

The purpose of this document is to help you assess for yourself if you are in compliance with relevant requirements. It should not be considered an exhaustive list of requirements.

This document has no regulatory status. It is issued for guidance purposes only. Therefore, this document should not be regarded by you as a substitute for familiarising yourself with the appropriate regulations and corresponding updates or, where necessary, obtaining specific advice concerning a specific situation.

ENGAGEMENT LETTERS ISA 210

Is there an up to date copy on file, signed by the client?	Yes	No
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AUDITOR RESPONSIBILITY RELATING TO FRAUD ISA 240

Is there evidence on file which confirms that fraud discussions were held with management and each party is aware of their responsibilities in relation to fraud?	Yes	No
Is there evidence on file which confirms that the firm has considered fraud risks specific to the client?	Yes	No

LAWS AND REGULATIONS ISA 250

Is there documentation of the discussions held with management to understand the laws and regulations that are applicable to their business and the impact of these on the audit?	Yes	No
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PLANNING – UNDERSTANDING THE ENTITY AND ITS ENVIRONMENT ISA 315

This is usually in the permanent audit file but may sometimes be on the current audit file

Check that there is a record on the file sufficient to explain to someone unfamiliar with the client:

What the company does and how it does it?	Yes	No
How the accounting system works: eg how does it recognise a sale or other income, and from what information does the company raise a sales invoice; how does the client ensure all transactions are captured by the system promptly?	Yes	No
Is there evidence on file that a walk-through test has been performed to validate the system descriptions and process notes for the respective Significant Classes of Transactions?	Yes	No
What laws and regulations are relevant to the company's business?	Yes	No
The assessment of risks of material misstatement.	Yes	No

PLANNING ISA 300

The plan should assist the firm to identify the audit approach and so carry out the audit effectively.

Review the plan:

Is there a record of any developments in the client's business since the last audit?	Yes	No
Does it set out the overall approach to the audit and act as a guide to the development of the detailed audit work?	Yes	No
Does it identify the key audit areas and the approach to be taken to audit those areas in the light of risk and materiality?	Yes	No
If sampling is to be used are sample sizes and selection method set out as part of planning?	Yes	No
Is there a record that the audit partner has been involved in and approved the audit plan?	Yes	No
Is there a record that the audit plan has been shared with those charged with governance including the board of directors?	Yes	No
Identification of risks: <ul style="list-style-type: none"> • Is it clear where planning has identified a risk? • Is there a record of all specific risks identified? 	Yes	No

AUDIT PROGRAMMES ISA 300

The auditor may use standard audit programmes. However, these must be tailored to meet the particular engagement circumstances.

Does it include tests to achieve all financial statement assertions (existence, rights and obligations, occurrence, completeness, valuation and allocation, accuracy, cut off, and classification and understandability) for all material areas?	Yes	No
Has the programme been tailored to cover the key areas identified in plan?	Yes	No
Are any tests not applicable? If so, check, where necessary, that the audit objective is met by another test, perhaps specially designed for this purpose.	Yes	No

MATERIALITY ISA 320

Is there sufficient documentation on file regarding the benchmarks and ranges applied in materiality determination?	Yes	No
Is there documentation regarding other alternative benchmarks that have been considered and why the chosen benchmark is the most appropriate benchmark?	Yes	No

WORKING PAPERS ISA 230

To provide audit evidence, work carried out must be recorded on the audit file. This includes any evidence obtained during accounts preparation work.

Review the file:

Are all working papers initialled and cross referenced?	Yes	No
Is there a record of audit work showing?	Yes	No
What was the objective of the work done?	Yes	No
What was tested?	Yes	No
The meaning of any ticks or other symbols used?	Yes	No
Is there a record of the results of the work including value and proportion tested?	Yes	No
If the results were not satisfactory, what additional work was done including the value of any errors and if necessary extrapolated value?	Yes	No
The firm's conclusion on all audit tests, ie did the test confirm the audit objective? If not, is there a record of consideration of the implication for the audit opinion?	Yes	No
That all completed tests on the audit programmes are signed off and cross referenced to a detailed working paper?	Yes	No
Are there controls in place to ensure that there are no edits to working papers after an audit opinion has been issued?	Yes	No

AUDIT EVIDENCE ISA 500

The nature and type of audit evidence required will vary with each individual audit. Listed are the areas the ACCA compliance officers often find firms have overlooked. Working papers must show the sufficient appropriate evidence has been obtained to support all financial statement assertions for all audit areas.

Check for records of:**Fixed assets**

Verification of client's continuing title to freehold property carried out on or after the year end?	Yes	No
Verification of existence of plant and machinery, including all material items not only those bought during the year. If this is by physical inspection, is there a record of the sample seen and how it was selected?	Yes	No
Stock and work in progress		
Assessment of procedures observed during attendance at stock take?	Yes	No
Items test counted during attendance at stock take covering tests from the stock to records and from records to stock?	Yes	No
The basis of selection of samples test counted at stock take?	Yes	No
Stock valuation tests covering both cost and net realisable value, including the items checked and the source of information for the value?	Yes	No
Tests carried out to verify the existence, completeness and validity of work in progress (WIP), including test to receipt of payment after date for at least a sample of items included in WIP (if the firm has calculated WIP, working papers must still show how existence, completeness and validity have been verified)?	Yes	No

AUDIT EVIDENCE ISA 500**Debtors**

Verification of recoverability of debtors using a source other than subsequent debtor listings, eg after date receipts from customers?	Yes	No
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Confirmation of related and group company debtors and consideration of recoverability of such balances?	Yes	No
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Creditors

Verification of completeness of creditors starting from a source other than the known creditor balances, eg after date invoices and payments or supplier statements?	Yes	No
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Completeness of Income

Verification of completeness of income starting from the earliest record of sale or other income, eg order or despatch note, grant application (NB – if there are separate sources of income it may be necessary to devise separate tests for each source)?	Yes	No
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Expenditure (charities)

Testing of validity of charitable expenditure, ie that it is genuinely for the purpose of the charity and not just that supporting documentation exists?	Yes	No
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ANALYTICAL REVIEW ISA 520

Many firms extract figures for analytical review or have software that produces such figures automatically. However, there is often no record that these figures have been used to identify consistencies, predicted patterns or significant fluctuations.

There is a record of the firm's evaluation of figures extracted for analytical review. This should record specific reasons for changes in figures with supporting evidence, and should also include comments on important figures such as turnover and gross profit and whether these figures are consistent with what the firm knows about the business?	Yes	No
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SUBSEQUENT EVENTS ISA 560

This should cover the period between the completion of audit testing and the date of sign off.

Is there a record of:

What records were seen and the date they were inspected?	Yes	No
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Details of enquiries made of directors and others?	Yes	No
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The firm's conclusions?	Yes	No
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ACCOUNTING ESTIMATES ISA 540

Are there documented discussions with management regarding accounting estimates that are applicable to their business?	Yes	No
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Is there an assessment of which accounting estimates constitute significant estimates and their impact on the audit?	Yes	No
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RELATED PARTIES ISA 550

Has the engagement team requested an up to date list of related parties including transactions with related parties?	Yes	No
During planning discussions has the engagement team inquired about any new or missing related parties including an inquiry as to whether transactions with related parties are at arm's length?	Yes	No

MISSTATEMENTS ISA 450

Is there a misstatement schedule on file clearly distinguishing between adjusted, reclassification and unadjusted misstatements?	Yes	No
In the event of unadjusted misstatements have these been discussed with management and included in the management representation letter?	Yes	No
Have the unadjusted misstatements being evaluated against the final numbers in the accounts to ensure that individually and in aggregate the uncorrected misstatements?	Yes	No

OPENING BALANCES ISA 510

Are there procedures on file to obtain sufficient evidence that opening balances do not contain misstatements?	Yes	No
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AUDIT OF GROUP OF FINANCIAL STATEMENTS ISA 600**Is there record of:**

Whether the group engagement team established the overall group strategy and developed a group audit plan?	Yes	No
Where component auditors perform an audit for purposes of the group opinion have they been assessed for fitness for purpose per the requirements of the standard?	Yes	No
For significant components has the group engagement team established the component materiality to be utilised?	Yes	No
Are there procedures in place to gain reasonable assurance over the non-significant components?	Yes	No
Has the group engagement team designed further audit procedures on the consolidation process to respond to the assessed risk of material misstatement arising from the consolidation process?	Yes	No

GOING CONCERN REVIEW ISA 570

This should be forward looking: usually for at least one year from the date the accounts are approved by the directors.

Is there a record of:

Details of records inspected?	Yes	No
The basis on which the firm is satisfied with the management's use of the going concern assumption: i.e. that the company is likely to continue to trade as a business for the foreseeable future, ie at least 12 months after the date of approval of the accounts?	Yes	No
Positive evidence that the company will continue to trade as a business, ie the firm has not relied simply on the absence of indicators suggesting the company does not have immediate financial difficulties?	Yes	No

MANAGEMENT REPRESENTATIONS ISA 580

This should supplement audit evidence obtained through testing and other enquiries and should not be relied on without other audit work.

Are management representations specific to the individual audit?	Yes	No
Were representations signed on or shortly before the audit report?	Yes	No
Do they cover areas where the auditor has relied on oral representations from management?	Yes	No
Were representations signed on or shortly before the audit report?	Yes	No
If there was a delay in signing the audit report, has the firm considered whether the LOR needs to be updated?	Yes	No

REVIEW OF FINANCIAL STATEMENTS ISA 500

Has an appropriate disclosure checklist been used and properly completed (eg medium or large company checklist, as appropriate, or SORP checklist for charities)?	Yes	No
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QUALITY CONTROL ISA 220

Is there evidence of partner review both of the plan and of the final audit work, including approval of any changes to the original plan?	Yes	No
Is there awareness of the responsibility of an auditor regarding quality control procedures for an audit of financial statements considering the revised ISA which became effective on the 15 December 2022?	Yes	No