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AUDIT-95

CA Final & CA Inter Audit

Abki Baar Audit Mei Exemption Paaar!



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Brief about Author

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Risk Assessment & Internal Control

Risk Assessment

Audit risk is risk of expressing inappropriate audit opinion on FS that are materially misstated

Audit Risk has 2 Components

- 1. ROMM Risk that MM may exist in FS before start of audit. It has 2 components -
- Inherent Risk Susceptibility of assertion to misstatement that could be material. individually or when aggregated, assuming that there are no related controls

Risks of particular concern to auditor include -

- o Technological developments making product obsolete
- Declining industry with business failures
- Lack of sufficient working capital
- High value inventory
- A/cing estimates having significant measurement uncertainty
- Complex calculation might be misstated
- Control Risk Risk that ICS will not prevent or detect & correct, misstatement that could be material, individually or when aggregated. Some control risk will always exist due to inherent limitations of ICS
- 2. Detection Risk Risk that auditor will not detect misstatement that could be material, individually or when aggregated. Detection risk bears inverse relationship to ROMM

Audit Risk = ROMM X Detection Risk Audit Risk = Inherent X Control X Detection Risk

Objective of audit is to reduce audit risk to acceptably low level

Materiality & Audit Risk

Materiality is inversely related with Audit Risk They are considered throughout audit

Steps for Risk Identification

- Assess significance of risk & its impact
- Document assertions effected
- Consider impact of risk on each assertion
- Consider unique characteristics of risk
- Identify significant risks requiring separate attention & response by auditor
- Determine likelihood for risk to occur & its impact on procedures
- Enquire & document Mgt's response
- Consider nature of ICS in place & its effectiveness in mitigating risks
- Consider existence of particular characteristics (inherent risks) that need to be addressed in designing FAP

Indicators of Possible Potential Misstatements

- Recording Inaccurate -
 - Capturing of Source docs
 - o Processing of transactions
 - Adjustments in subsidiary ledgers
- Existence
 - o Fictitious / unauthorised / duplicated transactions entered
 - Source docs overstated/duplicated
- Completeness
 - o Transactions not identified
 - Source docs not prepared/captured
- Cut-Off Transactions occurring in a period are recorded in another period

Risk-based Audit Approach

This approach analyses audit risks, sets materiality thresholds based on audit risk analysis & develops audit programmes allocating larger portion of resources to high-risk areas

Steps for Risk Based Audit

- Risk Assessment Assessing ROMM in FS
- Risk Response Designing & performing FAP that respond to assessed risks
- Reporting Issuing appropriate report based on findings

Risk Assessment Steps

- Performing client acceptance procedures
- Planning overall engagement
- Performing RAP to understand business
- Assessing ROMM in FS
- Making informed assessment of ROMM
- Identifying significant risks that require special audit consideration
- Identifying IC & assessing design & implementation
- Communicating material weaknesses in design & implementation of IC to Mgt & TCWG

Risk response - Matters to consider -

- Need to perform FAP to address Mgt override of controls
- Need to perform specific procedures to address "significant risks"
- Existence of IC that could reduce need for substantive procedures
- Assertions that cannot be addressed by substantive procedures alone
- Need to incorporate element of unpredictability in procedures
- Substantive AP that could reduce need for other procedures

Internal Control System (ICS)

- ICS means all policies & procedures adopted by entity to assist in achieving its objective of ensuring orderly & efficient conduct of its business, including
 - o Adherence to Mgt policies
 - o Safeguarding of assets
 - Accuracy & completeness of records
 - Timely preparation of reliable financial info
 - Prevention & detection of fraud & error

When obtaining evidence about effective operation of IC, Auditor considers -

- How they were applied
- Consistency with which they were applied
- By whom they were applied

Objectives of ICS for A/cing System are

- All transactions are promptly recorded to permit preparation of financial info
- Transactions are executed through Mgt authorization
- Assets are verified at reasonable intervals & appropriate action is taken for discrepancies
- Assets are safeguarded from unauthorized access, use or disposition

Basic objectives of a/cing control system are

- Ensure All transactions are Real, Recorded, Properly Valued, Recorded Timely, Properly Classified & Disclosed, Properly Posted & Properly Summarized
- If reply to all above answer is positive, auditor is justified to limit his a/c balance tests

Limitations of IC - IC can provide entity with only reasonable assurance due to -

- Potential for human error due to carelessness
 & misunderstanding of instructions
- Possibility of circumvention of IC through collusion with employees or external parties
- Possibility that person responsible for IC could abuse that responsibility
- Fact that most IC are not directed at transactions of unusual nature
- Manipulations by Mgt for transactions & judgements in preparation of FS

ICS comprises Administrative Control & A/cing Controls. Internal Checks & Internal Audit are important constituents of A/cing Controls

- 1. Internal Check System (SOD) Objectives-
- To protect integrity of business by proper scrutiny & check
- To increase efficiency of staff
- To avoid & minimize errors & fraud
- To prevent & avoid misappropriation of cash & falsification of a/c
- To detect error & frauds with ease
- To locate responsibility area where actual fraud & error occurs

 Mgt's consideration that cost of IC does not exceed expected benefits

Structure of IC - Control policies & procedures -

- Authorization of Transaction
- SOD Transaction processing is allocated to diff persons so that no 1 person can complete transaction from start to finish or work of 1 person is made complimentary to work of another person. Following is segregated -
 - Execution of transactions
 - Authorization of transactions
 - Maintenance of records & docs
 - Physical custody of assets
 - Rotation of duties of personnel is also desirable
- Independent Checks
- Adequacy of Records & Docs A/cing controls should ensure that -
 - Transactions are promptly recorded at correct amounts
 - Transactions are executed as per Mgt's authorization
 - Records of assets & its location should be maintained to physically verify them periodically
 - Assets should be protected from unauthorized access, use or disposition
 - Transactions should be classified in appropriate a/c & period
 - Recording of transaction should facilitate maintaining accountability for assets
 - Transaction should be recorded to facilitate preparation of FS as per AFRF
- Accountability & Safeguarding of Assets

<u>Effectiveness of efficient system of internal</u> check depends on following -

- Division of Work SODs
- Standardization
- Clarity of Responsibility
- Appraisal

General condition pertaining to internal check -

- No single person should have complete control over important aspect of business
- Every employee's action should come under review of another person
- Staff duties should be rotated so that they do not perform same function for long time
- Person having physical custody of assets must not be permitted to have access to BOA
- There should exist a/cing control for assets
 & there should be periodical inspection
- For inventory taking, trading should be suspended & it should be done by staff of diff sections of org
- Mechanical devices should be used to prevent loss of cash
- Every staff should be encouraged to go on leave at least once a year
- Budgetary control should be exercised & wide deviations should be reconciled
- Financial & admin powers should be distributed very judiciously among diff officers & should be reviewed periodically
- Procedures for periodical verification & testing of a/cing records should be there
- 2. Internal Audit Refer Chapter on IA

Components of IC

- 1. Control Environment Elements -
- Participation by TCWG
- Mgt's philosophy & operating style
- Communication & enforcement of integrity & ethical values Effectiveness of controls cannot rise above integrity & ethical values of people who create & monitor them. Integrity & ethical behavior are product of entity's ethical & behavioral standards, how they are communicated, & how they are reinforced in practice. It includes Mgt actions to eliminate or mitigate incentives prompting

Techniques of evaluation of IC

1. Questionnaire

It is set of ques for evaluation of effectiveness of control & detection of weaknesses. It is to be filled by co. executives who are in charge of various areas. However, It may take long time to be filled & there is possibility of questionnaire being misplaced. Therefore, auditor arranges meetings with executives & gets answers filled by them. They are answered as 'Yes', 'No' or 'Not applicable'. "No" answer will reflect weakness

personnel to engage in dishonest, illegal, or unethical acts through policy statements & codes of conduct

- Commitment to competence
- Organizational structure
- · Assignment of authority & responsibility
- Human resource policies
- 2. Entity's RAP includes How Mgt -
- Identifies business risks
- Estimates their significance
- Assesses likelihood of their occurrence
- Decides actions to respond to them

Risks can arise or change due to following -

- Rapid growth
- Expanded foreign operations
- New a/cing pronouncements
- Changes in operating environment
- Corporate restructurings
- New business models, products, or activities
- New personnel
- New technology
- New or revamped IS

3. Control Activities

- Performance reviews Analyses of actual performance v/s budgets, forecasts, & prior period performance
- Info processing 2 types of IS control activities are -
 - Application controls Apply to processing of individual applications. E.g. checking arithmetical accuracy of records, reviewing a/c balances, edit checks, numerical sequence checks, follow-up of exception reports
 - General IT-controls Policies & procedures
 that relate to many applications & supports
 effective functioning of application
 controls. E.g. program change controls,
 restricting access to data, controls over
 implementation of new packaged software &
 system software restricting access to
 system utilities
- Physical controls includes -
 - Physical security of assets
 - Authorization for access to data
 - Periodic counting & comparison with amounts in records

<u>Basic assumptions about elements of good control</u> <u>in IC questionnaire are -</u>

- Orgs permitting extensive division of responsibilities
- Employees of a/cing function are not assigned any custodial function
- No single person has responsibility of completing transaction all by himself
- Work performed by 1 person comes under review of another in routine
- There should always be evidence to **identify** person who has done work
- Certain procedures used by most businesses are essential in achieving reliable IC. This is time-tested assumption
- There is proper documentation & recording of transactions
- For 1st year of audit, issue of questionnaire is necessary. For subsequent years, auditor may request client to confirm whether there is any change in ICS. However, auditor may issue questionnaire irrespective of any change every 3rd year

2. Check List

It is series of instructions or ques on IC which auditor must follow or answer. When instruction is performed, auditor initials space opposite instruction. If it is ques, answer 'Yes', 'No' or 'Not Applicable' is entered opposite ques

<u>E.g. of Check List</u> - Has Auditor checked that cashier -

- Is not responsible for opening mails
- Does not authorise ledgers
- Does not authorise expenditure or receipt
- Does not sign cheques
- Takes his annual leave regularly
- Balances cash book everyday
- Verifies physical cash balance with book figure daily
- Prepares monthly bank reconciliations
- Holds no other funds or investment
- Holds no unnecessary balance in hand
- Does not pay money without looking into compliance with authorization
- Has provided proper security or executed fidelity bond

- SODs
- 4. Info System for FR & Communication includes methods & records that -
- Identify & record all transactions
- Measure value of transactions for recording proper monetary value in FS
- Determine time period in which transactions occurred for recording in proper a/cing period
- Describe transactions in detail to permit proper classification for FR
- Present properly transactions & disclosures in FS
- 5. Monitoring of Controls considering whether controls are operating as intended & that they are modified as appropriate for changes in conditions

Review of ICS - Enables Auditor -

- To locate areas of weakness in system so that procedures can be adjusted to meet situation
- To formulate his opinion for reliance to place on system itself
- If auditor is already aware of IC, he may just review changes in intervening period. However, comprehensive review in such cases must be made at interval of 3 years
- Review of IC is to be done before finalisation
 of audit programme. However, if size of
 operations is small, review can be done with
 other audit procedures as well

Revision in Audit Programme is needed when -

- Any change in ICS in IC questionnaire
- Any further weakness noted in IC
- Any instance where system is not followed

Diff b/w Questionnaire & Check list

- Questionnaire contains large number of detailed ques but check list contains ques for main control objective under review
- In Questionnaire, ques are answered by co.
 executives. In check list, same are answered by auditor/auditor staff
- 'No' in Questionnaire indicates weakness but not its significance. In check list, specific statement is required if weakness is material

3. Flow chart

It is graphic presentation of IC & is drawn to show controls in each section. It provides most concise & comprehensive way for reviewing IC. It gives bird's eye view of system. It is most effective way of presenting state of IC

Flow chart can provide neat picture of activities of dept involving flow of docs & activities. It shows -

- At what point document is raised internally or received from external sources
- Number of copies in which document is raised or received
- Intermediate stages through which document
- Distribution of docs to various sections
- Checking authorization & matching at stages
- Filing of docs
- Final disposal by sending or destruction

For drawing flow chart to incorporate narration, it is useful to know -

- Point for originating flow of transaction
- Docs & flow of transaction, number of copies, distribution
- Books maintained & details & its sources
- There exists alternative possibility

IC Assessment & Evaluation – Key components to assess & evaluate control environment /Standard Operating Procedures (SOPs) elements –

- Enterprise Risk Mgt
- Info Technology based Controls
- Segregation of Job Responsibilities SODs
- Job Rotation in Sensitive Areas
- Delegation of Financial Powers Document

Reporting to Client on IC Material Weaknesses through letter of weakness or Mgt letter -

- Letter lists down area of weaknesses & offers suggestions for improvement
- This letter serves as valuable reference document for Mgt for purpose of revising system & its strict implementation
- Letter serves to minimize legal liability in case of major loss from weakness in IC

Risk Assessment & Internal Control

- Indicate that it discusses only weaknesses which have come to attention of auditor & his audit does not determine adequacy of IC
- By writing above letter, auditor is not relieved from reporting weaknesses by qualifications if defects are not corrected to his satisfaction considering materiality of weaknesses

International IC Frameworks

Integrated Framework issued by Committee of Sponsoring Organizations of Treadway Commission (COSO Framework)

- It includes 17 principles with 5 components control environment, risk assessment, control activities, info & communication, & monitoring
- It lists 3 categories of objectives -
 - Reporting Objectives related to internal
 & external reporting to stakeholders
 - Operations Objectives related to effectiveness & efficiency of operations & safeguarding assets against loss
 - Compliance objectives relating to compliance with applicable L&R
- Limitations of IC Framework acknowledges limitations of IC

Sarbanes-Oxley Act - Section 404 (USA)

It mandates that all publicly-traded co. must establish IC & must document, test those controls to ensure their effectiveness. It was followed up with constitution of PCAOB. SEC rules & PCAOB standard require that -

- Mgt perform assessment of IC over FR including testing design & operating effectiveness of controls
- Mgt include in annual report, assessment of IC over FR
- External auditors provide 2 opinions as part of single audit of co. -
 - Independent opinion on effectiveness of IC over FR
 - Traditional opinion on FS

Guidance on Assessing Control published by Canadian Institute of CAs (CoCo)

Criteria of Control (CoCo) has objective of improving organisational performance & decision making with better controls, risk mgt & corporate goverance. It includes 20 criteria for effective control in 4 areas -

- Purpose (direction)
- Commitment (identity & values)
- Capability (competence)
- Monitoring & Learning (evolution)

Guidance for Directors on Combined Code, published by Institute of CAs in England & Wales (known as Turnbull Report) - Key principles are -

- Board should maintain ICS to safeguard shareholders' investment & co.'s assets
- Directors should, at least annually, conduct review of effectiveness of ICS & report to shareholders that they have done so. Review should cover all controls
- Co. not having IAF should, from time to time, review need for having IAF

Control Objectives for Information and Related Technology (COBIT)

It is **created by ISACA** (Info Systems Audit & Control Association) for **IT** governance & Mgt. COBIT has **34** high-level processes covering **210** control objectives categorized in **4** domains - Planning & organization, Acquisition & Implementation, Delivery & Support & Monitoring & Evaluation