



Technical Seminar

**3.5**  
CPD units

**ACCA**

## Essential Audit Documentation & Procedures

By Helen Sim

### Date

**22 August 2008, Friday**

### Venue

#### Hilton Hotel

581 Orchard Road S (238883)  
(nearest MRT station: Orchard)

### Time

2:00pm - 6:00pm  
(Registration from 1:30pm)

### Fee

**S\$150** Members

**S\$170** Affiliates / Students

**S\$200** Non-Members

\*ACCA Approved Employers enjoy a 10% group discount off Non-Members rate (Minimum 3 staff members)

### Enrolment Deadline

15 August 2008, Friday

This seminar aims to refresh on the essentials of an audit in a regulated environment.

### Seminar Outline

- Importance of documentation
- Pervasive weaknesses on lack of documentation in audit work
- Summary of essential procedures/documentation in
  - o audit planning and risk assessment
  - o audit procedures
  - o subsequent changes to audit approach
  - o assessment of sufficiency of audit work papers to form an audit opinion
- Practical illustrations of documentation

### Intended for

- All audit professionals endeavouring to ensure adequate documentation

### About the Speakers

**Helen Sim**, FCCA, has more than 10 years of experience in the profession, having worked for both the Big 4 and the local accounting firms. She has also prior experience as a practice reviewer regulating the local audit firms for compliance with current auditing standards and practices and the review of financial statements for compliances with FRS and IFRS. Helen is currently a committee member to the ACCA Local Executive Committee; the Financial Statements Review Committee and the Public Accounting Practice Committee of the ICPAS.

Helen's extensive experience and diversified portfolio extends beyond external audit to areas in internal audit assignments for Singapore listed companies and China companies listed in Singapore; drafting of Standard Operating Procedures for Singapore main board listed companies; Fraud related investigative work in forensic accounting review for a large European multi-national corporation; forensic accounting and investigative work of a foreign listed group; fraud risk assessment for a US multi-national corporation and assisted in the SAP implementation of a private healthcare group.

**Jonathan Tan**, FCCA, is currently a partner of a Certified Public Accounting Firm. He has worked for one of the international accounting firm and a large local accounting firm in the nineties before setting up his own practice in the year 2000. He has been in the audit industry for more than 18 years and had acquired extensive and varied experience in the audits of companies in a wide range of industries, including trading, manufacturing, hotels, property development, banks and insurance companies.

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**ACCA Technical Workshop**

Enrolment Form for "Essential Audit Documentation &amp; Procedures" - Friday, 22 August 2008

at Hilton Hotel

**Contact Person's Particulars**

Contact Person : \_\_\_\_\_ Membership No.: \_\_\_\_\_

Designation : \_\_\_\_\_ Company : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

\*Address : \_\_\_\_\_

\_\_\_\_\_

E-mail : \_\_\_\_\_

(FOR CONFIRMATION, PLEASE PRINT IN BLOCK LETTERS)

**All Participants Details (Single cheque payment)**

Name of Participant/s	Company/Title	Reg No. (If applicable)	Amount
<b>Amount Payable:</b>			

**Payment Method**
 Cheque payable to "ACCA Singapore Pte Ltd"    Bank    Cheque No.
**Remarks****Important notes:**

1. ACCA Singapore reserves the right to cancel or make any adjustments to the event.
2. Enrolment by fax is NOT accepted.
3. **Please indicate on the reverse side of your cheque, Your Name, Contact Details and Event Name.**
4. Full payment must be received prior to the event. Registration forms submitted without payment will not be accepted.
5. Enrolment is on a first-come-first-served basis.
6. No cancellations 3 days before the event but substitutions will be permitted.
7. Enrolment confirmation will be sent via e-mail to each enrollee after enrolment dateline.  
(E-mail address must be provided)
8. Receipts & Invoices will be issued upon request.