

Professional Courses

Guide to Practical Audit Compliance for Partners and Managers

This two-day workshop has been designed to help participants prepare their practices for ACCA audit monitoring visits. The most common causes of unsatisfactory monitoring visit outcomes will be identified and discussed during the workshop. Participants will learn how to undertake audits and to record audit work in a manner consistent with the requirements of Auditing Standards and which will consequently meet monitoring visit requirements. The workshop will involve case study examples and is suitable for partners and also managers in public practice.

FEE £398

CPD 14 Units

DATES

20–21 May, London

23–24 September, London

12–13 November, London

8–9 December, Manchester

KEY FEATURES

The Planning Process and Recording of Audit Evidence

- the regulatory process
- the methodology for improving your compliance procedures
- impact of Clarity ISAs
- the permanent file
- the planning process
 - laws and regulations
 - risk and materiality
 - identifying key areas
 - tailoring the audit programme
- recording audit evidence
 - getting it right
 - the audit of fixed assets
 - the audit of expenditure
- common problems and how to avoid them.

Recording Audit Evidence and Completion of the File

- recording audit evidence
 - the audit of cash and bank
 - the audit of debtors
 - the audit of work in progress
 - the audit of stock
 - the audit of creditors
 - the audit of income.
- the completion process
 - going concern
 - post balance sheet events
 - reviewing the file.
- common problems and how to avoid them
- over-auditing
- ISQC 1.

LECTURER

Michael Scott BSc FCA FCCA
director, PCP

To register and book online please visit <https://events.accaglobal.com>

Booking form

GUIDE TO PRACTICAL AUDIT COMPLIANCE FOR PARTNERS AND MANAGERS

Please visit: <https://events.accaglobal.com> to register and book online. Alternatively, please complete the booking form using BLOCK CAPITALS throughout. If you wish to book more than one delegate, please photocopy this form.

Payment must accompany the booking form (booking forms submitted without payment will not be accepted).

Please reserve a place on the following course(s):

- ☐ 20–21 May, London ☐ 23–24 September, London
☐ 12–13 November, London
☐ 8–9 December, Manchester

INVOICE TO

For the attention of:

Mr/Mrs/Miss/Other (please specify)

First name

Surname

Organisation

Address

Post code

Is this a home address? ☐ business address? ☐

Tel no.

Fax no.

Email

VAT reg. no.

DELEGATE DETAILS

Membership no. (if applicable)

Are you an ACCA? ☐ FCCA? ☐

(Please note these letters will appear on joining instructions and the delegate list)

Additional designatory letters

Mr/Mrs/Miss/Other (please specify)

First name

Surname

Tel no.

Mobile no.

Email

Correspondence address

Post code

Is this a home address? ☐ business address? ☐

PREFERRED METHOD OF COMMUNICATION

☐ Email ☐ Post

SPECIAL DIETARY REQUIREMENTS (tick as appropriate)

☐ Vegetarian ☐ Other _____
(please specify)

TRANSFERS/REFUNDS/CANCELLATIONS

Notification of transfers should be given, in writing, at least 10 full working days prior to the start of the originally booked event. 10% of the event fee will be charged on each event transferred, based on the standard non-discounted course fee.

Refunds will only be given where cancellations are notified, in writing, 10 working days or more before the event. 10% of the event fee will be charged on each event cancelled, based on the standard non-discounted course fee. If you are unable to attend a booked event a colleague may attend in your place.

In the event that we cancel an event, our liability shall be limited to a refund of any course fees paid. In order to keep costs – and fees – to a minimum, we reserve the right to cancel or reschedule events without prior notice and to amend published programmes, fees, venues and lecturers.

JOINING INSTRUCTIONS

Joining instructions are usually sent at least five working days before the start of an event. If you have not received your joining instructions three days prior to the event, please call the Professional Courses team on 020 7059 5910. ACCA will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.

PAYMENT METHOD (tick as appropriate)

Please note, ACCA courses run by CAET are VAT exempt.

☐ I enclose a cheque (made payable to CAET)
for £ _____

Please charge to my:

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☐ Maestro ☐ Visa Debit

Please note that card transactions are processed by Worldpay on behalf of the Certified Accountants Educational Trust.

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Cardholder's address

Post code

Cardholder's email

Card no.

Issue no.

Start date

Expiry date

☐ I have read and accept the terms and conditions

Signature

Date

Please return this form to:

CAET, Professional Courses,
29 Lincoln's Inn Fields,
London, WC2A 3EE

or Fax to course bookings on 020 7059 5959

E-mail: professionalcourses@accaglobal.com

VAT Registration number: GB 233 3332 02