

Template 38: Working Paper

Working Paper					
Heading	<i>Summarize from Audit Programme</i>	Financial Year End	<i>[month and year]</i>	WP Ref.	
Audit Area	<i>Copy from Audit Programme</i>	Prepared by	<i>[initials]</i>	Date	<i>[date for preparing the work paper]</i>
		Reviewed by	<i>[initials]</i>	Date	<i>[date for preparing the work paper]</i>

**1 Engagement Objective**

*[Copy from audit program]*

**2 Scope**

*[Copy from audit program]*

**3 Source**

*[Include the names and designations of the staff from who you obtained the information]*

**4 Sample Selection**

*[Detail how – size of population, size of sample, method of selection, use of CAATS etc. – and from where (name of the report and format, i.e. electronic / paper) the sample was selected]*

**5 Audit Procedures**

*[Copy from audit program of reference to the relevant section of the audit programme]*

**6 Audit Results**

*[Document the results for each audit procedure/test in the audit programme, i.e. use the exact same numbering]*

- [include the results for procedure 1 in the audit programme]*

2. *[include the results for procedure 2 in the audit programme]*
  3. *[include the results for procedure 3 in the audit programme]*
- [Include at least evidence for one correct sample and evidence for all exceptions noted]*

Ref	Record	Audit Procedure 1	Audit Procedure 2	Audit Procedure 3	Audit Procedure 4	WP Ref
		✓	* N1	* N2	* N3	<i>[insert the reference of other documents supporting the audit results]</i>

*Legend should be used to explain tick-marks and symbols used*

Tick mark legend:

- ✓ - Test / audit procedure was performed successfully on sample item and no exceptions were noted.
- \* - An exception was noted when test / audit procedure was performed on sample item.

Notes: [examples]

- N1 – We were unable to obtain the specimen signature for Mr XYZ who were authorised to approve the purchase order as he has resigned. Refer to ..... for factual correctness sheet signed by the Procurement Manager.
- N2 - The specimen signature for Mr DEF who are authorised to approve the purchase order does not agree to the signature on the purchase order. Refer to .....for supporting documentation.
- N3 – Ms ABC is authorised to approve this purchase order. She was however on leave at the time and her designate Mr GHJ were authorised. Refer to .....for supporting documentation that Mr GHJ was authorised in writing to approve purchase orders during Ms ABC’s leave period.

<b>7</b>	<b>Conclusion</b>
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Based on the audit procedures performed it appears that controls in place to ensure that *[insert audit objective], [are adequate and / or functioning effectively] / [are partially adequate and / or effective] / [are not adequate and / or not functioning effectively]*.

***[The conclusion should be in line with the audit objective]***