand the authority framework governing the entity and the transactions subject to audit

Name and date of inquiry:

Bob Sponge, by email, 20 September 2018

☐ Held discussions with management and the entity's legal counsel, as applicable, to ensure we clearly understand the implications of new or amended authorities and their application to the entity audited and to our audit approach

☐ Held discussions with OAG Legal Services concerning new or amended authorities and their application to the entity audited and to our audit approach

☒ Other

Details:

Refer to Compliance Statements 2018 Q2 in B.4.8

+

14. Identified and documented the 'important provisions' of each key authority instrument scoped into the audit - details included in the procedure 'Compliance with authorities' within the program 'General Execution Procedures'. Appropriate procedures have been planned to address related non-compliance instances.

Checked those that apply:

☒ Enabling legislation

Details (e.g., specify):

ABC Act

☒ Financial Administration Act (FAA) and regulations

Checked those that apply:

- ☒ Federal Financial Administration Act (FAA)
- ☐ Nunavut Financial Administration Act (FAA)
- ☐ Northwest Territories Financial Administration Act (FAA)
- ☐ Yukon Financial Administration Act (FAA)

☐ Canada Business Corporations Act (CBCA)

☒ Corporate by-laws and articles of incorporation

Details (e.g., specify):

See link for additional details E.1.2

☒ Ministerial directives under Section 89 of the federal FAA

Details (e.g., specify):

See link for additional details E.1.2

☒ Regulations

Details (e.g., specify):

See link for additional details E.1.2

☐ Other(s)

+

15. Assessed risk and designed and implemented overall response by performing **each** of the following - details included in the procedure 'Compliance with authorities' within the program 'General Execution Procedures'.

- Identified and documented the nature of each significant provision as transactional or non-transactional
- For transactional authority provisions, assessed and documented the inherent risk of non-compliance (Normal/Lower, Normal/Higher, Significant) and identified the in-scope FSLI where compliance with authorities work will be conducted
- Developed a response - Important transactional provisions are taken to the SoCs of the 'Audit Planning Template' and related FSLI audit programs. Audit responses to important non-transactional provisions are documented in the procedure 'Compliance with authorities' within the program 'General Execution Procedures' and embedded templates

Based on procedures performed above:

☒ The 'Audit Planning Template', the related FSLI audit programs and the procedure 'Compliance with authorities' within the program 'General Execution Procedures' properly reflect the risks and the audit response

+

Other risk assessment procedures (B.4.3 continued)



1

Minimal documentation

Document key points that have an impact of the audit.

Executive/Board compensation, travel, hospitality, conferences and events	
<p>16. Considered risk of abuse by board members or senior executives that could result in personal benefit and could be an indicator of lapses in values or ethics, weak governance and/or inadequate oversight and control.</p> <ul style="list-style-type: none"> ☒ No heightened risk indicators identified or risk assessed as normal, or <ul style="list-style-type: none"> ☐ No testing this year - Testing has been performed within the last 3 years. Included testing from prior year audits in the current year audit file within the General Execution Procedures program, or ☒ Testing this year due to 3 year cycle - Testing last performed 3 years ago. Details included in the procedures 'Executive and board compensation' and 'Test travel, hospitality, conference and event expenditures' within the program 'General Execution Procedures' <p>Note: Within the procedure 'Test travel, hospitality, conference and event expenditures', the auditor only needs to complete the tab Exec-Board Procedures and the 3 green related tabs in order to meet the requirements of this procedure on Executive/Board compensation, travel, hospitality, conferences and events.</p> <ul style="list-style-type: none"> ☐ Risk indicators identified and assessed as significant - Details included in the procedures 'Executive and board compensation' and 'Test travel, hospitality, conference and event expenditures' within the program 'General Execution Procedures' <p style="text-align: center;">+</p>	<div style="border: 1px solid gray; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>
Compliance with the Ministerial Directive on travel, hospitality, conference and event expenditures (for Crown Corporations that received a Ministerial Directive and entities that received instructions in the form of a letter) (Unchecked where non applicable)	
<p>17. Inquired of management whether they have completed their implementation of changes to policies and procedures to comply with the Ministerial Directive on travel, hospitality, conference and event expenditures in the current year or whether they have changed their related policies and procedures in the current year.</p> <p style="color: #f4a460;">Name and date of inquiry:</p> <p style="color: #f4a460;"><i>Alice Alison - Legal Counsel, 30 August 2018</i></p> <ul style="list-style-type: none"> ☐ Management did not change their travel, hospitality, conference and event policies and procedures in the current year, or ☒ Management changed their travel, hospitality, conference and event policies and procedures in the current year <ul style="list-style-type: none"> ☒ Completed any outstanding work from the first year of implementation of the Ministerial Directive - details included in the procedure 'Directive issued to Crown corporations in July 2015' within the program 'General Execution Procedures', or ☐ Re-confirmed alignment of policies and procedures by performing each of the following and provided link to work performed: <ul style="list-style-type: none"> • Obtained updated policies and guidelines and management's assessment against Treasury Board's policies, directives and related instruments on travel, hospitality, conference and event expenditures • Reviewed management's assessment & updated policies and guidelines <p style="text-align: center;">+</p>	
<p>18. Assessed the risk that management has not properly implemented in practice the policy and procedure changes identified in the prior year audit in response to the Ministerial Directive on travel, hospitality, conference and event expenditures and considered the following risk indicators:</p> <p>Checked those that apply:</p> <ul style="list-style-type: none"> ☐ Management's attitude towards the directive and the importance of its implementation ☐ Identification of transactions in prior year audits where management integrity or due regard for economy was questioned with regards to travel, hospitality, ☐ Recent media/public scrutiny of entity transactions in scope of the directive ☐ Audit team's assessment of the extent of the entity's alignment of policies and procedures in prior years ☐ Portfolio department assessment of the Crown corporation's revised policies, guidelines and practice on travel, hospitality, conference and event expenditures ☐ Management does not monitor transaction compliance with the newly aligned policies and guidance ☐ Other <p>Based on the risk indicators above:</p> <ul style="list-style-type: none"> ☒ No risks identified, or ☐ Risks identified and included in the Inherent Risk Assessment in the 'Audit Planning Template' - details included in the procedure 'Test travel, hospitality, conference and event expenditures' within the program 'General Execution Procedures' <p style="text-align: center;">+</p>	

Other risk assessment procedures (B.4.3 continued)

R

1 Minimal documentation
Document key points that have an impact of the audit.

2

Details requested
Text should be succinct and not repeat itself.

19. Determined the population of travel, hospitality, conferences and events transactions impacted by the Ministerial Directive on travel, hospitality, conference and event expenditures (i.e. including Executive, Board and all other employees).

Travel expenses (\$ Value and volume of transactions)
Population will be obtained at Interim for testing

Hospitality expenses (\$ Value and volume of transactions)
Population will be obtained at Interim for testing

Conference expenses (\$ Value and volume of transactions)
Population will be obtained at Interim for testing

Events expenses (\$ Value and volume of transactions)
Population will be obtained at Interim for testing

Sum of transactions impacted by the Ministerial Directive in the fiscal year is NOT material or is NOT associated with one or more material FSLI, or

Sum of transactions impacted by the Ministerial Directive in the fiscal year is material or is associated with one or more material FSLI - details included in the procedure 'Test travel, hospitality, conference and event expenditures' within the program 'General Execution Procedures'

Additional documentation:
Population not available at this time and will be available at Interim for testing purposes as per APT at C.2.4.

20. Discussed the above risk assessment and quantification of transaction amounts and volumes with those charged with governance and their expectations of requests of the audit team with respect to transaction testing to verify implementation of revised practices to comply with the directive.

Those charged with governance have NOT requested the audit team to examine compliance of transactions against policies and procedures revised as a result of the Ministerial Directive

Those charged with governance have requested the audit team to examine compliance of transactions against policies and procedures revised as a result of the Ministerial Directive - details included in the procedure 'Test travel, hospitality, conference and event expenditures' within the program 'General Execution Procedures'

Overall risk assessment

21. Based on the procedures performed above:

No significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified, or

Significant risks or risks at the higher end of the normal risk continuum, at the financial statement or assertion level, identified and included in the Inherent Risk Assessment tab in the 'Audit Planning Template'

Spell Check

Related parties (Jun-2018)			
Related party name	Nature of relationship	Type and purpose of transaction(s) during the period, if applicable	Notes
ABC Co	Subsidiary	Promises rented from sub	
XYZ Co	Subsidiary	Provides some of the services from the entity	
Board Co	Affiliated with members of the Board of Directors	provides some services to Board members	

Determine Materiality (C.1.1)

1 Minimal documentation

There is no need to produce a summary of the results. Your information is documented in the template. The standard template may be added under a separate tab in this document.

Determine Materiality (Jun-2018)		View/Hide Requirements
Procedures & Results		Links
Materiality		
<p>1. For group and component audits, refer to 'Multi-location' procedures in the AA Supplement TeamStore cabinet for audit requirements and supplementary planning steps.</p> <p><input type="checkbox"/> Not applicable. This audit is neither a group audit, nor a component one , or</p> <p><input checked="" type="checkbox"/> Added appropriate procedures in TeamMate from the AA Supplement cabinet for audit requirements and supplementary planning steps</p> <p>+</p> <p>2. Established materiality level (add link to 'Materiality Template') and documented the rationale for each of the following:</p> <ul style="list-style-type: none"> • How the individual circumstances of the entity were taken into account; • The Benchmark and Rule of thumb percentage used and the reasons for selecting the benchmark and the percentage used; • The rationale for selecting the Haircut percentage in determining the performance materiality; • The reason(s) for determining a different materiality for particular items (if determined); • The rationale for determining a de minimis SUM posting level (if determined), i.e. percentage applied to overall materiality. <p><input checked="" type="checkbox"/> 'Materiality Template' completed and the rationale documented.</p> <p>+</p> <p>3. Determined if the current year overall materiality (completed in the 'Materiality template') for the audit has changed from the prior year audit.</p> <p><input checked="" type="checkbox"/> No change to overall materiality from prior year audit, or</p> <p><input type="checkbox"/> The overall materiality for the current year audit is <u>higher</u> than prior year overall materiality, or</p> <p><input type="checkbox"/> The overall materiality for the current year audit is <u>lower</u> than prior year overall materiality</p> <p>+</p>	<p>C.1.2</p> <p>1</p>	
<p>Spell Check</p>		

Determine audit strategy and plan (C.2.1)

1 Minimal documentation
 Planning meeting tab should replace the minutes documented in a separate document. Information should be added only when required.

2 Consider the need to use the “+/- Additional documentation” sections
 Each procedure has an expandable section to add additional documentation when the preparer believes it is necessary. These optional sections are only expected to be used in limited circumstances and they only need to be expanded via the “+” if they are to be used. Text should be succinct and not repeat what is already in the working paper.

Determine audit strategy and plan (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
Overall risk assessment and audit planning meeting		
1. Audit Planning Meeting held to finalize risk assessment and determine audit strategy and plan. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Discussion documented in tab 'Planning Meeting', or provided link 	1	
Audit approach and responses to risk		
2. Documented the audit approach and responses to risk in the Audit Planning Template and provided link. <p>Checked those that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Developed overall responses to address assessed risks of material misstatement at the financial statement level <input checked="" type="checkbox"/> Developed audit procedures whose nature, timing and extent are based on and are responsive to the assessed risks of material misstatement at the assertion level <input checked="" type="checkbox"/> Developed responses to address assessed risks of material misstatement by obtaining more persuasive audit evidence (substantive and controls) the higher the assessment of risk <i>Tests of controls</i> <input checked="" type="checkbox"/> Planned reliance on the operating effectiveness of controls - Developed tests of controls procedures (in addition to inquiry) <input type="checkbox"/> Determined it is appropriate to use audit evidence from prior year audit and developed appropriate procedures to obtain audit evidence about whether significant changes in those controls have occurred subsequent to the previous audit <input checked="" type="checkbox"/> For controls over significant risks, developed appropriate procedures to test controls in the current period <i>Substantive test plan</i> <input checked="" type="checkbox"/> Developed substantive audit procedures for each material class of transactions, account balance and disclosure <input checked="" type="checkbox"/> Developed substantive audit procedures to properly address netted transactions (i.e. proper audit consideration is given to zero balance transactions even if they net to zero) <input checked="" type="checkbox"/> Developed substantive audit procedures that are specifically responsive to significant risks and included tests of details procedures when the approach to a significant risk consists only of substantive procedures. <input type="checkbox"/> Included appropriate update testing procedures for each FSLI where substantive procedures will be performed at an interim date by adding the procedure 'Year-end rollforward testing' from the IFRS/PSAS TeamStore cabinet <input checked="" type="checkbox"/> Developed appropriate procedures to address identified risk of material misstatement in relation to accounting estimates <input checked="" type="checkbox"/> For a group audit, added the relevant required planning and completion procedures (either as a Group Auditor or as a Component Auditor) found in the AA Supplement Teamstore cabinet <input type="checkbox"/> Planned to attend physical inventory counting and the procedure 'Plan approach to physical inventory observations' within the program 'Physical Inventory Observation' in the AA Supplement TeamStore cabinet has been added and completed as part <input checked="" type="checkbox"/> Considered the relevance and reliability of the information to be used as audit evidence and developed substantive procedures to either test ITGCs, test relevant application controls and/or test the data/reports 	C.2.4	

Determine audit strategy and plan (C.2.1 continued)

R

1 Minimal documentation

Document what is required without further details.

2 Consider the need to use the “+/- Additional documentation” sections

Each procedure has an expandable section to add additional documentation when the preparer believes it is necessary. These optional sections are only expected to be used in limited circumstances and they only need to be expanded via the “+” if they are to be used. Text should be succinct and not repeat what is already in the working paper.

Confirmations	
<p>3. Determined whether bank confirmations will be obtained from all financial institutions where the client has a banking relationship.</p> <p><input type="checkbox"/> Confirmations will be obtained from all financial institutions, or</p> <p><input checked="" type="checkbox"/> Confirmations will not be obtained from all financial institutions Checked those that apply:</p> <p><input checked="" type="checkbox"/> Inherent and control risk over the existence assertion is low and no specific fraud risk (ordinarily applies to larger entities with many accounts and effective internal controls over establishing, monitoring and reporting of accounts)</p> <p><input checked="" type="checkbox"/> Low risk of undisclosed liabilities or misstated/fraudulent account balances</p> <p><input checked="" type="checkbox"/> Accounts with no ending balance and no activity for the period</p> <p><input type="checkbox"/> Entity is a bank or financial institution which has a large number of settlement relationships</p> <p><input checked="" type="checkbox"/> For entities with a significant number of branches where each branch has a local bank account with a small cash balance, a confirmation is to be sent to the central bank and considered sending additional confirmations for selected branches</p> <p><input type="checkbox"/> A confirmation has been sent to the bank into which accounts are “swept” and for selected branches which are “zeroed”</p> <p><input type="checkbox"/> A confirmation has been sent covering groups of locations, related entities or business units that are all with a common bank</p> <p><input type="checkbox"/> Locations or business units that do not present a risk of material misstatement unless there is a separate statutory audit requirement at those locations or business units</p> <p><input type="checkbox"/> Other</p> <p style="background-color: #f4a460;">Rationale for not obtaining confirmation(s) from specific financial institutions/accounts (e.g., size of account balance, prior audit evidence, control environment, risk assessment and nature of other audit evidence available): <i>The balances of these banks accounts are immaterial. A random sample of these accounts will be selected for confirmation.</i></p> <p style="background-color: #f4a460;">Details of alternative procedures to be performed: <i>A random sample of these accounts will be selected for confirmation.</i></p> <p>+</p>	<p>1</p>
<p>4. Determined whether accounts receivable confirmations will be obtained.</p> <p><input checked="" type="checkbox"/> Confirmations will be obtained, or</p> <p><input type="checkbox"/> Confirmations will not be obtained</p> <p style="background-color: #f4a460;">+ Ensure the execution procedure ‘<i>Confirm accounts receivable</i>’ in the IFRS TeamStore cabinet or PSAS TeamStore cabinet as applicable to your engagement is included in the TeamMate file</p> <p>+</p>	<p>2</p>
<p>5. Determine whether external confirmations will be performed to confirm other balances.</p> <p><input type="checkbox"/> No other confirmations to be obtained, or</p> <p><input checked="" type="checkbox"/> Other confirmations will be obtained for the following in provided links</p> <p style="background-color: #f4a460;">+ Ensure the procedure ‘<i>Confirm</i>’ in the IFRS TeamStore cabinet or PSAS TeamStore cabinet as applicable to your engagement is included in the TeamMate file</p> <p>Checked those that apply:</p> <p><input type="checkbox"/> Inventory held by third parties</p> <p><input checked="" type="checkbox"/> Investments</p> <p><input type="checkbox"/> Long-term debt</p> <p><input type="checkbox"/> Pension scheme assets</p> <p><input type="checkbox"/> Accounts payable</p> <p><input type="checkbox"/> Related party balances</p> <p><input type="checkbox"/> Intercompany balances</p> <p><input type="checkbox"/> Contract amounts</p> <p><input type="checkbox"/> Other</p> <p>+</p>	

Determine audit strategy and plan (C.2.1 continued)

1 **Minimal documentation**
 Document what is required without further details.

R

Detailed audit programs	
<p>6. Developed detailed and tailored audit programs in TeamMate for each FSLI/cycle, in line with the 'Audit Planning Template'. Checked those that apply: <input checked="" type="checkbox"/> Tailored/updated the audit programs in TeamMate for each FSLI/cycle <input checked="" type="checkbox"/> Adjusted the preliminary list of documents (to be received from the entity) based on the tailored audit programs</p> <p>+ </p> <p>7. Reviewed prior year statement of cash flow and/or pro-forma and considered risk of material misstatement on the statement of cash flow. Developed detailed and tailored audit programs in TeamMate to ensure the appropriateness of presentation and <input checked="" type="checkbox"/> No risks related to the statement of cash flow identified, or</p> <p>1 Ensure the procedure 'Verify presentation and disclosure - Statement of cash flow' within the program 'Financial statement level and other items' in the IFRS - Substantive Tests or PSAS - Substantive Tests TeamStore cabinet has been added in folder D.2 -</p> <p><input type="checkbox"/> Risks related to the statement of cash flow identified</p> <p>+ </p>	
Specialists	
<p>8. Determined the level of external tax specialist involvement and made appropriate arrangements, where applicable. <input checked="" type="checkbox"/> Tax specialists will be involved, or <input type="checkbox"/> Tax specialists will not be involved as tax is not complex or there is no tax, or <input type="checkbox"/> Tax specialists will not be involved as although tax is complex, the audit team has the requisite skills</p> <p>+ </p> <p>9. Determined the level of IT Audit and Controls Assurance Team involvement and made appropriate arrangements, where <input checked="" type="checkbox"/> IT Audit and Controls Assurance Team will be involved, or</p> <p>Added the following: - Ensure the planning procedure 'Consultation with IT Audit and Control Assurance Team' within the program 'Reliance on the work of others' in the AA Supplement Teamstore cabinet has been added to the planning section in TeamMate - Ensure the completion procedure 'Conclude on the use of work of IT Audit and Controls Assurance Team' within the program 'Reliance on the work of others' in the AA Supplement Teamstore cabinet has been added to the completion section in</p> <p style="background-color: #fce4d6;">Name of IT Audit and Controls Assurance Team contact involved: <i>Bob Johns, Bill Clinton</i></p> <p><input type="checkbox"/> IT Audit and Controls Assurance Team will not be involved as the audit budget is either less than 1000 hours or less than 2000 hours and systems are not complex</p> <p>+ </p> <p>10. Determined the need for the involvement of other specialists in accounting or auditing, including in relation to the audit of <input type="checkbox"/> No other specialists, or <input checked="" type="checkbox"/> Other specialists are to be involved and appropriate arrangements made</p> <p>Ensure the planning procedure 'Conclude on the use of work of specialists in accounting or auditing' within the program 'Reliance on the work of others' of the AA Supplement Teamstore cabinet has been added to the related topic/FSLI</p> <p>Details: <i>Firm XYZ, AAPT for review of the consolidated financial statements</i></p> <p>+ </p>	

Determine audit strategy and plan (C.2.1 continued)

R

- 1 Minimal documentation**
Document what is required without further details.
- 2** Add additional procedures, if applicable. Depending on what checkbox you have selected, an information box will appear informing you of the procedures that need to be added to your file.

Other procedures

11. Determined whether the following are applicable to the engagement and added procedure(s) as required.
Checked those that apply:

- Not applicable - none relevant to the engagement
- Quality reviewer has been appointed

1

Added the following:

- Planning procedure 'Quality reviewer - Planning sign-off' within the program 'QR and Planning Sign-off'
- Completion procedure 'Quality reviewer - Completion sign-off' within the program 'Report Clearance Summary'

- Service organizations are used by the entity

Ensure the planning procedure 'Understand and plan nature and extent of use of service organization' within the program 'Reliance on the work of others' in the AA Supplement TeamStore cabinet has been added to the planning section in TeamMate

- Auditor's experts (i.e. in a field other than accounting or auditing) will be used (e.g. valuations, actuarial, financial risk)

2

Ensure the planning procedure 'Plan involvement of auditor's expert' within the program 'Reliance on the work of others' in the AA Supplement TeamStore cabinet has been added to the related topic/FSLI

- Management's experts will be used

Ensure the planning procedure 'Plan use of work of management's experts' within the program 'Reliance on the work of others' in the AA Supplement TeamStore cabinet has been added to the related topic/FSLI

- Joint auditors are involved in the audit

Ensure the planning procedure 'Working arrangements with Joint Auditor' within the program 'Reliance on the work of others' in the AA Supplement TeamStore cabinet has been added to the planning section in TeamMate

- Key audit matters are to be communicated in our audit report (e.g., entities applying CAS 701)

+

12. Determined whether aspects of the engagement leader role have been delegated to an individual below the level of Principal.

- Engagement leader role has not been delegated, or
- Engagement leader role has been delegated and it has been formally approved by the Auditor General and properly

+

13. Determined whether the Auditor General has delegated his or her signing authority for the auditor's report as per the Delegation of Signing Authority - Annual Audits and Special Examination Opinions found on the Intranet.

- Signing authority has not been delegated, or
- Signing authority has been delegated

Name of engagement leader:
Sheila Fraser

Name of signer:
Sheila Fraser

+

Spell Check

Determine audit strategy and plan (C.2.1 continued)

1 **Minimal documentation**

R Planning meeting tab should replace the minutes documented in a separate document. Information should be added only when required.

Audit Planning Meeting Agenda (Jun-2018)		
<i>Objective: To finalize the risk assessment and determine the audit strategy and plan.</i>		
Date of meeting:	31-oct-18	
Attendees:	Sheila Fraser, Bob Johns, Bill Clinton, Mary Smith, Genius Guy	
Required attendees – engagement leader, quality reviewer (if applicable), team manager(s), experienced team members, experts and/or specialists in accounting or auditing as appropriate, in the case of a group audit, key members of component audit teams auditing significant components Optional attendees – Assistant Auditor General, other non key team members and other specialists		
Matters for discussion	Discussed	Summary of key points discussed <i>(Note – It is generally not necessary to provide additional details for every factor below, other than for the required discussions.)</i>
1. Required discussion led by the engagement leader – Audit quality Encouraged members of the engagement team to raise any questions they may have related to these discussions. Reinforced that quality is essential in performing assurance engagement and stressed the importance of: <ul style="list-style-type: none"> performing work that complies with professional standards and applicable legal and regulatory requirements; complying with the Office’s quality control policies and procedures by performing appropriate procedures, as applicable; engagement team members communicating their views or concerns on quality control matters including feedback related to the Office’s system of quality control without fear of reprisals engagement leader responsibility for applying appropriate quality control procedures and for promoting a quality oriented culture Consider reviewing the other roles included in OAG Audit 1012 as applicable. (Refer to OAG Audit 1012 and OAG Audit 4013)	✓	
2. Required discussion led by the engagement leader – Relevant ethical requirements, including independence Reviewed with the engagement team: <ul style="list-style-type: none"> the relevant ethical requirements (integrity and due care, objectivity, professional competence, confidentiality and professional behaviour) with reference to OAG policies; threats to compliance with relevant ethical requirements (including independence) as outlined in OAG Audit 1031. the Office policies and procedures related to independence and discuss the below responsibilities for relevant ethical requirements and independence Engagement team members responsibilities: <ul style="list-style-type: none"> comply with relevant ethical requirements at all times and the Office’s independence policies when assigned as an engagement team member; complete the independence confirmation; promptly notify the engagement leader of breaches to relevant ethical requirements and independence and identify all circumstances and relationships that create possible threats. Engagement leader responsibilities: <ul style="list-style-type: none"> evaluate circumstances and relationships that create threats and take appropriate action to eliminate or reduce threats to an acceptable level by applying safeguards; form a conclusion on the engagement teams compliance with independence requirements applicable to the assurance engagement; throughout the engagement, remain alert through observation and making inquiries as necessary, for evidence of non-compliance with relevant ethical requirements by members of the engagement team; promptly report to Internal Specialist – Values and Ethics any instance where 	✓	

Determine audit strategy and plan (C.2.1 continued)

R

1 Minimal documentation

Planning meeting tab should replace the minutes documented in a separate document. Information should be added only when required.

Audit Planning Meeting Agenda (Jun-2018)		
Objective: To finalize the risk assessment and determine the audit strategy and plan.		
<p>3. Share knowledge</p> <p>Shared team knowledge of the entity, including:</p> <ul style="list-style-type: none"> • Understanding of the entity (industry, operations and key staff) • Understanding of internal control (including changes in the internal control framework and whether we plan to obtain evidence over the operating framework) • Prior knowledge and experience • Results for the period (based on risk assessment analytics performed) 	<input checked="" type="checkbox"/>	<p>Union presently on strike.</p> <p>1</p>
<p>4. Materiality (based on materiality documented in TeamMate)</p> <ul style="list-style-type: none"> • Overall materiality (benchmark/rule of thumb used and rationale, comparison to prior year, changes in methodology), performance materiality (haircut and judgments in determining haircut) and de minimis SUM (benchmark used and rationale) • Specific and/or component materiality (if applicable) 	<input checked="" type="checkbox"/>	
<p>5. CAS required discussion led by the engagement leader – Susceptibility to material misstatement due to fraud or error</p> <p>Discussed the susceptibility of the entity's financial statements (including the individual statements and the disclosures) to material misstatement due to fraud or error, including matters such as:</p> <ul style="list-style-type: none"> • How and why fraud may occur (e.g., incentives/pressures, opportunities, attitude/rationalization) • Indicators of fraud risk factors and our related risk assessment <ul style="list-style-type: none"> - Risk of manipulation of financial statements - Risk of misappropriation of assets • Risks associated with related parties (including relevant information) • Application of the financial reporting framework, including selection and application of appropriate accounting policies • Importance of professional skepticism 	<input checked="" type="checkbox"/>	
<p>6. Overall risk assessment & audit strategy (based on risks and related procedures documented in TeamMate)</p> <ul style="list-style-type: none"> • Nature, likelihood and magnitude of risks identified • Relevant FSLs and assertions/non-FSLs/disclosures (including quantitative and qualitative aspects of such disclosures) • Discussed audit plan in response to identified risks (nature, timing and extent of work including use of service delivery centers) • Areas for additional focus/specific procedures • Approach to testing journal entries • Unpredictable procedures 	<input checked="" type="checkbox"/>	
<p>7. Required discussion led by the engagement leader – Differences of opinion</p> <ul style="list-style-type: none"> • Informed engagement staff that they should communicate matters involving differences of opinions within the engagement team, and with those consulted (including the quality reviewer, when applicable) to the engagement leader without fear of reprisals. (Refer to DAG Audit 3082) 	<input checked="" type="checkbox"/>	

Determine audit strategy and plan (C.2.1 continued)

1 **Minimal documentation**
 Planning meeting tab should replace the minutes documented in a separate document. Information should be added only when required.

R

Audit Planning Meeting Agenda (Jun-2018)		
Objective: To finalize the risk assessment and determine the audit strategy and plan.		
8. Required discussion led by the engagement leader – TeamMate protocol and security requirements Inform engagement staff of the following engagement requirements: <ul style="list-style-type: none"> the obligation for Office personnel to observe at all times the confidentiality of information contained in engagement documentation, unless specific entity authority has been given to disclose information or there is a legal or professional duty to do so; review the TeamMate protocol and discuss the appropriate use of TeamMate and other software to restrict access to electronic engagement documentation to authorized users and safeguard the integrity of data; perform regular backups of the TeamMate file as prompted by the IT backup application and where auditors are working in the field without a reliable remote connection clarify the approach to be used; expected procedures to be followed for properly distributing engagement documentation to the team members at the start of the engagement, processing it during engagement, and collating it at the end of engagement expected procedures to be followed for restricting access to, and enabling proper distribution and confidential storage of, hardcopy engagement review the Office Security Policy and labeling requirements for audit documentation, and discuss the obligation for Office personnel to properly label electronic audit working papers regardless of the storage location (TeamMate or PRO:xl) (Refer to OAG Audit 1131 and OAG Audit 1132)	✓	
9. Required discussion led by the engagement leader – Health and safety considerations During the course of an audit, it may be necessary for employees to work offsite, alone or to travel. Regardless of the location of work, employees and supervisors have a shared responsibility to protect the health and safety of all OAG employees. When sending employees on these types of work assignments, needs should be considered regarding: <ul style="list-style-type: none"> Minimum space needed per person to function effectively Ergonomic concerns, when possible Personal protective equipment Unusual environmental conditions Evacuation procedures Etc. This list is not meant to be exclusive but is meant to raise awareness of the responsibilities of employees and supervisors. For more information, audit teams should consult the Policy on Working Offsite and/or Alone, the Guidelines on Working Offsite and/or Alone, the Health and Safety page on the OAG Intranet, or contact a member of the Health and Safety team.	✓	1
10. CAS required discussion – Follow-up points <ul style="list-style-type: none"> Matters to be communicated to team members not in attendance, including specialists 	✓	All team members not in attendance will receive a briefing.

Determine audit strategy and plan (C.2.1 continued)

R

1 Minimal documentation

Planning meeting tab should replace the minutes documented in a separate document. Information should be added only when required.

Audit Planning Meeting Agenda (Jun-2018)

Objective: To finalize the risk assessment and determine the audit strategy and plan.

<p>11. Topics Typically Included in the Discussion (Discuss to the extent considered necessary. Note that this is not a comprehensive listing of topics.)</p> <ul style="list-style-type: none"> • Engagement team members' roles and responsibilities • The objectives of the work to be performed • Problems that may rise during the engagement <p>The detailed approach to the performance of the engagement:</p> <ul style="list-style-type: none"> • Scope of engagement e.g. industry-specific reporting requirements and locations of the management units of the entity • Discussion of which TeamStores and Cabinets to be used in TeamMate • Matters arising from prior year debriefing • Involvement of experts in the audit (OAG Audit 3101) • Use of the going concern assumption (OAG Audit 7420) • Local laws and regulations (OAG Audit 7510) • Preliminary audit plan (whilst this is an output of the team planning meeting, it is recommended that this be used as a basis for discussions at the team planning meeting, where practicable) • Resource plan <ul style="list-style-type: none"> ◦ Plan the resources to allocate to specific audit areas ◦ Agree roles and responsibilities • Project plan <ul style="list-style-type: none"> ◦ Agree team deliverables for all stages in the process (including deliverables of experts) ◦ Planned date for taking stock meetings and milestones in the audit process • Nature, timing and extent of direction and supervision of engagement team members and review of their work. <ul style="list-style-type: none"> ◦ Define how engagement leader and manager reviews are expected to take place and ◦ Plan the involvement of the quality reviewer where applicable • Timely audit documentation • Reporting to management and expected deliverables • Agree times to discuss and agree personal development objectives for all members of the team • Other administrative matters <ul style="list-style-type: none"> • Recent PA/Special Examination/practice review findings • Extent of audit documentation - discussion of the experienced auditor principle (OAG Audit 1111) • Consider clarifying expectations for identifying, resolving and documenting significant matters that arise during the assurance engagement (OAG Audit 1141, OAG Audit 1142 and OAG Audit 1143) • Planned approach to managing temporary/transitory documentation including (e-mail, Proxi and local drives) (OAG Audit 1112) • Team dynamics and expectations • Other matters 	<p>✓</p>	<p>1</p>
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Respond to FS level risk (C.2.3)

1

Minimal documentation

There is no need to attach any documents. Document what is required without further details.

Respond to financial statement level risk (Jun-2018)		View/Hide Requirements
Procedures & Results		Links
Design overall response		
<p>1. Designed and implemented overall response in the SoCs of the 'Audit Planning Template' for financial statement level risk by performing each of the following:</p> <ul style="list-style-type: none"> Revisited the assignment and supervision of team members based on appropriate knowledge, skills and abilities and reconfirmed that the team composition is appropriate Emphasized the need to maintain professional skepticism to the audit team (in the relevant SoC, documented or provided link to work performed, e.g. discussions during the planning meeting) Considered changes to the nature, timing or extent of audit procedures performed <p>Details: <i>N/A - No risk at the F/S level identified</i></p> <ul style="list-style-type: none"> Incorporated additional elements of unpredictability related to the specific financial statement level risk identified (in the relevant SoC, documented or provided link to work performed) <p>Details: <i>N/A - No risk at the F/S level identified</i></p> <ul style="list-style-type: none"> For risks related to fraud, evaluated whether the entity's accounting policies (e.g. those related to subjective measurements and complex transactions) may be indicative of fraudulent financial reporting <p>Details: <i>N/A - Accounting policies not indicative of fraudulent financial reporting</i></p>		
Consultations		
<p>2. If the integrity of management or those charged with governance is doubted, determined the appropriate course of action.</p> <p><input checked="" type="checkbox"/> No potential issues identified, or</p> <p><input type="checkbox"/> Potential issues identified - consultation has been performed in accordance with the Office policy</p>		
<p>Spell Check</p>		

Communication planning (C.3.1)

1 **Minimal documentation**
 There is no need to attach any documents. Document what is required without further details.

R There is no need to add the checklist included in the Report to the Audit Committee template.

2 **Minimal documentation**
 Only document matters discussed that are not already included in the Report to the Audit Committee. No detailed minutes are required.

R

3 **Keep essential documents in the file**
 Only essential documents should be kept in the file. Any transitional documents should not be part of the file. For example, the last Word version of the Report to the Audit Committee that was reviewed by the PX and the PDF signed version should only be kept.

R You should avoid creating disposition tables. Document key decisions and judgements through ISS.

Communications - Planning (Jun-2018)		View/Hide Requirements
Procedures & Results		Links
Required communications		
<p>1. Determined the appropriate persons within the entity's governance structure with whom to communicate.</p> <p>Considered each of the following:</p> <ul style="list-style-type: none"> If the Report to the Audit Committee is being prepared for a Departmental Audit Committee, ensure to modify the template If it has been determined that addressing the report to the Audit Committee, or where applicable, the Departmental Audit Committee, is not appropriate, determine the appropriate person(s) within the entity's governance structure with whom to communicate and ensure to modify the template accordingly. <p>Checked those that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of directors <input type="checkbox"/> Supervisory board <input checked="" type="checkbox"/> Audit committee <input type="checkbox"/> Management or other (e.g. where there is no Board of Directors or Audit Committee) 		1
<p>2. Communicated each of the following matters on a timely basis (add link to the signed 'Report to the Audit Committee - Annual Audit Plan'). Note: Engagements which apply the Annual Audit S&L cabinet of procedures may opt to verbally communicate with those charged with governance the audit plan.</p> <ul style="list-style-type: none"> The responsibilities of the auditor and management/those charged with governance in relation to the audit An overview of the planned scope and timing of the audit, including matters such as: <ul style="list-style-type: none"> Our view of the significant risks (and other higher assessed risks if considered necessary by the Engagement Leader) and our plan to address the assessed risks Our approach to internal control relevant to the audit Our application of the concept of materiality in the context of the audit The nature and extent of any specialized skill or knowledge needed to perform the planned audit procedures or evaluate the audit results, including the use of an auditor's expert How the work of the internal audit function, including direct assistance (if applicable), will be used Our preliminary views about matters that may be areas of significant auditor attention in the audit and therefore may be key audit matters (for entities applying CAS 701) Our planned approach to address any significant changes to the applicable framework or in the entity's environment, financial condition or activities that impacts the entity's financial statements and disclosures The documents comprising other information to be included in the entity's annual report and the planned manner and timing of the issuance of such documents Client timetable with key milestones, such as deadlines for interim and final reporting The planned form, timing and general content of communications Independence and any independence breaches or threats, including the safeguards adopted, and process for communicating breaches (i.e., breaches will be communicated as soon as possible) <p>Name and date of communication: <i>RAC Plan presented before the Audit Committee on 21 November 2018.</i></p> <p>Ensured the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The Engagement Leader signed-off this procedure document to evidence his approval of the 'Report to the Audit Committee - <input checked="" type="checkbox"/> If applicable, the Quality Reviewer reviewed the 'Report to the Audit Committee - Annual Audit Plan' and signed-off on this 		2
		3

Communication planning (C.3.1 continued)

R

1 Minimal documentation

There is no need to add any document if there are no issues. Document key decisions and judgements through ISS.

2 Minimal documentation

If the communication was done in both official languages at the same time, there is no need to link any document.

3 Minimal documentation

Only document matters discussed that are not already included in the Report to the Audit Committee. No detailed minutes are required.

3. Consulted with entity senior management on the proposed content of the 'Report to the Audit Committee – Annual Audit Plan'.

- No significant matter raised, or
- Significant matters were raised and resolved

1

+

4. Provided the RAC plan to the entity in:

Note: If the entity formally communicates in writing that it requires communications to be provided in one language or the other, then the OAG is not required to communicate in both official languages. If the entity requests written communications in both languages, they must be sent at the same time.

- Both English and French at the same time, or
- English only (add link to written communication from the entity indicating it requires communications to be provided in
- French only (add link to written communication from the entity indicating it requires communications to be provided in
- For Territorial audits only, the language of the entity's choice.

A.1.11

2

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5. Where matters required by CAS to be communicated are communicated orally, included them in the audit documentation, and when and to whom they were communicated.

- No matter required by CAS to be communicated were communicated orally, or
- Oral communication of matters required by CAS to be communicated

3

+

Spell Check

Engagement leader and team manager—Planning sign-off (C.4.1)

1 **Minimal documentation**

R There is no need to link to any documents. There is no need to confirm after each item that you have complied. The evidence of the work performed is through the sign-off of this document.

Engagement leader and team manager - Planning sign-off (Jun-2018)		View/Hide Requirements
Procedures & Results		
<p>Independence, objectivity and relevant ethical requirements</p> <ul style="list-style-type: none"> Appropriate inquiries have been made and information obtained to enable me to identify and evaluate circumstances and relationships which could create threats to independence, objectivity, or compliance with ethical requirements by the audit engagement team and, where appropriate, component auditors. Any matters arising have been appropriately resolved and documented, including details of discussions that support the conclusions on compliance. <p>Monitoring</p> <ul style="list-style-type: none"> Where the Office has communicated the results of its monitoring of the system of quality control during the planning phase, I have reviewed the results, determined whether the specific deficiencies noted relate to this assurance engagement and have considered whether the measures adopted by the Office to rectify the situation are sufficient in the context of this engagement. <p>Acceptance and continuance</p> <ul style="list-style-type: none"> Appropriate procedures regarding the acceptance and continuance of client relationships and audit engagements have been followed and conclusions reached are appropriate. <p>Assessment of risks and development of audit strategy and plan</p> <ul style="list-style-type: none"> All significant, difficult or contentious matters identified during the planning phase have been raised for further consideration. Documentation of these matters is sufficient to enable an experienced auditor, having no previous connection with the engagement to understand <ul style="list-style-type: none"> the nature and timing of consultations undertaken; the conclusions reached; the significant professional judgments made in reaching those conclusions. Appropriate consultations have taken place during the planning phase and the resulting conclusions have been appropriately documented and implemented. The work performed during the planning of this assurance engagement supports our planned audit approach and is appropriately documented in the engagement file. No matters have come to my attention that cause me to believe that the CAS objectives and requirements cannot be met through the audit strategy and plan, and I am satisfied that the overall audit strategy, setting of the scope and timing of the audit are appropriate. Materiality has been appropriately determined. The overall audit strategy and detailed audit plan (including group audit considerations, where applicable), are responsive to the assessed risk of material misstatement. 	<p>1</p>	
<ul style="list-style-type: none"> I am satisfied that materiality has been adequately assessed for the purpose of planning, as documented in the 'Materiality Template'. I have performed a sufficient review of the audit risks to be satisfied that risks of material misstatements at the financial statement level and the assertion level are appropriately identified and the rationale for them documented in the planning folders. I have performed a sufficient review of the 'Audit Planning Template', prior to execution of testing, to be satisfied that the planned responses documented on the SoCs to respond to the assessed risks and subject to our findings, should be appropriate to reduce audit risk to an acceptably low level. The arrangements in place for the direction, supervision and performance of the audit are appropriate. The planning for this assurance engagement has been properly supervised, appropriately reviewed and performed in accordance with professional standards, applicable legal and regulatory requirements and OAG Audit policies. Appropriate discussion with the entity, including those charged with governance, of audit matters of governance interest have been held on a timely basis and documented appropriately, including all oral communications. Assigned engagement team (including any specialists, auditor's internal experts and component auditors), collectively have the appropriate competence and capabilities (including relevant technical expertise and industry knowledge and experience) to perform the engagement in accordance with professional standards and applicable legal and regulatory requirements, and enable an audit report that it is appropriate in the circumstances to be issued. The need for a Quality reviewer has been considered and, where appropriate, one has been appointed. Where applicable, the Quality reviewer has been sufficiently involved in the planning phase of the audit and I have discussed with the Quality reviewer any significant matters arising to date. 		
<p>+</p> <p>By review of this procedure, I confirm that the engagement has been appropriately planned in accordance with relevant auditing standards and OAG policies. If the level of my involvement is not considered to be clear from signing this procedure as reviewed combined with, where applicable, signing any other procedures as reviewed, I have added further commentary in the additional documentation section above (accessible using '+' symbol). The timing of planning sign-off, including finalization of our understanding and evaluation procedures, involves professional judgment and is dependent on engagement specific circumstances, including the start of significant fieldwork.</p>		
<p>Spell Check</p>		

Evaluating misstatements (D.1.1)

R

1 Minimal documentation in the PRGs

If there are no changes, there is no need to prove and document the new calculations justifying that there are no changes.

2 Minimal documentation in the PRGs

There is no need to add any document if there are no issues.

Evaluating misstatements (Jun-2018)

View/Hide R

Procedures & Results

Links

Materiality

1. Reassessed materiality to confirm whether it remains appropriate in the context of the entity's actual financial results.

- Materiality levels remain appropriate and no changes considered necessary, or
- Materiality levels have been revised

1

- Ensure the procedure 'Assess impact of revision to materiality' within the program 'Completion and Reporting Activities' is included in the TeamMate file

Misstatements

2. Accumulated misstatements, including disclosure and cash flow misstatements, identified during the audit (other than those that are clearly trivial based on their size, nature and circumstances) and determined whether the audit strategy and plan needs to be revised.

- Not applicable - no identified misstatements, or
- Identified misstatements have been transferred from workpapers to the 'Summary of Uncorrected Misstatements (SUM) Template' and Summary of Uncorrected Misstatements (SUM) have been documented as a significant matter (add link to 'Summary of Uncorrected Misstatements (SUM)')
 - Nature of misstatements do not indicate other misstatements may exist **and** they are not approaching, nor exceed, materiality, or
 - Nature of misstatements indicate other misstatements may exist or they are approaching, or exceed, materiality

D.1.11

3. Communicated on a timely basis all misstatements (uncorrected and corrected) to the appropriate level of management and requested that the uncorrected misstatements be corrected.

Name and date of communication:

2

discussed with Jane Doe, XX June 201X

- Not applicable - no identified misstatements, or
- Management has corrected all of the misstatements, or
- Management has **not** corrected all of the misstatements - rationale considered reasonable, or
 - Checked those that apply:
 - Management considered uncorrected misstatements to be immaterial
 - Management opted to not correct judgmental/estimated/projected misstatements
 - Other
 - Management has **not** corrected all of the misstatements - rationale **not** considered reasonable

4. Determined whether probable overall misstatement is greater than 75% of overall materiality.

- Not applicable - Probable overall misstatement is less than or equal to 75% of overall materiality, or
- Probable overall misstatement is greater than 75% of overall materiality and the engagement leader has consulted with Annual Audit Practice Team.

5. Determined whether uncorrected misstatements are material based on the size and nature.

- Not applicable - no identified misstatements, or
- Not applicable - management has corrected all of the misstatements, or
- Uncorrected misstatements, individually and in aggregate, are not material, or
- Uncorrected misstatements, individually and in aggregate, are material

Evaluating misstatements (D.1.1 continued)



1

Minimal documentation.

Information could be added in "+" but there should not be text in all of these fields.

- 6. Determined whether misstatements affecting prior periods (corrected in current period or remaining uncorrected), summarized in the 'Summary of Uncorrected Misstatements (SUM) Template', are material based on the size and nature.
 - Not applicable - no misstatements affecting prior periods, or
 - Misstatements affecting prior periods, individually and in aggregate, are not material, or
 - Misstatements affecting prior periods, individually and in aggregate, are material
- +
- 7. Evaluated the impact of identified misstatements on our work and/or opinion relating to compliance with legislative authorities, and if required, consulted the Internal Specialist - Compliance with Authorities.
 - Not applicable - no impact, or
 - The identified misstatements impact our work and/or opinion relating to compliance with legislative authorities, and consulted the Internal Specialist - Compliance with Authorities
- +
- 8. Considered whether misstatements identified throughout the audit, individually or in aggregate, are indicative of fraud, and if required, consulted the Internal Specialist for Fraud and Legal Services.
 - No misstatements are indicative of fraud, or
 - Misstatements that may be the result of fraud were identified - consulted the Internal Specialist for Fraud and Legal Services, and whether circumstances or conditions indicate possible collusion when reconsidering the reliability of evidence obtained, particularly the reliability of management's representations
- +
- 9. Evaluated whether misstatements identified from substantive procedures, individually or in aggregate, indicate that controls are not operating effectively.
 - Not applicable - no identified misstatements, or
 - Misstatements, either individually or in aggregate, do not indicate controls are not operating effectively, or
 - Misstatements, either individually or in aggregate, indicate that the following controls are not operating effectively
- +

1

Assess impact of revision to materiality (D.1.2)

R

1 Minimal documentation
Documentation should be done in the same document that was used during planning. There is no need to duplicate the document.

2 Minimal documentation
If your materiality level changes (decreases), you need to assess and document the impact on your opening balances.

Assess impact of revision to materiality (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
<p>1. Revised materiality levels based on new information obtained or a change in circumstances during the audit (add link to 'Materiality template').</p> <p>+</p> <p>2. If overall materiality is revised to be lower, determined whether it is necessary to also revise performance materiality and/or de minimis SUM and considered the need for further audit work on opening balance.</p> <p><input checked="" type="checkbox"/> Not applicable - overall materiality revised to be higher, or</p> <p><input type="checkbox"/> No revision to performance materiality and/or de minimis SUM - see rationale in 'Materiality template', or</p> <p><input type="checkbox"/> Revision to performance materiality and/or de minimis SUM</p> <p>+</p>	<p>1</p>	
<p>Spell Check</p>		

Subsequent events after the date of the Auditor's Report (D.1.3)

1 Minimal documentation

Tick the option that applies, there is no need to summarize further or add documents.

2 Add additional procedures, if applicable. Depending on what checkbox you have selected, an information box will appear informing you of the procedures that need to be added to your file.

Subsequent Events after the date of the Auditor's Report (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
<p>1. Determined if after the date of the auditor's report, subsequent events came to our notice.</p> <p><input type="checkbox"/> Not applicable - No subsequent events came to our notice after the auditor's report date, or</p> <p><input checked="" type="checkbox"/> Subsequent events came to our notice after the auditor's report date</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Ensure the procedure 'Identify and Assess Impact of Subsequent Events Identified After the Report Date' within the program 'General Execution Procedures' in the AA Supplement TeamStore cabinet is included in the TeamMate file. </div> <p><input checked="" type="checkbox"/> No compliance with authority considerations were relevant to any identified subsequent event, or</p> <p><input type="checkbox"/> Compliance with authority considerations were identified and assessed</p>		
+ 2		
Spell Check		

Communicate with those charged with governance— Report to the Audit Committee (D.1.4.)

1 Minimal documentation
Tick the option that applies, there is no need to summarize further or add documents.
You may ask your administrative assistant to prepare the surveys.

2 Minimal documentation
Only document matters discussed that are not already included in the Report to the Audit Committee. No detailed minutes are required.

3 Minimal documentation
The engagement leader needs to sign-off on the final versions (Word and PDF) that are to be kept in the file. Other versions are transitory. You should avoid creating disposition tables.

Communicate with those charged with governance - Report to the Audit Committee (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
Post-Audit Survey		
<p>1. Considered each of the following when preparing the 'Post Audit Survey':</p> <ul style="list-style-type: none"> All requests to process the surveys must either come from the responsible Engagement Leader or the responsible Engagement leader must be copied on the request to Strategic Planning Both French and English versions were completed 2 versions are filled out – one for the user and one for the auditee The official entity name is spelled correctly The date is entered as specified – 31 March 20XX not March 31, 20XX If any, changes to the standard version of the letters/surveys were approved by the Auditor General A covering letter was prepared for financial audit or special examination survey mailed out <p>Details: <i>Post survey issued to be given at the committee.</i></p> <p>+ 2. Prior to meeting the Audit Committee, ensured that the 'Post Audit Survey' is ready for handing out at the meeting. Refer to the Financial Audit INTRAnet page – <i>Post Audit Surveys</i> for guidance on this matter. The 'Post Audit Survey' is official correspondence from the Auditor General to Deputy Ministers, Chairs of Boards and Chairs of Audit Committees. Note: Requests to Desktop Publishing (financial/public accounts/special examinations surveys) must be made by the</p> <p><input checked="" type="checkbox"/> 'Post Audit Survey' is ready for handing out at the Audit Committee meeting, or <input type="checkbox"/> 'Post Audit Survey' is not ready for handing out at the Audit Committee meeting</p> <p>+ Communication with those charged with governance</p> <p>3. Communicated each of the following required matters on a timely basis (add link to the signed 'Report to the Audit Committee – Notes : Our communications (whether verbal or written) should specify that:</p> <ul style="list-style-type: none"> they include only those audit matters of governance interest that have come to the attention of the auditor as a result of an audit of financial statements is not designed to identify all matters that may be relevant to those charged with governance. Accordingly, the audit does not ordinarily identify all such matters <p>Details of significant items discussed verbally other than items already discussed in the RAC or link to written communication: <i>not aware of any significant fraud, subsequent events or none compliance</i></p> <p>+ 4. Based on observations resulting from audit procedures performed throughout the audit for other purposes, evaluated the effectiveness of the two-way communication between the auditor and those charged with governance.</p> <p><input checked="" type="checkbox"/> Considered effective for purpose of the audit, or <input type="checkbox"/> Not considered effective for purpose of the audit</p> <p>+ 5. Considered other expected communications with third parties, including any statutory or contractual reporting responsibilities</p> <p><input checked="" type="checkbox"/> No other communications with third parties are expected, or <input type="checkbox"/> Other communications with third parties are expected</p> <p>+ Spell Check</p>		
		1
		2
		3

Other auditing and completion procedures (D.1.5)



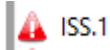
1 Minimal documentation in the PRGs

Document what is required without further details.

2 Significant matters are documented in ISSs

Create an ISS directly from the working paper where the audit work is being done.

Other auditing and completion procedures (Jun-2018)		View/Hide Requirements
Procedures & Results		Links
Litigation and claims		
<p>1. Considered the results of audit procedures performed and evidence obtained throughout the audit, to identify previously unidentified litigation or claims.</p> <p><input checked="" type="checkbox"/> No change from preliminary risk assessment, or <input type="checkbox"/> Previously unidentified litigation or claims identified - updated summary in tab 'Litigation and claims'</p> <p>+</p> <p>2. Reviewed legal expense accounts up to year-end to identify any litigation or claims that were not previously identified. Details (accounts reviewed, period covered and source documents reviewed, if determined appropriate) or link: 1 <i>Account 122222; from Jan to March 2018; reviewed invoices</i></p> <p><input checked="" type="checkbox"/> No additional litigation, claims identified, or <input type="checkbox"/> Additional litigation, claims identified</p> <p>+</p> <p>3. Evaluated responses received from legal counsel. <input type="checkbox"/> Not applicable - no legal letters of inquiry sent, or <input checked="" type="checkbox"/> Responses evaluated in tab 'Litigation and claims' or provided link</p> <p>+</p> <p>4. Performed additional procedures when management refuses to allow legal letters of inquiry to be sent or where the entity's external legal counsel is prohibited from responding. <input checked="" type="checkbox"/> Not applicable - no refusal or restrictions, or <input type="checkbox"/> Performed additional procedures</p> <p>+</p>		
Required significant matters		
<p>5. Agreed that required significant matters have been prepared, where applicable. <input type="checkbox"/> No such circumstances identified, or <input checked="" type="checkbox"/> Prepared the following required significant matters and provided links to Issues/Exceptions created in TeamMate 2</p> <p>Considered each of the following:</p> <ul style="list-style-type: none"> Any matter that requires significant professional judgment requires the involvement of the engagement leader Critical areas of judgment, including those relating to difficult, complex or contentious matters that required consultation. The subject-matter of a consultation will ordinarily be treated in the audit file as a significant matter. Significant matters regarding the appropriate selection, application, and consistency of accounting principles (e.g., accounting for complex or unusual transactions or estimates and uncertainties Results of audit procedures indicating that the financial information is or could be materially misstated Significant deficiencies in the entity's internal control Material inconsistencies and/or material misstatements of fact in other information Circumstances that cause us significant difficulty or judgment in applying necessary audit procedures Known or possible non-compliance with authority, or departures from laws or regulations, including details of the entity's response and the courses of actions considered and judgments and decisions made by the engagement team in concluding on the matter Suspected fraud or other irregularity Significant matters that come to the attention of the internal audit function, which may affect the Office's audit work The alternative procedures performed, where the engagement team considers it is necessary to depart from a CAS requirement and the justification for this Failure to achieve a CAS objective, including consideration of the implications for the overall audit objective and the audit opinion Significant issues relating to the competence, integrity, ethical value or diligence of management, or about its commitment to or enforcement of Other areas the engagement leader considers important Any matters relating to the consideration or issuance of a qualified or otherwise modified audit opinion Disagreements among members of the engagement team or with others consulted on the engagement about final conclusions reached on significant accounting or auditing matters Circumstances where, after consultation, the agreed action is not implemented by the entity Significant doubts about whether the entity is a going concern Significant matters reported to those charged with governance The Summary of Uncorrected Misstatements (SUM) <p>+</p>		



Other auditing and completion procedures (D.1.5 continued)

R

1 Minimal documentation in the PRGs

Document what is required without further details. No detailed minutes of discussions are required.

2 Provide link when requested

No further documentation of details is required.

Subsequent events	
<p>6. Performed subsequent events procedures as near as practicable to the date of the auditor's report by performing each of the following:</p> <ul style="list-style-type: none"> • Obtained understanding of management's procedures to identify subsequent events <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Management monitors developments in the business and assesses the impact of subsequent events on the financial statements, or <input type="checkbox"/> Other • Inquired of management and, where appropriate, those charged with governance as to whether any subsequent events have occurred <p>Names and dates of inquiries: <i>Discussed with Jane Doe, 31 May 20XX</i></p> <p>Details of inquiries: <i>no subsequent events requiring changes or disclosures</i></p> <ul style="list-style-type: none"> • Read minutes of meetings held after the financial statement date and inquired about matters discussed at meetings for which minutes are not yet available <p>Details or link to update performed in procedure 'Update preliminary risk assessments' within the program 'Completion and Reporting Activities':</p> <p>• Read the entity's latest subsequent interim financial statements (internal or external), if available</p> <p>Details: <i>no interim financial statements available</i></p> <p>+ </p> <p>7. Considered whether additional subsequent events review procedures are necessary.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not considered necessary, or <input type="checkbox"/> Performed additional procedures <p>+ </p> <p>8. Determined whether identified subsequent events are appropriately reflected in the financial statements.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not applicable - no subsequent events identified, or <input type="checkbox"/> Subsequent events identified. Considered treating the adjustment as a significant matter and consulted if necessary. <p>+ </p> <p>9. Considered whether there are any compliance with authority considerations that are relevant to any identified subsequent event, and assessed compliance as appropriate.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not applicable - no compliance with authority considerations that are relevant to identified subsequent events, or <input type="checkbox"/> Compliance with authority considerations that are relevant to subsequent events identified and assessed <p>+ </p>	<p style="text-align: center;">1</p> <p style="text-align: right;">D.1.13</p>
Management representation letter	
<p>10. Obtained management representation letter from management, including agreeing each of the following:</p> <ul style="list-style-type: none"> • That an appropriate template is used • That the letter is dated as near as practicable, but not after, the date of our audit report • That the representations cover all financial statements and period(s) referred to in our audit report • That the need for an updated letter (e.g., a substantial delay in actually issuing the audit report) has been considered <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Obtained signed representation letter in provided link, or <input type="checkbox"/> Requested representations not provided or doubts identified as to the reliability of the representations received. Discussed with management, reevaluated management integrity, considered any impact on reliability of audit evidence, considered need for further actions and any impact on audit 	<p style="text-align: center;">2</p> <p style="text-align: right;">D.1.25</p>

Other auditing and completion procedures (D.1.5 continued)

1 Minimal documentation in the PRGs
 Document what is required without further details. No detailed minutes of discussions are required. There is no need to attach in the file a copy of the OAG's delegation of authority.

2 Provide link when requested
 No further documentation of details is required.

3 Procedures not applicable to all files
 You simply need to uncheck the procedure box and the section will collapse and no longer show up.

Audit report

11. Formed an opinion on whether the financial statements are prepared, in all material respects, in accordance with the applicable framework, by considering **each** of the following:

- Whether sufficient appropriate audit evidence has been obtained
- Whether uncorrected misstatements are material, individually or in aggregate
- Whether the financial statements are prepared, in all material respects, in accordance with the requirements of the applicable framework - see procedure 'Financial statement and related procedures' within the program 'Financial statements and Notes'
- Whether the financial statements achieve fair presentation, if applicable
- Whether the financial statements adequately refer to or describe the applicable framework

Unmodified opinion will be issued using an appropriate template (add link to the 'CAS 700 Auditor's Report'), or

Date of opinion: **1**
 XX June 20XX

Modified opinion will be issued using an appropriate template (add link to the 'CAS 700 Auditor's Report') and consultation was performed as required

12. Considered whether it is necessary to include an emphasis of matter or other matter paragraph in the audit report.

No such matters noted, or

Emphasis of matter or other matter paragraph included

13. Verified that the audit report refers to the appropriate period(s).

Not applicable - no comparative information presented, or

Comparative financial statements have been presented - verified that **each period** for which financial statements are presented and on which an audit opinion is expressed is referred to in the audit report, or

Corresponding figures presented - verified that the prior period is **not referred to** in the audit report, except where specifically required

14. Where supplementary information that is not required by the applicable framework is presented, evaluated whether the information is nevertheless an integral part of the financial statements due to its nature or how it is presented.

Not applicable - no supplementary information presented, or

Supplementary information is presented

15. Confirmed **each** of the following regarding the audit report: **1**

The signatory is in accordance with the Office's delegation of signing authority for annual audits

The signature block follows the proper format depending on whether the audit report is signed in Quebec, Ontario or in another province

The person one level below the signatory is to sign off, as reviewer, the final audit report (after clearance has been obtained from AAPT). The reviewer's sign-off signifies that the reviewer affirms that the audit report is compliant with standards and Office policies, has the correct signature block, has been formatted according to Office standards, and can therefore be signed by the designated signatory of the audit report. (Note: When the Auditor General is the signatory, the person one level below would be the engagement leader.)

The Auditor's Report is provided in both official language, edited and printed for signature

Additional procedures for listed entities (or others voluntarily applying KAM) (unchecked where not applicable)

D.1.26

2

3

Management letter (D.1.6)

1

Minimal documentation

Tick the option that applies.
Document what is required without further details.

Management Letter (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
<p>1. Determined whether any identified deficiencies in internal control (e.g., as recorded in the CD/W issue in TM), individually or in combination, represent significant deficiencies. Communicated significant deficiencies (in writing) and other identified deficiencies that merit attention to management.</p> <p><input checked="" type="checkbox"/> Not applicable - no deficiencies identified, or</p> <p><input type="checkbox"/> Deficiencies identified and communicated to management (in writing to those charged with governance for significant deficiencies) in provided link</p> <p>+</p> <p>2. Documented every new observation including those related to IT - formally communicated (letter of recommendations, report to the audit committee or auditor's report) and/or informally issued in the 'Observations Tracking' template and added link. Updated the status of the observations from previous years as well as those of the current year.</p> <p><u>Observations identified during the current year audit</u></p> <p><input type="checkbox"/> Not applicable - no new observation identified during the current year audit, or</p> <p><input checked="" type="checkbox"/> New observations (formally communicated and/or informally issued) identified during the current year audit - status updated and documented in the 'Observations Tracking' template</p> <p><u>Follow-up on observations from previous years</u></p> <p><input type="checkbox"/> Not applicable - no observation from previous years, or</p> <p><input checked="" type="checkbox"/> Status of the observations from previous years updated in the 'Observations Tracking' template</p> <p>Note: The information included in the 'Observations Tracking' template will be used to produce the Annual Audit Practice Retrospective Report (internal report) and the Commentary on financial audits (external report). It is possible that the team working on the Commentary on financial audits will contact you to obtain your updated template before the end of your audit.</p> <p>+</p>	<p>1</p> <p>D.1.8</p>	
<p>Spell Check</p>		

Update preliminary risk assessments (D.1.7)

1

Minimal documentation

Tick the option that applies. Document what is required without further details.

Update preliminary risk assessments (Jun-2018)

Procedures & Results

Minutes and contracts

- Updated review of all minutes of meetings of shareholders, directors and other relevant oversight bodies to identify potential matters of significance to the audit (as an update to review performed in procedure 'Understand the entity and environment' within the program 'Understand the entity and environment').
 - No meetings held since planning, or
 - Reviewed the minutes of meetings in tab 'Minutes review' in procedure 'Understand the entity and environment' within the program 'Understand the entity and environment'
- Updated review of new or amended significant contracts and agreements to identify potential matters of significance to the audit (as an update to review performed in procedure 'Understand the entity and environment' within the program 'Understand the entity and environment').
 - No additional significant contracts identified, or
 - Reviewed new or amended significant contracts in tab 'Contracts review' in procedure 'Understand the entity and environment' within the program 'Understand the entity and environment'

Laws and regulations

- Considered the results of audit procedures performed and evidence obtained throughout the audit.
 - No change from preliminary risk assessment, or
 - Previously unidentified instances of non-compliance or suspected non-compliance identified

Going concern

- Considered the results of audit procedures performed and evidence obtained throughout the audit.
 - No change from preliminary risk assessment, or
 - Previously unidentified events or conditions identified
- Evaluated the appropriateness of management's assessment of the entity's ability to continue as a going concern (or similar documents like the corporate plan/budget), including whether the form (e.g. in-depth knowledge of the business or detailed analysis) is appropriate given the nature of the entity, the period covered is at least 12 months from the date of the financial statements, and all relevant information has been included.
 - Performed evaluation in procedure 'Assess the ability of the entity to continue as a going concern' within the program 'General Execution Procedures' in the AA Supplement TeamStore cabinet, or
 - Performed evaluation below
 - Details and evidence to support assessment:**
 - Discussion with Jane Doe, President and CEO, 31 March 201X*
 - Management's assessment considered appropriate, or
 - Management's assessment is not considered appropriate
- Inquired of management as to its knowledge of events or conditions **beyond the period** of management's assessment that may cast significant doubt on the entity's ability to continue as a going concern.
 - Performed inquiry in procedure 'Assess the ability of the entity to continue as a going concern' within the program 'General Execution Procedures' in the AA Supplement TeamStore cabinet, or
 - Performed inquiry below
 - Name and date of inquiry:**
 - Discussion with Jane Doe, President and CEO, 31 March 201X; Bob Smith, CFO, 31 March 201X.*
 - No events or conditions beyond the period of assessment identified, or
 - Events or conditions identified

Update preliminary risk assessments (D.1.7 continued)



1

Minimal documentation

Tick the option that applies.
Document what is required without further details.

<p>7. Evaluated whether sufficient appropriate audit evidence has been obtained regarding, and concluded on, the appropriateness of management's use of the going concern basis of accounting in the preparation of the financial statements.</p> <p><input checked="" type="checkbox"/> Concluded that sufficient appropriate audit evidence has been obtained and that management's use of the going concern basis of accounting is appropriate, or</p> <p>Basis of conclusion: <i>no concerns noted</i></p> <p><input type="checkbox"/> Concluded that sufficient appropriate audit evidence has not been obtained and/or management's use of the going concern basis of accounting is inappropriate.</p> <p>8. Where there is a significant delay in the approval of the financial statements, inquired as to the reasons for the delay.</p> <p><input checked="" type="checkbox"/> No significant delay, or</p> <p><input type="checkbox"/> Significant delay - inquired as to reasons</p>	
<p>Related parties</p>	
<p>9. Considered the results of audit procedures performed and evidence obtained throughout the audit. Specifically, considered the results of each of the following procedures:</p> <ul style="list-style-type: none"> • Review of bank and legal confirmations obtained as part of our audit procedures • Inspection of minutes of meetings of shareholders and of those charged with governance • Inspection of other records or documents as a result of planned audit procedures <p><input checked="" type="checkbox"/> No change from preliminary risk assessment, or</p> <p><input type="checkbox"/> Previously unidentified related parties or transactions identified</p> <p>10. Where previously unidentified significant transactions outside the entity's normal course of business have been identified, performed inquiries of management.</p> <p><input checked="" type="checkbox"/> Not applicable - no significant transactions outside the entity's normal course of business identified, or</p> <p><input type="checkbox"/> Inquired of management about the nature of the transactions and whether related parties could be involved</p>	
<p>Accounting estimates</p>	
<p>11. Considered the results of audit procedures performed and evidence obtained throughout the audit.</p> <p><input checked="" type="checkbox"/> No change from preliminary risk assessment (e.g., no additional accounting estimates that may give rise to a risk of material misstatement identified), or</p> <p><input type="checkbox"/> Additional accounting estimates that may give rise to a risk of material misstatement identified</p> <p>12. Considered the results of audit procedures performed and evidence obtained throughout the audit, in respect of judgments and decisions made by management in respect of accounting estimates, to identify whether there are indicators of possible management bias.</p> <p><input checked="" type="checkbox"/> No indicators of possible management bias identified, or</p> <p><input type="checkbox"/> Indicators of possible management bias identified</p>	
<p>Fraud</p>	
<p>13. Considered the results of audit procedures performed and evidence obtained throughout the audit.</p> <p><input checked="" type="checkbox"/> No change from preliminary risk assessment, or</p> <p><input type="checkbox"/> Previously unidentified fraud or suspected fraud that would have an impact on the audit identified</p>	
<p>Compliance with Authorities</p>	
<p>14. Considered the results of audit procedures performed and evidence obtained throughout the audit.</p> <p><input checked="" type="checkbox"/> No change from preliminary assessment, or</p> <p><input type="checkbox"/> Instances of non-compliance or suspected non-compliance identified</p>	
<p>Executive and board compensation and travel, hospitality, conference and event expenses</p>	
<p>15. Considered whether the results of audit procedures applied during the audit brought instances of non-compliance or suspected non-compliance with relevant authorities and approved policies of the organization and/or lapses in values or ethics, weak governance or inadequate oversight and control.</p> <p><input checked="" type="checkbox"/> No change from preliminary assessment, or</p> <p><input type="checkbox"/> Instances of non-compliance or suspected non-compliance and/or lapses in values or ethics, weak governance or inadequate oversight and control identified</p>	
<p>Other</p>	
<p>16. Considered the results of other audit procedures performed and evidence obtained throughout the audit, including:</p> <ul style="list-style-type: none"> • Inconsistencies in audit evidence from different sources • Doubts over the reliability of information used as audit evidence • Audit evidence or new information indicating that our A&C assessment, risk assessment or audit plan needs to be revised • Risks not identified by the entity's risk assessment process and consideration of any related control deficiencies <p><input checked="" type="checkbox"/> No issues identified, or</p> <p><input type="checkbox"/> Issues identified</p>	
<p>Spell Check</p>	

Update initial assessment of independence (D.1.8)

1 **Minimal documentation**
 Tick the option that applies. Document what is required without further details.

R

Update initial assessment of independence (Jun-2018)		View/Hide Requirements
Procedures & Results		Links
Independence of the engagement team		
1. Considered any independence implications of changes in the engagement team since planning. Checked those that apply: <input type="checkbox"/> Considered implications of changes in senior engagement team members <input type="checkbox"/> Obtained additional or updated individual independence confirmations for team members <input type="checkbox"/> Other <input checked="" type="checkbox"/> Not applicable - no changes identified +		
2. Considered any matters affecting independence of the engagement team (including any specialists, auditor's internal experts) that have come to our attention since planning. <input checked="" type="checkbox"/> No issues or matters identified, or <input type="checkbox"/> Potential issues or matters identified and documented in an 'Exception report' +		
Spell Check		

1

Overall conclusion analytics (D.1.9)

R

1 Minimal documentation

Tick the option that applies. Document what is required without further details.

2 Details are documented in the tabs

Document work in tab. Only unexpected variances should be explained.

Overall conclusion analytics (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
1. Performed conclusion analytics to evaluate if the financial statements are consistent with our understanding. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completed in tab 'Conclusion Analytics' or provided link, or <input type="checkbox"/> Completed combined risk assessment and overall conclusion 1 in tab 'Combined Analytics' consistent with determination made in the procedure 'Risk assessment analytics' within the program 'Risk Assessment Analytics' +		
2. Based on the overall conclusion analytics performed: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Financial statements are consistent with the understanding of the entity obtained during the audit, or <input type="checkbox"/> Financial statements are not consistent with the understanding of the entity obtained during the audit +		
<input type="button" value="Spell Check"/>		

Overall conclusion analytics (Jun-2018)	
Current year expectation: <i>(e.g., figures reported on the financial statements will be consistent with the results of other audit procedures)</i>	<i>Some significant changes are expected to some figures, such as revenue (due to anticipated growth in business and negative effects of the suit) and payroll cost due to the increase in number of employees. Also, changes to actuarial assumptions also have significant impacts on post-employment benefit liabilities and OCI.</i>
Assess reliability of underlying data: <i>(e.g., financial statements (current and prior period) have been agreed to the GL)</i>	<i>Prior year figures are coming from the PY audited financial statements; CY figures were agreed to the final draft consolidated financial statements that we are currently auditing.</i>
Define threshold(s) for what would be unusual or unexpected: <i>(e.g., threshold is reflected in the determination of "unusual or unexpected" as to whether the actual result is in line with expectation)</i>	<i>PM (\$52M) - We determined this threshold to be appropriate given the purpose of this analytics and given that more detailed variance analyses are documented in each leadsheet of the file s, in addition to the variance analysis we obtained from subsidiary auditor. In addition, based on professional judgment, we will explain any YoY variance that seems unusual or unexpected.</i>

	Current year		Variance	Unusual or Unexpected?		Explanation
	31 December	Prior year 31 December		Yes	No	
	(in millions)		\$	%		
Statement of financial position						
Cash and cash equivalents	1,350	2,000	(50)	-3%		
Trade and other receivables	800	800	-	0%		
Total current assets	2,550	2,600	(50)	-2%		
Property, plant and equipment	1,450	1,500	(50)	-3%		
Pension benefit assets	150	200	(10)	-5%		
Other assets	115	110	5	5%		
Total assets	4,305	4,410	(105)	-2%		
Trade and other payables	550	600	(50)	-8%		
Salaries and benefits payable and related provisions	780	650	110	17%		more employees at year end and more days accrued
Loans and borrowings	100	100	-	0%		
Other long-term benefit liabilities	580	600	(20)	-3%		
Total current liabilities	1,910	1,950	40	2%		
Loans and borrowings	800	1,000	(200)	-20%		
Pension, other post-employment and other long-term benefit liabilities	2,700	2,900	(200)	-7%		variation in discount rate
Other liabilities	60	55	5	9%		
Equity						
Accumulated deficit	(1,245)	(1,435)	250	-17%		
Total liabilities and owners' equity	4,305	4,410	(105)	-2%		

Financial statements related procedures (D.2.1)

1 Minimal documentation
Tick the option that applies. Document what is required without further details.

2 Carefully read the procedures and instructions
Avoid using links where it may not be useful to a reviewer. Where links are commonly added, prompts to add a link are typically included in the procedures.

R

Financial statements related procedures (Apr-2018)		View/Hide Requirements
Procedures & Results		Links
Financial statements tie-out		
<p>1. Agreed amounts from the financial statements with the underlying accounting records (e.g., trial balance, management information based on management units and/or business processes), including agreeing or reconciling information in disclosures, whether such information is obtained from within or outside of the general and subsidiary ledgers, in provided link.</p> <p><input checked="" type="checkbox"/> No reconciling items noted, or <input type="checkbox"/> Reconciling items were identified and investigated</p> <p>+</p> <p>2. Agreed that the grouping of general ledger accounts into the reported FSLIs is appropriate, consistent with that of prior years and complete. Netted general ledger accounts have been identified and received proper audit consideration.</p> <p><input checked="" type="checkbox"/> Agreed through completion of lead schedules for each FSLI, or <input type="checkbox"/> Other</p> <p>+</p> <p>3. Verified the mathematical accuracy of the general ledger. Checked those that apply:</p> <p><input type="checkbox"/> Tested ITGCs over general ledger system <input checked="" type="checkbox"/> Verified spreadsheet formula <input checked="" type="checkbox"/> Manually added or recalculated <input type="checkbox"/> Tested in procedure 'CA - Group reporting package related procedures' within the program 'Component Auditor-Completion' in the AA Supplement TeamStore cabinet <input type="checkbox"/> Other</p> <p>+</p> <p>4. Performed consistency and quality review procedures on financial statements in provided link, including each of the following:</p> <ul style="list-style-type: none"> • Tested for mathematical accuracy, consistency and cross-referencing • Reviewed for spelling and typographical errors • Retained a referenced copy of the financial statements on engagement database to demonstrate the information in the financial statements, including disclosures, agrees or reconciles with the underlying accounting records <p><input checked="" type="checkbox"/> No issues identified, or <input type="checkbox"/> Issued identified</p> <p>+</p>	<p>D.2.12</p> <p>D.2.13</p>	
Comparative information		
<p>5. Determined whether the accounting policies reflected in the comparative information are consistent with those applied in the current period.</p> <p><input type="checkbox"/> Not applicable - no comparatives included, or <input checked="" type="checkbox"/> Consistent with those applied in the current period, or <input type="checkbox"/> Not consistent with those applied in the current period</p> <p>+</p> <p>6. Considered if a material misstatement in the comparative information has been identified while performing the current period audit.</p> <p><input type="checkbox"/> Not applicable - no comparatives included, or <input checked="" type="checkbox"/> No material misstatement identified in comparatives, or <input type="checkbox"/> Possible material misstatement identified - OAG audited prior period, or <input type="checkbox"/> Possible material misstatement identified - OAG did not audit prior period</p> <p>+</p>		

Financial statements related procedures (D.2.1 continued)

R

- 1 **Minimal documentation**
Tick the option that applies. Document what is required without further details.
- 2 **Carefully read the procedures and instructions**
Avoid using links where it may not be useful to a reviewer. Where links are commonly added, prompts to add a link are commonly included in the procedures.
- 3 **Required checklist**
Only the disclosure checklist is required to be completed.

<p>7. Determined if the financial statements include the comparative information required by the applicable framework, by performing each of the</p> <ul style="list-style-type: none"> • Agreed comparative financial information with the amounts and other disclosures presented in the prior period • Agreed that financial information is appropriately classified • Where appropriate, agreed that prior period information has been restated <p><input type="checkbox"/> Not applicable - no comparatives included, or</p> <p><input checked="" type="checkbox"/> Comparatives included - no issues identified, or</p> <p><input type="checkbox"/> Comparatives included - issued identified</p>	
<p>Disclosures</p>	
<p>8. Completed a Financial Statement Disclosure Checklist (or equivalent) in link provided, tailored to the entity's circumstances and addressing the relevant accounting and other issues, in order to consider whether the financial statements are presented in a manner that reflects the appropriate:</p> <ul style="list-style-type: none"> • Classification and description of financial information and the underlying transaction, events and conditions, and • Presentation, structure and content of the financial statements <p><input checked="" type="checkbox"/> No issues identified, or</p> <p><input type="checkbox"/> Issued identified</p> <p>9. Where not previously tested in the audit area to which they relate, tested the supporting schedules for financial statement disclosures. Checked those that apply:</p> <p><input checked="" type="checkbox"/> Disclosures tested in related audit areas</p> <p><input type="checkbox"/> Tested in procedure 'CA - Group reporting package related procedures' within the program 'Component Auditor-Completion' in the AA Supplement TeamStore cabinet</p> <p><input type="checkbox"/> Tested below</p> <p>10. Tested the disclosure of related party transactions (e.g., disclosure of key management compensation and transactions stated as being conducted on an arm's length basis) as required by the applicable framework.</p> <p><input type="checkbox"/> Not applicable - no related party transactions identified requiring disclosure, or</p> <p><input checked="" type="checkbox"/> Tested in procedure 'Test related party transactions' within the program 'General Execution Procedures' in the AA Supplement TeamStore cabinet,</p> <p><input type="checkbox"/> Tested in procedure 'CA - Group reporting package related procedures' within the program 'Component Auditor-Completion' in the AA Supplement TeamStore cabinet, or</p> <p><input type="checkbox"/> Tested below</p> <p>11. Considered the need to add additional procedures for testing specific presentation and disclosure items. Checked those that apply:</p> <p><input type="checkbox"/> Not applicable</p> <p><input checked="" type="checkbox"/> Cash flow statement is presented</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p>- Ensure the procedure 'Test cash flow statements' within the program 'Financial statement preparation and disclosures' in the IFRS TeamStore cabinet or PSAS TeamStore cabinet as applicable to your engagement is included in the TeamMate file</p> </div> <p><input type="checkbox"/> Earnings per share disclosure is required</p> <p><input type="checkbox"/> Other specific disclosures required - tested in provided link</p>	<p>D.2.16</p>

Financial statements related procedures (D.2.1 continued)

- 1 **Minimal documentation**
Tick the option that applies. Document what is required without further details.
- 2 **Carefully read the procedures and instructions**
Avoid using links where it may not be useful to a reviewer. Where links are commonly added, prompts to add a link are commonly included in the procedures.
- 3 **Perform additional procedures in expandable sections, if applicable**
New sections and procedures will only appear when certain checkboxes are selected. For example, for other information presented in documents containing audited financial statements, additional procedures are displayed when the relevant checkbox is selected. When there is no other information, this section can be ignored by not checking the box to expand it.

<input checked="" type="checkbox"/> Other information presented in documents (e.g., annual reports) containing audited financial statements (Unchecked where not applicable)	
12. Determine, through discussion with management, the documents that will comprise the annual report, obtained management's planned timing for issuance of these documents and made appropriate arrangements to obtain final version of the documents in a timely manner Name and date of discussion: <i>Jane Doe, 31 March 201X</i>	2
Details of documents and planned timing: <i>Investments details will be provided in Annual Report and reference in the financial statements. Work to be performed last week</i>	
<input checked="" type="checkbox"/> Obtained all other information prior to the date of the audit report, or <input type="checkbox"/> Some or all of the other information will not be available until after the date of the audit report	
13. Obtained and read other information (financial and non-financial) documents received before the date of our audit report, and compared amounts or other items in the other information with such amounts or other items in the financial statements to identify any material inconsistencies between: <ul style="list-style-type: none"> • The other information and the financial statements • The other information and the knowledge we obtained during the audit, including the audit evidence obtained and conclusions reached In reading the other information, remained alert for indications that the other information not related to the financial statements or our knowledge obtained during the audit appears to be materially misstated. Details of final versions of other information read and details of amounts/items compared or link to procedures performed:	
<input checked="" type="checkbox"/> No material inconsistencies or material misstatements identified, or <input type="checkbox"/> Potential inconsistencies or material misstatements identified - discussed matters with management and performed other procedures, as considered appropriate	
14. Where a material misstatement of the other information exists, requested that management correct the other information and, based on their response, took appropriate action where a material misstatement remains uncorrected. <input checked="" type="checkbox"/> Not applicable - no material misstatement in other information exists, or <input type="checkbox"/> Material misstatement of other information exists - requested that management correct the other information	
15. Determined whether it is appropriate to include an Other information section in our audit report. <input type="checkbox"/> An 'Other Information' section is to be included in our audit report, or <input checked="" type="checkbox"/> An 'Other Information' section is not to be included in our audit report (e.g., for an audit of financial statements of an entity other than a listed entity where we have not obtained any of the other information at the date of our report)	
Details of rationale and consideration of any impact on our audit report: <i>information was obtained before the date of our report</i>	1

Financial statements related procedures (D.2.1 continued)

R

1 Details requested

Text should be succinct and should not repeat what is already in the working paper.

2 Perform additional procedures in expandable sections, if applicable

New sections and procedures will only appear when certain checkboxes are selected. For example, for segment reporting, additional procedures are displayed when the relevant checkbox is selected. When there is no other information, this section can be ignored by not checking the box to expand it.

<input checked="" type="checkbox"/> Segment reporting (Entities required to present segment reporting including OGO or NGO who opted to disclose segment information) (Unchecked where not applicable)	
<p>16. Tested the presentation and disclosure of segment information in accordance with the applicable framework.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tested in procedure 'CA - Group reporting package related procedures' within the program 'Component Auditor-Completion' in the AA Supplement TeamStore cabinet, or <input checked="" type="checkbox"/> Tested segment reporting by performing each of the following: <ul style="list-style-type: none"> • Obtained an understanding and evaluated the methods used by the management in determining segment information and tested the application of such methods <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Tested in procedure 'Test segment reporting' within the program 'Financial Statement' in the IFRS TeamStore cabinet, or <input type="checkbox"/> Tested below • Performed analytical procedures or other audit procedures over the segment information <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Tested in procedure 'Test segment reporting' within the program 'Financial Statement' in the IFRS TeamStore cabinet, or <input type="checkbox"/> Tested below 	
+	
Overall presentation of the financial statements	
<p>17. Evaluated whether the financial statements are prepared, in all material respects, in accordance with the requirements of the applicable framework, including consideration of each of the following:</p> <ul style="list-style-type: none"> • Overall presentation and disclosure is in accordance with the applicable framework, and the financial statements adequately refer to or describe the applicable financial reporting framework • Qualitative aspects of the entity's accounting practices, including indicators of possible bias in management's judgments • Adequate disclosure of the significant accounting policies selected and applied, including consideration of the relevance of the accounting policies to the entity, and whether they have been presented in an understandable manner • Accounting policies selected and applied are consistent with the applicable framework and are appropriate • Accounting estimates made by management are reasonable • Information presented in the financial statements is relevant, reliable, comparable, and understandable, including consideration of whether: <ul style="list-style-type: none"> - The information that should have been included has been included, and whether such information is appropriately classified, aggregated or disaggregated, and characterized - The overall presentation of the financial statements has been undermined by including information that is not relevant or that obscures a proper understanding of the matters disclosed • Financial statements provide adequate disclosures to enable the intended users to understand the effect of material transactions and events on the information conveyed in the financial statements • Terminology used in the financial statements, including the title of each financial statement, is appropriate <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Financial statements considered to be appropriately prepared, or <input type="checkbox"/> Financial statements not considered to be appropriately prepared 	
+	
<input type="button" value="Spell Check"/>	

Financial statement review (D.2.2)

R

1 Carefully read the procedures and instructions

Avoid using links where it may not be useful to a reviewer. Where links are commonly added, prompts to add a link are commonly included in the procedures. There is no need to add the email sent to AAPT in the file. It is a transitory document.

2 Clearance on the auditor's report is always required

If the financial statements are not subject to AAPT's review, the auditor's report are always subject to review.

Financial Statement Review (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
<p>1. Requested Financial Statement Review (FSR) (regular or pro-forma) and provided required information to the Annual Audit Practice Team (AAPT), including each of the following :</p> <ul style="list-style-type: none"> • Financial statements and notes • Auditor's report • Management responsibility statement • RCS • RAC—Annual Audit Results • Status of any prior year AAPT comments deferred to the current year <p><input checked="" type="checkbox"/> Sent email to AAPT inbox, indicating</p> <ul style="list-style-type: none"> • Required information is ready for review 1 • TeamMate file name and product number • Working paper references within the audit file of the required information <p>+</p> <p>2. Obtained clearance from AAPT of draft financial statements by performing each of the following:</p> <ul style="list-style-type: none"> • Documented disposition of advice received from AAPT on the draft financial statements within the FSR comments working paper and provided link. • Engagement Leader reviewed and approved the documented responses prior to requesting clearance from AAPT through signing off as "prepared" on the FSR comments working paper. • Sent e-mail to AAPT requesting acceptance of disposition of comments. • Obtained AAPT's acceptance of the team's disposition of comments indicated by AAPT signing off as "reviewed" on the FSR comments working <p><input checked="" type="checkbox"/> Clearance from AAPT of draft financial statements obtained</p> <p>+</p> <p>3. Obtained clearance from AAPT of Auditor's Report in both languages prior to recommending them for signature by performing each of the following:</p> <ul style="list-style-type: none"> • Submitted English AND French financial statements to AAPT. • Documented disposition of advice received from AAPT on the Auditor's Report within the FSR comments working paper and provided link. • Engagement Leader reviewed and approved the documented responses prior to requesting clearance from AAPT through signing off as "prepared" on the FSR comments working paper. • Obtained AAPT's acceptance of the team's disposition of comments indicated by AAPT signing off as "reviewed" on the FSR comments working <p><input checked="" type="checkbox"/> Clearance from AAPT of English and French Auditor's report obtained</p> <p>+</p> <p><i>By review of this procedure, the Engagement Leader confirms that AAPT's acceptance of the team's disposition of comments on the financial statements and the English and French Auditor's Reports has been obtained.</i></p>	<p>D.2.7</p> <p>D.2.8</p>	<p>1</p> <p>2</p>
<p>Spell Check</p>		

Report clearance summary (D.3.1)

1 **Keep essential documents in the file**

Only essential documents should be kept in the file. A report clearance summary should only be prepared if the engagement leader is not the signatory of the auditor's report.

Document key decisions and judgements through ISS.

2 **Minimal documentation**

Significant changes to the audit approach consist of, for example, a change from controls reliance to substantive reliance. Changes of a specific controls or size / timing of procedures do not consist in significant changes.

Report Clearance Summary (Jun-2018)		View/Hide Requirements
Procedures & Results	1	Links
<p>1. Considered using the 'Report Clearance Summary' template (if any) and ensured the appropriateness of the strategic audit approach has been confirmed by the audit findings and documented in the Report Clearance Summary.</p> <p><input checked="" type="checkbox"/> The report clearance summary has been prepared and could include the following :</p> <ul style="list-style-type: none"> • The assessment of the significant risks identified in our 'Audit Planning Template' changed as a result of our audit work • Significant judgments and appropriate consultations occurred (including QR involvement) • The audit team and all individuals involved in the assurance engagement remained independent from the entity throughout the audit, by comparing the list of team members who participated in the audit to the list of independence forms on file, paying particular attention to late additions or minor additional assistance provided by others. <p>+</p> <p>2. Considered, if applicable, the Engagement Leader sign-off to confirm approval of significant changes to the audit approach and the level of documentation in the file is appropriate</p> <p><input checked="" type="checkbox"/> No significant changes were made during the audit engagement, or</p> <p><input type="checkbox"/> Significant changes were made during the audit engagement to the overall audit strategy (which includes revisions to materiality) or to the audit</p> <p>+</p>	<p>1</p> <p>2</p>	
Spell Check		

Engagement leader and team manager- completion sign-off (D.3.2)

1 **Minimal documentation**

R There is no need to link to any documents. There is no need to confirm after each item that you have complied. The evidence of the work performed is through the sign-off of this document.

Engagement leader and team manager - Completion sign-off (Jun-2018)		View/Hide Requirements		
Procedures & Results				
Independence, objectivity and relevant ethical requirements				
<ul style="list-style-type: none"> Appropriate inquiries have been made and information obtained to enable me to identify and evaluate circumstances and relationships which could create threats to the independence, objectivity, or compliance with ethical requirements by the audit engagement team, where appropriate, component auditors. Any matters arising have been appropriately resolved and documented. 	1			
Monitoring				
<ul style="list-style-type: none"> Where the Office has communicated the results of its monitoring of the system of quality control during the examination or reporting phase, I have reviewed the results, determined whether the specific deficiencies noted relate to this assurance engagement and have considered whether the measures adopted by the Office to rectify the situation are sufficient in the context of this engagement. 				
Acceptance and continuance				
<ul style="list-style-type: none"> No information has come to my attention that would have caused the Office to decline the audit engagement had that information been available earlier. 				
Execution and review of audit strategy and plan				
<ul style="list-style-type: none"> The overall audit strategy and detailed audit plan (including group audit considerations, where applicable), was responsive to the assessed risk of material misstatement. Significant changes, if any, made during the audit engagement to the audit strategy or the audit plan and the reasons for such changes, have been appropriately documented. The level of direction, supervision, performance, and review of the audit was appropriate and performed in accordance with professional standards, applicable legal and regulatory requirements and OAG policies. There has been appropriate consultation on any difficult or contentious matters, both within the engagement team and with AAPT or specialists, and conclusions from these consultations have been agreed, documented and implemented. Substantive communications have been retained. Where circumstances changed during the audit requiring the need for a Quality reviewer, one has been appointed. Where applicable, the Quality reviewer was sufficiently involved in the execution of the audit and I have discussed with the Quality reviewer any significant matters that arose. Where an engagement quality control review has been assigned, the engagement report has not been dated before: <ul style="list-style-type: none"> the engagement quality control review procedures have been completed all matters have been resolved to the satisfaction of the quality reviewer I have been sufficiently involved in the audit process, including in key meetings with the entity, the team, including relevant specialists, auditor's experts, component auditors (where applicable) and the quality reviewer (where appointed). I am satisfied, through review of the audit documentation and discussion with the engagement team, that sufficient appropriate audit evidence has been obtained to support the conclusions reached and for the audit report to be issued. I have read the final financial statements (and other information as appropriate) and am satisfied that they are prepared, in all material respects, in accordance with the requirements of the applicable financial reporting framework, or, where this is not the case, that the audit report has been appropriately modified. For entities where we are communicating key audit matters in our audit report, I am satisfied with the matters determined to be key audit matters to be included in our audit report, representing those matters that required significant auditor attention that were of most significance in the audit of the financial statements of the current period. I am satisfied that the audit report is appropriate in the circumstances. 				
Documentation and archiving				
<ul style="list-style-type: none"> In the event that sufficient procedures were not possible to achieve a CAS objective, a significant matter has been documented and reviewed within the audit file, including documentation of all relevant consultations with specialists and/or AAPT and/or others as applicable and the implications for the audit report considered. If, in exceptional circumstances, it was necessary to depart from a relevant CAS requirement, the reasons for that departure and how the alternative audit procedures performed achieved the aim of that requirement, have been documented. Procedures are in place to complete the administrative process of assembling and archiving the final Teammate file on a timely basis after the date of the audit report, including audit evidence stored outside of Teammate. When we obtained evidence before the date of the auditor's report but documented this audit evidence after the date of the auditor's report, or we made substantive changes to documentation that existed at the date of the auditor's report, the reason for making these changes, when the evidence was obtained and conclusions approved were recorded. Procedures are in place to delete information relating to the engagement that does not form part of the engagement file, irrespective of where it resides, except when required to be retained in relation to potential troublesome practice matters. 				
Subsequent modifications to documentation				
<ul style="list-style-type: none"> If, in exceptional circumstances (e.g., subsequent events arising after the date of the audit report), new or additional audit procedures have been performed or new conclusions drawn after the date of the audit report, such matters have been appropriately documented. If existing documentation is modified for other reasons (e.g., to clarify documentation arising from comments received during monitoring inspections), or new documentation added after the final assembly of the audit file has been completed, procedures are in place to confirm that the external paper file will be updated to include the reason for making the change and when and by whom the changes were made. 				
<p>+</p> <p>By review of this procedure, I confirm that the engagement has been appropriately executed and reviewed in accordance with relevant auditing standards and OAG policies. If the level of my involvement is not considered to be clear from marking this procedure as reviewed combined with, where applicable, marking any other procedures as reviewed, I have added further commentary in the additional documentation section above (accessible using '+' symbol).</p> <p>Where evidence necessary to support the opinion, although obtained, had not been fully documented as at the audit report date, I revisited this procedure document and confirm that the documentation has been finalized and clearly shows when the evidence was obtained and when the conclusions in respect of it were approved.</p>				
<p>Spell Check</p>				

Review consistency of other information in documents obtained after the date of the audit report (D.4.1)

1 **Keep essential documents in the file**

R Your file should be documented only with essential documents. Any transitional documents should not be part of the file. For example, the Word version that was reviewed, the various versions received, the emails sent back and forth with requested changes.

You should avoid creating disposition tables.

Review consistency of other information in documents obtained after the date of audit report (Apr-2018) View/Hide Requirements	
Procedures & Results	Links
<p>1. Obtained and read other information (financial and non-financial) documents received after the date of our audit report, and compared amounts or other items in the other information with such amounts or other items in the financial statements to identify any material inconsistencies between:</p> <ul style="list-style-type: none"> The other information and the financial statements The other information and the knowledge we obtained during the audit, including the audit evidence obtained and conclusions reached <p>In reading the other information, remained alert for indications that the other information not related to the financial statements or our knowledge obtained during the audit appears to be materially misstated.</p> <p>Details of final versions of other information read and details of amounts/items compared or link to procedures performed:</p> <p>review last drafted version</p> <p><input checked="" type="checkbox"/> No material inconsistencies or material misstatements identified, or</p> <p><input type="checkbox"/> Potential inconsistencies or material misstatements identified - discussed matters with management and performed other procedures, as considered appropriate</p> <p>+</p> <p>2. Where a material misstatement of the other information exists, requested that management correct the other information and, based on their response, took appropriate action where a material misstatement remains uncorrected.</p> <p><input checked="" type="checkbox"/> Not applicable - no material misstatement in other information exists, or</p> <p><input type="checkbox"/> Material misstatement of other information exists - requested that management correct the other information</p> <p>+</p> <p>3. Reviewed compliance with section 150 of the Financial Administration Act which requires each parent Crown Corporation to present its Annual Report and/or Other Information to the responsible Minister and the President of the Treasury Board within three months of year-end, and which prescribes the information to be included in this report.</p> <p><input type="checkbox"/> Not applicable, or</p> <p><input checked="" type="checkbox"/> Compliant with section 150 of the Financial Administration Act - the Annual Report and/or Other Information included the following:</p> <ul style="list-style-type: none"> The audited financial statements The Auditor's Report A statement of the extent to which the Corporation has met its objectives for the year Prescribed quantitative performance information Any other information required by the FAA or other Act of Parliament <p><input type="checkbox"/> Non compliant with section 150 of the Financial Administration Act</p> <p>+</p>	<p>1</p> <p>D.4.4</p>
Spell Check	

Audit completion checklist (D.5.1)

1 **Minimal documentation**

R Tick the option that applies, there is no need to summarize further or add documents. You don't need to add the emails sent in the file.

Audit Completion Checklist (Jun-2018)		View/Hide Requirements
Procedures & Results	Links	
<p>1. Audit Post-Mortem Meeting</p> <p><input checked="" type="checkbox"/> Consider holding a post-mortem meeting with the audit team, including the IT specialist, or</p> <p>Date of meeting: 4 April 201X</p> <p>Details of items discussed or link to meeting minutes:</p> <p><input type="checkbox"/> No post-mortem meeting planned to be held with the audit team</p> <p>+</p> <p>2. Determined the documentation completion date (finalization date) and notified Records Operations by e-mail when the file documentation completion date is established or changes.</p> <p><i>Note: This TeamMate master file must be completed and assembled within 60 days after the date of the auditor's report. All paper files considered part of the audit, if any, should also be completed and finalized in the same time period. The Documentation Completion Date is the date by which the master file is moved to the Complete / Finalized stage and will be automatically documented during this process.</i></p> <p>Documentation completion date: 29 April 201X</p> <p><input type="checkbox"/> Final assembly period has been extended beyond 60 calendar days from the date of the assurance engagement report, or</p> <p><input checked="" type="checkbox"/> Final assembly period is within the 60 calendar day period from the date of the assurance engagement report</p> <p>+</p> <p>3. Determined it is necessary to make additions (including amendments) to audit documentation after the assembly of the final audit file has been</p> <p><input checked="" type="checkbox"/> Not applicable, or</p> <p><input type="checkbox"/> Additions (including amendments) to audit documentation after the documentation completion date</p> <p>+</p> <p>4. Prepared the TeamMate file for final assembly and completion, and ensured that each of the following is completed:</p> <ul style="list-style-type: none"> • all electronic documents that are part of the audit record are captured in TeamMate • all electronic documents that do not form part of the audit record have been deleted • all valid replicas have been merged with the master file and all other work synced with the master • all issues or observations have been resolved and their resolution documented • all coaching notes have been cleared and deleted • all working papers and procedures have been completed and reviewed, and there are no remaining conflicts (the use of the Snapshot screen can be useful for this purpose) • the TeamMate audit file is complete and includes a reference to the existence and physical location of all other audit records that are saved outside of TeamMate (e.g., documents having a security classification above protected B, bearing an original signature, or where the file is too big or not compatible with TeamMate) • all documents from the "audit product code" in PROxI are deleted or re-profiled to the "Knowledge of Business" file in PROxI • all relevant emails are transferred to the TeamMate audit file and that copies of the emails are deleted from mailboxes • all electronic documents, including email, that are password protected or encrypted have the password or encryption removed before saving in PROxI or TeamMate to ensure future accessibility • all audit documentation temporarily stored on USB keys or other storage media have been transferred to the TeamMate audit file or PROxI and the documents are deleted from the temporary location • shred, deleted or returned to the client all material including paper, electronic files and e-mails <ul style="list-style-type: none"> • that have not been used to support audit decisions • that have already been captured in the TeamMate file • that will not be used for ongoing knowledge of business in future audit work • prepared an e-mail to Records with all of the following information and is to be sent immediately after you have closed the audit file: <ul style="list-style-type: none"> • Name of the file (as it appears in TeamMate) • Names of the audit and the audited entity(ies) • Name of the Engagement Leader • Type of audit 	<p>D.5.6</p> <p>1</p>	

Audit completion checklist (D.5.1 continued)



1

Minimal documentation

Tick the option that applies, there is no need to summarize further or add documents. You don't need to add the emails sent in the file.

- Product code
- Group number
- Start and closing (finalized) dates
- reminded audit staff to delete all audit files and replica copies held on local drives after updating the Master.

Checked those that apply:

- Matters outstanding
- Reviewed paper records content for completeness and sent completed 'Appendix B--New Material to be Managed by Records Operations' Form and paper records to Records
- Generated a report of all issues identified as planning points to be carried forward and used during next year's audit planning phase
- Updated the permanent file with any new or revised decisions or positions on significant accounting, auditing and legislative provision issues, or with any other important information of a permanent nature

+

5. Communicated product completion hours to Financial Planning and Reporting.

- Actual hours exceeded budget by more than 15% and/or the auditor's report date is after the statutory date, or
- Actual hours did not exceed the budget by more than 15%
 - Provided the product number, requested close date and auditor's report date to Financial Planning and Reporting team via Comptroller's inbox (comptroller@oag-bvg.gc.ca)

+

6. Completed staff assignment performance evaluation.

Check those that apply:

- Staff have worked over 100 hours on the audit
 - Performed **each** of the following :
 - Completed the 'General Assessment' section of the 'Performance Evaluation - Assignment Form' for each team member
 - Discussed the performance assessment with each team member. The performance evaluation was signed by the employee and their immediate
 - Once signed, saved the completed form in PROXI, based on the instructions found on the Intranet (do not save the completed form in
- Staff have worked under 100 hours on the audit

+

Spell Check

1

Respond to the risk of fraud involving management override of controls (E.1.1)



1 Minimal documentation

Tick the option that applies, there is no need to summarize further or add documents. You don't need to add the emails sent in the file.

Respond to the risk of fraud involving management override of controls (Apr-2018)		View/Hide Requirements
Procedures & Results	Links	
<p>1. Understand and evaluate the entity's financial reporting process and the controls over journal entries and other adjustments, evaluate the design of the controls and determine whether they have been implemented.</p> <p><input checked="" type="checkbox"/> Performed understanding and evaluation of controls over journal entries and other adjustments, estimates, and transactions outside the normal course of business in the procedure 'Understand and evaluate control activities (including PEFR process)' within the program 'Internal Control Framework' mapped to this section.</p> <p>+ </p>		
Journal entries		
<p>2. Where IT systems are complex discuss the approach to journal entries with the IT audit specialist.</p> <p><input type="checkbox"/> Not applicable. IT systems are not deemed complex, or</p> <p><input checked="" type="checkbox"/> Discussed the approach to journal entries with the IT audit specialist.</p> <p>1 Details or link to minutes: discussed with Bill Gates, reviewed selection criteria, IT will run scripts</p> <p>+ </p>		
<p>3. Inquired of individuals involved in the financial reporting process about inappropriate or unusual activity relating to journal entries (e.g., entries made by individuals who do not typically process journal entries).</p> <p>Name and date of inquiry: Jane Doe, 22 March 201X</p> <p><input checked="" type="checkbox"/> No inappropriate or unusual activity, or</p> <p><input type="checkbox"/> Inappropriate or unusual activity identified</p> <p>+ </p>		
<p>4. Obtained an understanding of automated journals and consider the audit approach in relation to automated journal entries by performing <u>each</u> of the following:</p> <ul style="list-style-type: none"> Obtained an understanding of what are considered to be automated journal entries (including leveraging 'PEFR' understanding obtained in the procedure 'Understand and evaluate control activities (including PEFR process)' within the program 'Internal Control Framework') <p>Nature of automated journals: database transfers</p> <ul style="list-style-type: none"> Determined how automated journals can be identified and assessed how we can verify that all automated journals are identifiable <p>Basis of identification and details of consideration of completeness: specific codes used for each type</p> <ul style="list-style-type: none"> Considered identified fraud risk factors in relation to automated journals and determined appropriate audit procedures <p><input checked="" type="checkbox"/> No specific fraud risk factors in relation to automated journals have been identified - as a result, automated journals excluded from the risk-based testing of journal entries performed below, or</p> <p>Details of rationale: management review, would be audited through our sections, no past experience of fraud</p> <p><input type="checkbox"/> Specific fraud risk factors in relation to automated journals identified - automated journals are included in risk-based testing of journal entries performed below</p> <p>+ </p>		
<p>5. Defined what is considered to be the end of the reporting period for selection of journal entries for testing.</p> <p><input checked="" type="checkbox"/> The period during which the financial statements are prepared (e.g., 'period 13' adjustments), or</p> <p><input type="checkbox"/> Last week of the reporting period, or</p> <p><input type="checkbox"/> Last month (or equivalent) of the reporting period, or</p> <p><input type="checkbox"/> Last quarter of the reporting period, or</p>		

Respond to the risk of fraud involving management override of controls (E.1.1 continued)

R

1 Minimal documentation

Tick the option that applies, there is no need to summarize further or add documents. You don't need to add the emails sent in the file.

2 Carefully read the procedures and instructions

Avoid using links where it may not be useful to a reviewer. Where links are commonly added, prompts to add a link are commonly included in the procedures. There is no need to add the email sent to AAPT in the file. It is a transitory document.

7. Obtained detailed listings of journal entries subject to testing and tested the listings for completeness.
Checked those that apply:
- CAAT(s) employed - CAAT(s) employed to test completeness and, where required, supplementary procedures performed by the IT Audit specialist

Details of nature of CAAT used, link to CAAT and, where appropriate, details of supplementary procedures performed:
used to selection JE that present the higher risks

- Manual testing employed

+

8. Identified appropriate risk-based criteria as a basis for selecting journal entries to test.

Checked those that apply:

- Specific accounts selected for testing (e.g., revenue or accounts in which related party transaction and balances are recorded)
- Entries posted by individuals with 'create and post' authority/capability

Details and rationale:

should have a separate review

- Unusual general ledger account combinations (e.g., entries to revenue that do not impact cash, accounts receivable, or deferred revenue)

Details and rationale:

those would be similar to out of normal course of business

- Journal entry activity that is reversed in a subsequent period
- Unusual intercompany and/or related party transactions
- Journal entries not documented in the general ledger (e.g., consolidation or topside adjustments)

Details and rationale:

should all have justification

1

- Items just under a threshold (e.g., if any posting over 10,000 require approval, entries in the amount of 9,999.99 or 9,999.00)
- Infrequently used general ledger accounts
- Missing or duplicate journal numbers (where the general ledger system has sequential numbering system)
- Entries made at unusual times (e.g., off-peak/overnight) or days (weekends/holidays)
- Large volume of non-standard entries in accounts where mainly routine entries are expected
- Unusual volume of entries at certain times of the month (last 5 days, first 5 days), quarter, or year
- Unexpected individuals posting entries (e.g., IT staff, senior management or non-finance personnel)
- Entries in period before and after date of planned internal or external interim audit testing
- Journal entries that are unbalanced by a significant amount
- Other (e.g., tested all journals)

+

9. Selected journal entries for testing, by performing **each** of the following:

- Applied risk-based criteria to defined period to identify journal entries for testing
 - CAAT(s), or
 - Manual scanning technique

Details of items selected through application of risk-based criteria or link:

- Considered whether any groups of similar journal entries can be excluded ('sorted down') from the population to be tested
 - No groups of journal entries excluded from population to be tested, or
 - One or more groups of similar journal entries excluded from the population to be tested - performed procedures to corroborate the basis for exclusion in tab 'Sorting down'

+

E.1.6

2

E.1.6

Respond to the risk of fraud involving management override of controls (E.1.1 continued)

R

1 Minimal documentation

Tick the option that applies, there is no need to summarize further or add documents. You don't need to add the emails sent in the file.

2 Carefully read the procedures and instructions

Avoid using links where it may not be useful to a reviewer. Where links are commonly added, prompts to add a link are commonly included in the procedures. There is no need to add the email sent to AAPT in the file. It is a transitory document.

<p>10 Assessed appropriateness of all selected journal entries by agreeing details to supporting documentation. <input checked="" type="checkbox"/> Tested in tab 'Journal entries testing' or provided link</p>	
<p>Accounting estimates</p>	
<p>11. Based on the risk assessment performed in planning procedure 'Risk assessment procedures'/'Accounting estimates', including a retrospective review of estimates, on the audit procedures performed in TeamMate procedures 'Substantive procedures - Accounting estimates' in addition to the tailored procedure for each estimate in the relevant FSLI, and on assessed incentives which may have an impact on estimates:</p> <p>Details of items selected through application of risk-based criteria or link:</p> <p><input checked="" type="checkbox"/> No indication of possible bias noted, or <input type="checkbox"/> Possible indication of bias noted</p>	<p>E.1.6 2</p>
<p>Significant transactions outside the normal course of business</p>	
<p>12. Where significant transactions that are outside the normal course of business for the entity are identified, evaluated the business rationale for such transactions. <input checked="" type="checkbox"/> Not applicable - no such transactions identified, or <input type="checkbox"/> Tested in tab 'Outside the normal course' tab or provided link</p>	
<p>Other procedures</p>	
<p>1 determined if other procedures are necessary to address the risk of management override. <input checked="" type="checkbox"/> Not applicable - no further procedures necessary, or <input type="checkbox"/> Performed additional procedures</p>	
<p>Spell Check</p>	