

INTERNAL AUDIT MASTER CLASS

Theme: The journey towards competence and professionalism

Working Papers Management and Supervision

17th – 21st May 2021

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Contents



1. Working Papers Management
2. Supervision
3. Conclusion
4. Q&A



Poll Questions



Applicable Standards



1. 2300 – Performing the engagement
2. 2310 – Identifying Information
3. 2320 – Analysis and Evaluation
4. **2330 – Documenting Information** – internal auditors must document sufficient, reliable, relevant and useful information to support engagement results and conclusions.



Steps documented



Purpose



Working papers support:

1. Audit objectives met?
2. Engagement results (findings)
3. Internal audit's quality program
4. Supervision
5. Staff development
6. Compliance with the Standards



Quality of Working Papers



1. Sufficient, reliable, relevant and useful information
2. Structured - logical sequence
3. Are the basis of a quality internal audit report
4. Undergo supervisory review
5. Access – restricted
6. Retention period
7. Manual or automated?



Working Papers - Tools

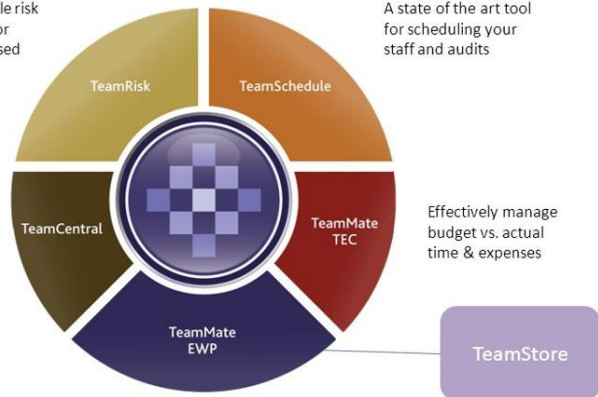


A COSO-compatible risk assessment tool for generating risk based audit plans

A state of the art tool for scheduling your staff and audits

A web based issues tracking and reporting system

Effectively manage budget vs. actual time & expenses



A Comprehensive Electronic Work Paper system



Monitoring tools
Forensic Lab

Working Papers- Contents

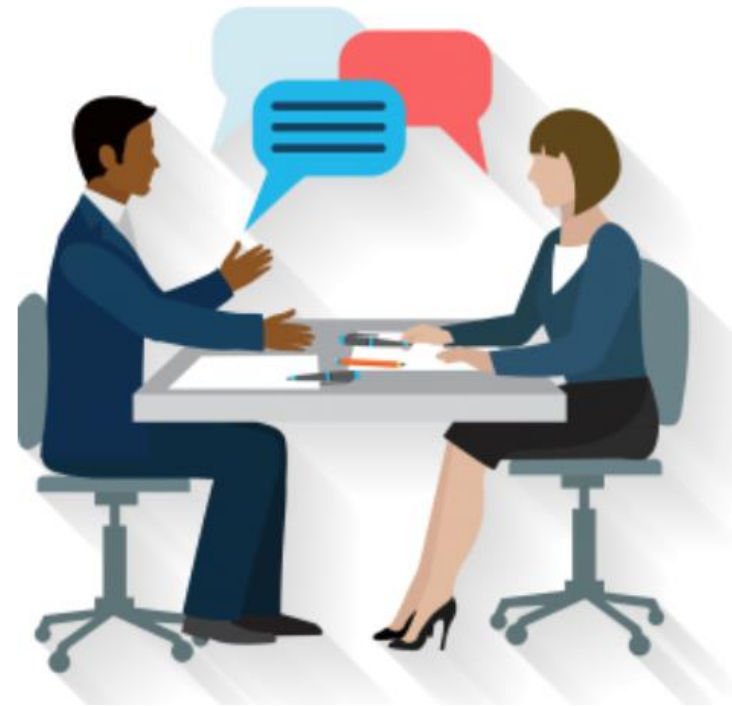


1. Notes – interviews and review of documents
2. Survey questions and results
3. Risk Assessment
4. Engagement Plan – objectives, scope and timing
5. Engagement audit program: Risk-Controls-Audit tests matrix
6. Audit notification to the client
7. Entrance and exit meeting minutes
8. Population to be reviewed
9. Sample size and basis
10. Data analysis tests & results
11. Supporting documents or files (pictures, videos)
12. Conclusions on design and operating effectiveness of controls
13. Referencing
14. Referencing of conclusions to audit report
15. Review comments / Coaching notes
16. Preparer and reviewer signoffs
17. Draft and final reports

Engagement Supervision - 2340



- **2340** - Engagements must be properly supervised to ensure objectives are achieved, quality is assured and staff is developed.
- Ensures engagement timelines are met.
- Done by Head of Audit and other staff who oversee an audit team



Elements of supervision



- CAE assigns or approves engagement team based on their skills and competencies
- Giving guidance during planning and approving the engagement plan (objective, scope, timelines and the audit program)
- Ensuring approved audit program is carried out
- Ensuring quality and completeness of working papers and audit report
- Tracking engagement timelines and taking appropriate action

Elements of supervision



- Coaching internal auditors during an engagement to enhance their knowledge and skills
- Documenting evidence of review of working papers and reports (reviewer notes / completing a review checklist)
- Ensuring reviewer comments are fully addressed and closed
- Resolution of differences in professional judgement
- Approving of reports issued to the client

Q&A

