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A AUDIT FILE INDEX 1 Final accounts 2 Tax computations 3 Final journals 4 Draft accounts, typing instructions 5 Letter of representation 6 Letter to management 7 Company accounts disclosure checklists 8 Management accounts/last year's accounts 9 B AUDIT COMPLETION C AUDIT PLANNING ...

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Once an audit has been concluded, the audit working papers are considered legal evidence, and so are appropriately indexed and filed. At a minimum, the working papers will likely be reviewed the next year by the assigned audit senior or manager, who will want to understand any issues found in the prior year, and also to determine if there are any ways to budget the audit staff's time more effectively.

[Audit working papers — AccountingTools](#)

In my internal audit dept, we use different styles for numbering depending on personal preference and what makes the most sense for the actual workpapers.

What I personally have found that works the best is to divide your audit program into sections (i.e. A, B, C, D).

Numbering system for workpapers 1372 | Corporate ESG

Definition: Audit working papers refer to the documents that prepare by or use by auditors as part of their works. Those documents include the summary of the client's nature of the business, business process flow, audit program, documents or information obtained from the client as well as audit testing documents.

Audit Working Papers: Definition, Form, Content, Example ...

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The workpapers are required to be identified by the appropriate Standard Audit Index Number (SAIN) and indexed in a logical order within each section so that others such as a reviewer or appeals officer, can easily follow the work product. A standard workpaper index must be utilized to organize electronic workpapers within IMS.

4.46.6 Workpapers and Reports Resources | Internal Revenue ...

When preparer/reviewer sign-offs relate to groups of work-papers, it should be clearly documented which workpapers they encompass. It should be noted that the auditing standards cited above also apply to interim reviews conducted under AU-C 930 or AS 4105 for SEC issuers and other audit clients (AU-C 220.01 or AS 1215.01 and AS 4105.52, respectively), as well as all audit engagements.

The Truth about Workpaper Sign-offs - The CPA Journal

The AICPA Not-for-Profit Member Section offers a variety of helpful audit and accounting workpaper templates for use by both financial-statement preparers and auditors. Some templates include an "Instructions" tab to guide users in completing the information successfully.

Workpaper Template Overview - AICPA

.05 Audit documentation is the record of audit procedures performed, relevant audit evidence obtained, and conclusions the auditor reached. Audit documentation, also known as working papers or workpapers, may be recorded on paper or on electronic or other media.

Audit Documentation - AICPA

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