



Audit Plan
For The Government of Antigua &
Barbuda

Financial Statements for the Year 2011

Prepared by

Date.....

Approved by.....

Date.....

INTRODUCTION

This audit plan has been prepared to inform the Director of Audit, Deputy Director of Audit responsible for this audit and members of the audit team about the analysis of the key risks associated with this audit, the audit approach, the audit procedures and testing, the time schedule, the resources required and other matters.

BACKGROUND

Antigua & Barbuda is an independent state with a Westminster style parliamentary democracy. This status was achieved on November 1, 1981. The Government of Antigua & Barbuda is a government organization established to oversee the general financial, social and economic wellbeing of the country. As established by the Finance and Administration Act, 2006 the Accountant General is responsible for ensuring that proper and adequate accounting systems are established and maintained within the various ministries and departments. The Government of Antigua & Barbuda is responsible for the business of the country and in order to conduct this business effectively Ministries and Departments was established. During the financial year being audited the Ministries and Departments operated were as follows:

- ✚ Office of the Governor General
- ✚ Legislature
- ✚ Cabinet
- ✚ Judicial
- ✚ Office of the Public Service Commission
- ✚ Police Service Commission
- ✚ Electoral Commission
- ✚ Audit Department
- ✚ Office of the Prime Minister and the Prime Minister's Ministry
- ✚ Ministry of Finance, the Economy and Public Administration
- ✚ Ministry of Agriculture, Lands, Housing and Environment (MALHE)
- ✚ Ministry of Health, Social Transformation and Consumer Affairs
- ✚ Ministry of Education, Sports, Youth and Gender Affairs
- ✚ Ministry of Public Works and Transportation
- ✚ Ministry of Legal Affairs
- ✚ Office of the Ombudsman
- ✚ Ministry of National Security and Labour
- ✚ Ministry of Tourism, Civil Aviation and Culture

Office of the Governor General – To administer the affairs of Government in accordance with the Laws and Constitution of Antigua and Barbuda; to foster close relations with Foreign States through receiving of the Ambassadors, Consuls and other dignitaries and forwarding credentials (evidence of the acceptance by this State) to Her Majesty.

Cabinet – To record accurately, the business of Cabinet and to convey to the appropriate stake holders in a timely manner, such decisions made by Cabinet.

Office of the Public Service Commission – To ensure equality and protect the interest of all Public servants while adapting to a rapidly changing environment and promoting positive impacts on all.

Police Service Commission – Ensuring that the Commission receives all the relevant documentation to enable them to make the necessary decisions for the benefit of others and the Service as a whole.

Electoral Commission – The Antigua and Barbuda Electoral Commission pledges to continue its voter registration programme in a professional and effective manner to ensure that the voters' register will enhance the conduct of elections in a manner that will be assessed as impartial and transparent both locally and internationally.

The Commission further undertakes to review its administrative strategies, policies, procedures and practices so as to provide effective and efficient service to enhance stakeholder confidence in electoral process.

Audit Department – The mission of the office of the Director of Audit having regard to the legislative mandate, is to promote accountability, transparency and improvement in the financial administration of government ministries/departments, statutory bodies and corporations, and report to parliament in a timely manner.

Office of the Prime Minister and Prime Minister's Ministry – To ensure the effective implementation of government policies and strategies with particular emphasis on divestment, energy and national security, while at the same time providing professional and efficient diplomatic services to diplomats, citizens and friends of Antigua and Barbuda as well as fostering the continued development of harmonized and liberalized Telecommunications and ITC Sectors.

Ministry of Finance, the Economy and Public Administration – To coordinate the efficient, effective and equitable use of government's Human and Financial Resources through prudent management practices, to foster economic growth and stability.

Ministry of Agriculture, Lands, Housing and the Environment (MALHE) – The Ministry of Agriculture, Lands, Housing and the Environment will be the engine of advancement for its divisions and stakeholders through the application of modern and emerging practices designed to strengthen food security initiatives, efficient land use management, environmental conservation measures and sustainable development of natural resources thereby

contributing to the wellbeing of Antiguan & Barbudans, consistent with national objectives and stakeholders expectations.

Ministry of Health, Social Transformation and Consumer Affairs – To facilitate the promotion and provisions of comprehensive and integrated health and social care through policy formulation, regulation, networking and equitable access to cost effective services and commodities for the people of Antigua and Barbuda.

Ministry of Education, Sports, Youth and Gender Affairs – The Mission of the Ministry of Education, Sports, Youth and Gender Affairs is “to offer the highest quality education possible to our children and young people, from pre-school to post graduate level”. We will work with various stakeholders in society in order to improve and strengthen our educational, sports and youth empowerment institutions to develop productive citizens, who can learn and work independently and corporately to contribute to their national, regional and global communities.

Ministry of Public Works and Transport – To be effective, efficient and productive in providing a high degree of professional services to all Government Ministries and Departments in the disciplines of Architecture, Building and Road Construction and Maintenance through our various supporting technical and Administrative Departments.

Develop a servicing schedule for all Government vehicles, incorporating the use of the vehicle manual to be better able to replace and stock the identical parts of all vehicles.

Ministry of Legal Affairs – To consistently deliver proficient and relevant legal services, sound legal advice, skilled advocacy and a progressive legislative agenda dedicated to the improvement of the lives and status of the people of Antigua and Barbuda, within an environment which respects the rule of Law.

Office of the Ombudsman – To efficiently investigate complaints of the public against unfair administrative decisions of Government officials

Ministry of National Security and Labour – To provide a safe twin-island State where residents and visitors are assured that the laws of Antigua and Barbuda will be executed impartially as it relates to National Security and labour

Ministry of Tourism, Civil Aviation and Culture - To provide pro-active leadership to influence, support and guide the development and implementation of a wide range of policy action and programmes to stimulate and to enhance the role and performance of the Ministry of Tourism, Civil Aviation and Culture in the socio-economic and cultural development of Antigua and Barbuda.

FINANCIAL REPORTING FRAMEWORK

The Government of Antigua and Barbuda practices the cash basis of accounting stipulated in the Finance and Administration Act, 2006. Generally all payments and receipts are accounted for when payments are made and receipts received. However payments for works done, supplies received and services rendered up to the 31st December of the financial year can be made in January of the following year and charged to that financial allocation.

Notwithstanding the forgoing, in January 2010 the Government of Antigua and Barbuda made a decision to pay outstanding obligations (prior to January 2010) over a three year period coinciding with the International Monetary Fund (IMF) standby arrangement which was signed with the IMF on January 30, 2010. Therefore accounts for 2010 are prepared on a modified cash basis.

AUDIT MANDATE

1. The primary duties and powers of the Director of Audit are outlined in Cap. 168, Part I, Section 34 and 39 of the Revised Finance and Audit Act No. 29/1982.
2. In discharging his duties, the Director of Audit is required in terms of Section 34 of the Revised Finance and Audit Act No. 29/1982 to satisfy himself that:-
 - (a) all reasonable precautions have been taken to safeguard the collection and custody of revenue and that the law, directions and instructions relating thereto have been duly observed.
 - (b) expenditure has been incurred with due regard to economy and to the value obtained;
 - (c) public monies other than those, which have been appropriated, have been dealt with in accordance with proper authority and
 - (d) adequate regulation, directions or instructions exist for the guidance of accounting officers and accountable officers.

AUDIT SCOPE

The audit will cover the financial year January 1, 2011 to December 31, 2011 and will be guided by the International Audit Standards of Supreme Audit Institutions (ISSAI) issued the International Organization of Supreme Audit Institution (INTOSAI). Government accounting principles, policies and procedures will be considered.

AUDIT OBJECTIVES

To express a professional opinion as to whether the financial statements present fairly, the financial position of the government at the end of the financial period, in accordance with stated accounting policies of the Government.

AUDIT CRITERIA

The audit will be conducted in accordance with applicable laws, policies, standards and procedures contained in the following documents which will form the basis for our audit criteria:

- Finance and Administration Act, 2006 section 56 (2) (a); 35 (1)
- The Constitution of Antigua & Barbuda Section 97 (2) (b); 97 (5)
- **Procurement Act & Stores Rules
- Cabinet Decision
- Estimates of Expenditure for the financial year 2011 and all Supplementary provisions
- Finance, Treasury, Public Service Circulars.
- Finance and Audit Act, Cap.168

GENERAL AUDIT ASSUMPTIONS

The audit is based on the following assumptions:

1 Completeness:

All transactions relevant to the year of account have been recorded.

2 Occurrence:

All recorded transactions properly occurred and were relevant to the year of account.

3 Measurement:

The recorded transactions have been correctly valued, properly calculated, or measured in accordance with established accounting policies, on an acceptable and consistent basis.

4 Disclosure

The recorded transactions have been properly classified and disclosed where appropriate.

AUDIT REPORT

At the end of the audit a report outlining the major deficiencies or deviations as well as recommendations to correct or improve the deficiencies identified will be submitted to the Accountant General and copied to the Minister of Finance. The Office of the Director of Audit reports on exception basis, therefore only significant errors will be highlighted in the report.

The report will contain the Director of Audit's opinion on whether the financial statements of the Government of Antigua & Barbuda present fairly, in all material respects, the financial position of the government of Antigua & Barbuda for the financial year audited.

RISK ASSESSMENT

The risks listed below include both possible risks identified during the documentation of the accounting systems that are in place as well as actual risks identified and reported on in the prior year's financials.

Component	Assertion	Assessment of risk	Risk
Expenditure	Cut-off Completeness Accuracy Regularity	High	Reconciled balance not received from all Ministries by the Accountant General Department. Unauthorized and over expenditure in the accounts.

Revenue	Accuracy Regularity	High	Accounts not reconciled. Incorrect.
Component	Assertion	Assessment of risk	Risk
Accounts Payable	Completeness	High	Accounts Payable – Ministries and Department were in custody of vouchers which did not appear in the Accountant General’s payable figure. As at December 31, 2010 7,582 outstanding cheques valued at \$118,651,292.48 were at the Treasury Department. Incorrect opening balances accounts for 2007 to 2009 not prepared.
Investments	Accuracy	High	Government investments and Shareholdings - Accountant General is not aware of new investments. Incorrect opening balances accounts for 2007 to 2009 not prepared.
Contingent Liabilities	Completeness	High	Contingent Liabilities – Claims and Lawsuits pending and threatened litigations against the government to the tune of \$2.49 million submitted by the Attorney General, was not stated on the Statement of Contingency Liabilities.
Imprest	Regularity Cut-off Completeness	Low	Unretired imprests on the government accounts give misleading information based on the fact that they may be fully or partially expensed within the financial year. Imprest in the amount of \$6,221,500.00 was issued to 40 imprest holders during the financial

			year. Of this amount \$6,023,350.00 was retired by 37 of the holders.
Component	Assertion	Assessment of risk	Risk
Bank Balances and Cash	Regularity Accuracy Completeness	High	<p>Bank balances were not reconciles with the accounting records maintained but were accepted as correct as identified in the notes to the financial statements.</p> <p>Cash in hand representing revenue collected on December 31 in the amount of \$6,473,616.80 was not reflected in the cash amount of \$21,251.00 shown in the Internal Auditor Report</p> <p>Inaccuracies leading to misstatement of bank balances – errors in reconciliation statement inaccurate. Incorrect opening balances because accounts for 2007 to 2009 not prepared.</p>
Supplementary Provisions	Regularity Completeness	High	<p>During the year under review there were 184 special warrants totaling \$81,528,841.49. no supplementary appropriation for special warrants was presented to the House for approval as stipulated in the Finance Administration Act, 2006 section 27 (a) and(b)</p>
Financial Reporting	Regularity Presentation and disclosure	High	Inadequate disclosure due to lack of notes to the financial statements.

			Not all statements required by law presented. Statement of Losses of cash and stores and Statement of Investments not presented.
--	--	--	--

We assessed the risk associated with the internal control system and based on the results of our assessment; the level of risk in relative to the financial statement. Those areas which we considered to be of significant risks are:

- Bank Balances and Cash
- Revenue
- Expenditure
- Accounts Payable
- Contingent Liabilities
- Investments

The risk was associated with accounts not being reconciled, incorrect opening balances, accounts payable incomplete because not all payables recorded and the reconciliation of SIGTAS and CASE two system software used by the government . This assessment will be updated through our continual planning process as the audit continues.

MATERIALITY

The overall materiality for the financial year audited is set at 0.6% of expenditure, this represents the level at which we will consider to qualify our audit opinion. The GOSL reported total expenditure of **EC\$944,910,193** and total assets of **EC\$507,997,410**, therefore, all transaction above **EC\$4,724,600** and **EC\$2,540,000** respectively will be examined.

The ISA's require that we record all misstatement identified except those which are clearly trivial. Matters which are clearly trivial which are matters which we expect not to have a material effect on the financial statements even if accumulated. Misstatements less than 0.5% of materiality which \$23,600 and \$12, 700 will be treated as being clearly trivial.

ISSUES RAISED DURING LAST AUDIT

The major issues found during the previous audit were that the ministries and departments did not reconcile their vote accounts, sufficient information was not provided to substantiate the figures on the financial statements, long outstanding amounts were not written off, outdated and inaccurate accounts, and requirements of Finance Administration Act were not fully met.

AUDIT STRATEGY AND APPROACH

The audit approach is based on an understanding of the GOSL business and is risk driven. It first identifies and then concentrates resources on areas of higher risks.

We have considered the GOSL operations and have assessed the extent to which we believe that there are potential risks to be addressed by our audit. We have also considered an understanding of how your controls procedures mitigate against these risks. Based on this assessment we have determined the extent of the use of resources for the audit work to be conducted. The key issues and risks facing the GOSL has remained the same for the past five years including the internal control weaknesses highlighted in our previous audit reports.

Risk Area that could materially affect the Financial Statements	Management Controls	Audit approach
<p>Cash in Bank –represents 17% of total assets</p> <ul style="list-style-type: none"> • Bank accounts were not reconciled. • Reconciliation statements not submitted to the Accountant General for bank accounts maintained by sundry ministries. 	<p>Accounts reconciled on a monthly basis by the Ministry and submitted to the Accountant General.</p>	<p>Cash in Bank – Accountant General – Ascertain the accuracy of the reconciliation statements, Confirm balances with the banks and do substantive testing according to the audit programme.</p> <p>Cash and Bank – Sundry Ministries – determine the number of Ministries and Departments who did not submit to Accountant General if material, quantify and report.</p>
<p>Advances – represent 28% of total assets</p> <ul style="list-style-type: none"> • Are not properly authorized. • Do not exist. • Are not properly valued or collected. 	<p>Advances are approved by the Director of Finance, Cabinet or Prime Minister’s office where appropriate. Advances are subject to review at year end for collectability. Overdue accounts are investigated.</p>	<p>Personal advances the amount of \$1,428,625 below the materiality limit and thus will not be audited.</p> <p>Advances Other Governments – determine the number of Other</p>

<ul style="list-style-type: none"> • Advance accounts not reconciled by Ministries and Departments. • Balances for Other Governments are not reconciled. 		<p>Governments who responded to our confirmation request and if material quantify the amount and report.</p> <p>Other Advances – made up of advance of gratuity, salary, subsistence and departments. The focus will be on Advances from Department with comprises 98% of total advance of \$128,297,082. Determine the number of ministries who reconcile the advance accounts, quantify the amount and report.</p>
<p>Investment – represents 53% of total assets</p> <ul style="list-style-type: none"> • Are not properly valued. • Not authorized. • Do not exist. • Are not reconciled. 	<p>Approval to purchase and sell has been granted. Investments are valued at cost. Investments are reconciled on a monthly basis.</p>	<p>Obtain letter indicating approval to invest. Confirm investment directly with the Banks. Ascertain the accuracy of reconciliation statements. Conduct substantive testing according to the audit programme.</p>
<p>Accounts Payable</p> <ul style="list-style-type: none"> • Not all payable recorded. • Account not reconciled. 	<p>Accounts are reconciled on a monthly. A year end cutoff is performed to ensure that significant payables are captured.</p>	<p>Note 7 states that at the end of the year Ministries and departments were in custody of vouchers which were not reflected in the payable’s figure. Given this no substantive work will be conducted. This information will be included in the report.</p>
<p>Deposit Special Funds – Other Governments</p> <ul style="list-style-type: none"> • Liability may not exist. 	<p>Letter of request obtained before payments made. Accounts are reconciled on a monthly basis. Debt settled in a timely manner.</p>	<p>Determine the number of Other Governments who responded to our confirmation request and if material quantify the</p>

<ul style="list-style-type: none"> • Accounts not reconciled. • Amounts not repaid. • Balances for Other Governments are not reconciled. 		amount and report.
<p>Sundry Deposit – represents 30% of total liabilities</p> <ul style="list-style-type: none"> • Debit balances in the accounts – not accurate. • Accounts not reconciled. 	Accounts are reconciled on a monthly basis.	Determine the number of Ministries and Departments who did not submit to Accountant General if material, quantify and report.
<p>Treasury Bills – represents 15% of total liabilities</p> <ul style="list-style-type: none"> • Liability may not exist. • Issue of treasury bills may be unauthorized. • Accounts may not be reconciled. • Authorized limit for issue of treasury bills exceeded. 	Treasury bill certificate issued to each holder. Issue of treasury bills authorized by the Minister of Finance. Authorized limit for issue of treasury bills monitored. Accounts reconciled on a monthly basis.	For a sample of treasury bills issued for the financial year trace amounts to the certificates. Review reconciliation statements and determine whether authorized amount was exceeded. Conduct substantive testing according to the audit programme.
<p>Saving Bank</p> <ul style="list-style-type: none"> • Fraud and theft of clients money • Accounts not reconciled. 	Withdrawals and deposits slips signed by the client. Accounts reconciled on a monthly basis.	Accounts were not reconciled. Given this no substantive work will be conducted. This information will be included in the report.
<p>Revenue and Expenditure</p> <ul style="list-style-type: none"> • Are not complete. • Revenue and expenditure are consolidated by the Accountant General and subject to the 	Accounts reconciled on a monthly basis. Reconciliations are submitted to and reviewed by the Accountant General.	Determine the number of Ministries and Departments who reconciled their accounts; if material quantify and report.

risk that amounts are not properly stated.		
Public Debt <ul style="list-style-type: none"> • Are not complete or accurate. • Loans not authorized. • Non-compliance with terms and conditions. 	Loans are approved by Parliament. Procedures are in place to ensure payments are made as required.	Independently confirm all debt. Review compliance on a sample basis with debt covenants. Review reconciliation to the general ledger, as well as footnote disclosure. Conduct further substantive testing in accordance with the audit programme.
Contingent Liabilities <ul style="list-style-type: none"> • Are not complete or accurate. • Loans not authorized. 	Loans are approved by Parliament. Pending and threatened litigations are estimated.	A statement of Claims and lawsuit – pending and threatened litigations against the GOSL has been submitted. Verify the information on that statement and conduct substantive testing in accordance with the audit programme.
Government Investments and Shareholdings <ul style="list-style-type: none"> • Are not properly valued. • Not authorized. • Do not exist. • Are not reconciled. 	Purchase of shares in public company authorized by Parliament. Share certificate received for each investment. Accounts reconciled monthly.	Share certificates have not been provided for shares valued at \$28,759,897. Determine whether this issue still exists; if so do no further substantive testing. Include finding in report.
General District/Sub-Post offices Cash and Stamps <ul style="list-style-type: none"> • Incorrect amount stated on financials. 	All cash and stamps on hand counted at year end.	The amount for the general post office was not disclosed because the report was not submitted by the Board of Survey. In our audit file for BOS for 2008 determine the amount declared by the Board and if material report and do no further substantive work.
Promissory Notes <ul style="list-style-type: none"> • Incorrect amount stated on financials 	Supporting documents maintained.	Compare amounts to supporting documents.

<p>Financial Reporting</p> <ul style="list-style-type: none"> • Disclosure omitted or not appropriate. • Errors made in basic statements in terms of classification or amounts. 	<p>Financial statements prepared in accordance with the Revised Laws of Saint Lucia Cap 15.01 Finance (Administration) Act.</p>	<p>Statement of losses of cash and stores and abandoned claims not prepared. Include this information in the report.</p> <p>Statement of Arrears of Revenue omission of arrears of revenue 80% from the Victoria Hospital, Transport Department, Customs and Inland Revenue omitted with the Statement of Arrears of Revenue. The arrears of revenue for these ministries and departments forms 80% of arrears of revenue figure.</p>
--	---	---

Audit programs giving detailed audit procedures that will enable achievement of the audit objectives for each audit area will be used. It has been concluded that management did not take any action on the findings of the last audit. Therefore, we expect to find the same deficiencies reported during the last audit. Where necessary, transactions will be selected on a judgmental basis using the findings of our last audit as a guide. In some instances 100% of all transactions will be examined because of the weaknesses found in the system of internal control.

The approach for expenditure, revenue, sundry deposits and advances for ministries and departments are to obtain reconciliation statements from the Accountant General's Department received from ministries and departments. A listing of ministries and departments were submitted to the Accountant General's Department at the entrance interview. The ministries and departments selected were Ministry of Labour, Justice, Home Affairs, Agriculture, Communication, Finance, Education, Health, External Affairs and Social Transformation. Determine the percentage of ministries and departments which reconciled their accounts and develop opinion on this information.

Substantive tests will be performed on account balances to determine correctness of opening and reconciled closing balances. Detailed procedures are given in the audit programs. Substantive audit procedures, which includes detailed testing of transactions and balances.

Contribution to Disaster Office, Contingency Fund and Trust Funds

These liabilities have the same balances brought forward from 1999. No substantive testing will be done. Follow –up will be done to determine whether the findings

highlighted in previous audits have been addressed.

Suspense

No substantive testing will be done to verify the amount of \$1,170,120. As indicated in previous audit reports a suspense account should not be included as a balance sheet item.

Statement of Arrears of Revenue

The statement disclosed arrears of revenue for Ministry of Justice and Ministry of Communications and Works. This figure of \$436,952.61 on the statement is grossly understated since it does not include arrears of revenue for Victoria Hospital, Transport Division, Customs and Excise Department and Inland Revenue Department. Substantive testing will not be done for this audit area; the incompleteness of the figure will be reported on.

Deposit Special Funds – Special Public Funds

The amount of \$55,718.00 disclosed for this liability is not material and the increase in the fund from the year previous financial year is \$381.00. The risk associated with this area is low; since this represent an amount contributed for a new hospital fund which was established prior to 1992. Given this it is not prudent to focused resources on auditing this area. Thus it is not considered for substantive testing.

HUMAN RESOURCE / TIME ALLOCATION

RESOURCE ALLOCATION:

Audit Team	Responsibility
Audit Principal	Overall control of the audit engagement, ensuring delivery to the timetable and overall review of audit outputs. Completion of the audit plan, management letter and report.

Team Leader	For supervision of team members, the quality of outputs, preparation of working papers within the timetable and for liaising with the clients personnel.
--------------------	--

Audit Team	Responsibility
<i>Deputy Team Leader</i>	
Deputized as team leader in the absence of the Auditor II.	Also responsible for the quality of outputs, preparation of working papers within the timetable. Also responsible for the quality of outputs, preparation of working papers within the timetable.

Other Member of the Team

Team Member	Responsibility
C. Jacobs – Auditor 1 st year on the audit	Responsible for the quality of outputs and preparation of working papers within the timetable.
D. Francis – Assistant Auditor 8 years on the audit	Responsible for the quality of outputs and preparation of working papers within the timetable.

Edwin Williams – Senior Clerk 1 st year on the audit	Responsible for the quality of outputs and preparation of working papers within the timetable.
Joel Gordon – Junior Clerk 1 st year on the audit	Responsible for the quality of outputs and preparation of working papers within the timetable.

Time Allocation

Expected fieldwork commencement:	March 24, 2014
Expected fieldwork completion:	May 31, 2014
File Review & management Letter:	75 hours
Expected Submission Date of File	June 25, 2014

ADMINISTRATIVE ARRANGEMENT AND TIME TABLE:

ACTIVITY

RESPONSIBILITY

Audit Plan	Principal & Staff
Site Visit	Principal (2)
Audit Execution	Assigned Staff
File Review/Mgt. Letter	Audit Principal
Final Review	Deputy Director of Audit
Audit Clearance	Director of Audit

TASK ANALYSIS FORM

Project Title: Auditing of Government of Antigua & Barbuda Accounts – 2011

TASK DESCRIPTION	ASSIGNED TO	DUR. DAYS / HRS	ESTIMATE COMPL. Fieldwork	ESTIMATE COMPL. Summary/ Conclusion	ACTUAL TIME TAKEN	VARIANCE	EXPLANATION
Audit Preparation							
Cash	J. Gordon	5 days	3 days	2 days			
Short Term Deposits							
Cash at Bank							
Advances - Other Governments							
Advances - Personal							
Advance - Departmental							
Imprest - Departmental							
Draft and Remittances							
Accounts Payable	D. Francis	15 days	12 days	3 days			
Deposits - Other Deductions from Salaries							
Deposits - Statutory Bodies							
Deposits - Departmental Accounts							

TASK DESCRIPTION	ASSIGNED TO	DUR. DAYS / HRS	ESTIMATE COMPL. Fieldwork	ESTIMATE COMPL. Summary/ Conclusion	ACTUAL TIME TAKEN	VARIANCE	EXPLANATION
Deposits - Local Government							
Deposits - Other							
Deposits - Insurance and Bank							
Deposits - Union							
Special Fund							
Special Accounts							
Domestic Loans	C. Jacobs						
External Loans	C. Jacobs						
Revenue							
Expenditure	D. Francis						
Appendix	J. Gordon						
TOTAL (DAYS)							

Signature of Project Leader:.....

Date:.....

WORKING PAPER FILE INDEX

YEAR ENDED DECEMBER 31, 2011

I Representation Letter	
A. Audit Report	---
B. Management Letter	---
C. Financial Statements	---
D. Review Notes	---
E. Assignment Planning Memorandum	---
F. Risk Templates and Risk Assessment	---
G. Cash	---
H. Short Term Deposits	---
I. Cash in Bank	---
J. Advances – Other Government	---
K. Advances - Personal	---
L. Advances – Other Government	---
M. Imprest - Departmental	---
N. Draft and Remittances	---
O. Accounts Payable	---
P. Deposits – Other Deductions from Salary	---
Q. Deposit – Statutory Bodies	---
R. Deposit –Departmental Account	---
S. Deposit – Local Government	---
T. Deposits - Other	---

U. Deposits – Insurance and Bank	---
V. Deposits - Unions	---
W. Special Funds	---
X. Special Accounts	---
Y. Domestic Loans	---
Z. External Loans	---
AA. Revenue	---
AB. Expenditure	---
AC. Appendix	---

CHECK LIST FOR AUDITORS

The checklist provided below serves as guidance to the audit team, in ensuring among other things, expediency in reviewing their working papers. Before submission of the working paper the auditor should ensure the following:

Audit area contains:

- ❖ Summary and Conclusion
- ❖ Working Papers which are relevant and adequately supports findings and conclusions

Summary and Conclusion Contains:

Introduction

Summarized objectives

Audit Findings presented as follows:

- ❖ Caption specific to finding
- ❖ Criteria
- ❖ Condition
- ❖ Cause
- ❖ Conclusion based on findings

NB. Summary and Conclusion should be written using past tense

Working papers are:

- ❖ Properly headed
- ❖ Initialed and dated
- ❖ Indexed and cross referenced
- ❖ Relevant to findings
- ❖ Punched
- ❖ Source of all documents have been inserted on sheet backing
- ❖ Reviewed by the team leader

Time Budget is completed showing

- ❖ Actual time spent on audit assignment
- ❖ Explanation for any variance in time

SITE VISIT RECORD FORM

DATE	DURATION	PURPOSE

Signed