

# INTERNAL CONTROL DOCUMENTATION

Entity:	XXXX A Savings Bank XXXX
Subsidiary or Division:	
Balance Sheet Date:	

Prepared:	
Approved:	
Partner:	

## General

This form assists us in:

- Gaining an understanding of internal control at the entity level to plan the audit and to determine the nature, timing and extent of our audit procedures;
- Identifying and evaluating the design of the entity-level controls important to the audit;
- Determining whether the entity-level controls important to the audit have been implemented;
- Assessing the effectiveness of internal control at the entity level; and
- Summarizing the procedures performed and information considered in identifying the risks of material misstatement due to fraud.

We also are required to obtain information about internal control at the individual application/process level to plan the audit (e.g., make our combined inherent and control risk assessment) and to determine the nature, timing, and extent of our audit procedures.

The information we obtain and document in this form also is useful in evaluating entity-level controls in connection with engagements to report on internal control over financial reporting (e.g., Section 404 of the Sarbanes-Oxley Act of 2002, PCAOB).

4. The form includes a Table of Contents that has hyperlinks to each applicable section. Also, hyperlinks back to the Table of Contents or to other specific sections within Parts 1 and 2 are included within the form. After using a hyperlink, you may return to the point of origin by selecting the back arrow key on the Microsoft Word toolbar. These hyperlinks provide the engagement team the ability to copy, paste, and edit information from the detailed sections within Parts 1 and 2 to the Conclusion on the Effectiveness of Internal Control at the Entity Level and the Summary of Observations and Identified Fraud Risks. In addition, the hyperlinks will facilitate review of the information in the form.

## Instructions for Completing the Internal Control Document

1. Many sections of the form require the engagement team to document observations based on a list of factors to consider. It is not necessary to provide a response for each factor. Rather, the list of factors is intended to be thought-provoking so that the engagement team can apply its collective knowledge of the entity in tailoring an appropriate response for the applicable section.
2. We document our consideration of the components of internal control at the entity level in Part 1 of the form. The responses provided should include relevant observations (whether positive or negative) based on the Factors to Consider. Accordingly, a response of "none" or "not applicable" is not appropriate for this section within Part 1. We also identify the entity-level controls important to the audit and determine whether those controls have been properly designed and implemented in Part 1. Responses within Part 1 should be sufficient to support our Conclusion on the Effectiveness of Internal Control at the Entity Level. Any response within Part 1 that is indicative of a potential fraud risk also is included in the Summary of Observations and Identified Fraud Risks.
3. Part 2 is used to document sources of information available specific to our identification of the risks of material misstatement due to fraud. Responses in Part 2 that are indicative of a potential fraud risk are included in the Summary of Observations and Identified Fraud Risks.

Internal Control Document  
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# Internal Controls Documentation

**G Orfield**



## **Internal Controls Documentation:**

**Internal Control Audit and Compliance** Lynford Graham, 2015-01-12 Ease the transition to the new COSO framework with practical strategy Internal Control Audit and Compliance provides complete guidance toward the latest framework established by the Committee of Sponsoring Organizations COSO With clear explanations and expert advice on implementation this helpful guide shows auditors and accounting managers how to document and test internal controls over financial reporting with detailed sections covering each element of the framework Each section highlights the latest changes and new points of emphasis with explicit definitions of internal controls and how they should be assessed and tested Coverage includes easing the transition from older guidelines with step by step instructions for implementing the new changes The new framework identifies seventeen new principles each of which are explained in detail to help readers understand the new and emerging best practices for efficiency and effectiveness The revised COSO framework includes financial and non financial reporting as well as both internal and external reporting objectives It is essential for auditors and controllers to understand the new framework and how to document and test under the new guidance This book clarifies complex codification and provides an effective strategy for a more rapid transition Understand the new COSO internal controls framework Document and test internal controls to strengthen business processes Learn how requirements differ for public and non public companies Incorporate improved risk management into the new framework The new framework is COSO s first complete revision since the release of the initial framework in 1992 Companies have become accustomed to the old guidelines and the necessary procedures have become routine making the transition to align with the new framework akin to steering an ocean liner Internal Control Audit and Compliance helps ease that transition with clear explanation and practical implementation guidance **Internal Controls** William Edward Thompson, 2004 **The Sarbanes-Oxley**

**Section 404 Implementation Toolkit** Michael J. Ramos, 2005-04-01 The tools to manage ongoing Sarbanes Oxley compliance In The Sarbanes Oxley Section 404 Implementation Toolkit author and consultant Michael Ramos provides a detailed road map to help companies not only streamline their compliance process but also make the process manageable and repeatable year after year The first book to provide detailed implementation practice aids for Sarbanes Oxley 404 compliance The Sarbanes Oxley Section 404 Implementation Toolkit is packed with work programs audit checklists and examples that readers can tailor to meet their own unique needs Featuring a useful CD ROM that contains all of the tools from the book this timely workbook includes best practices that will benefit anyone who participates in the planning or performance of the effectiveness of internal control A must read for all CFOs internal auditors CPA firms and independent auditors involved in the compliance process The Sarbanes Oxley Section 404 Implementation Toolkit embraces the common approaches and methodologies that have proven successful in the new world of Sarbanes Oxley internal control testing and reporting **Wiley Practitioner's Guide to GAAS 2006** Michael J. Ramos, 2006-03-06 The clearest easiest to use guide to

understanding GAAS 2006 on the market fully updated This latest resource to understanding GAAS addresses the toughest part of an accountant s job identifying interpreting and applying the many audit attest review and compilation standards relevant to a particular engagement Wiley Practitioner s Guide to GAAS 2006 offers the accounting professional a clear accessible distillation of the official language of those standards Statements on Standards for Attestation Engagements SSAEs and Statements on Standards for Accounting and Review Services SSARs as well as advice on exactly when and how to remain fully compliant with each The only GAAS reference organized according to practitioners actual use of the Statements on Auditing Standards Wiley Practitioner s Guide to GAAS 2006 presents each statement individually explaining how the standards are related and offering guidance on the entire engagement process in the form of practice notes checklists questionnaires and real world examples that illustrate how the fundamental requirements of each section are applied Other key features include A brief identification of each SAS SSAE and SSARS with its effective date and tips on when to apply it A convenient and comprehensive glossary of official definitions which are usually scattered through out a standard Behind the scenes explanations of the reasons for each pronouncement and brief explanations of the basic ideas of the section Concise listing and descriptions of each standard s specific mandates Easy to read capsule summary of interpretations plus selected AICPA practice alerts and advisories Helpful techniques for remaining compliant with each standard New in GAAS 2006 Proposed changes required by the new risk assessment suite of eight auditing standards including those related to Understanding the client s business Internal control Materiality Assessing risk and performing audit procedures Changes to the requirements for audit documentation when performing an audit of a privately held company

Export/Import Procedures and Documentation Thomas E. JOHNSON, Donna Bade, 2010-03-26 The details of international business are growing more complex by the day and even the most seasoned professionals can find themselves in need of guidance This comprehensive answer book supplies readers with a clear view of the entire export import process explaining the ins and outs of shipping and insurance payment mechanisms distributors vs agents customs and export control requirements and transportation issues Featuring dozens of sample contracts procedures checklists and ready to use forms Export Import Procedures and Documentation is an authoritative voice in the everchanging often confusing world of international laws and regulations The revised fifth edition contains new and expanded information on topics including Corporate oversight and compliance Valuation The Export Control Reform Act Licensing requirements and exceptions International Commerce Trade Terminology The shifting definition of Country of Origin Specialized exporting and importing And more Thorough and accessible this trusted resource provides readers with the tools they need to manage supply chain dynamics around the world and keep everything organized up to date and above board each step of the way

Internal Controls Bill Thompson, William Edward Thompson, American Institute of Certified Public Accountants, MicroMash (Firme), American Institute of Certified Public Accountants. Continuing Professional Education Division, 2006

*Documents*

on Disarmament United States. Arms Control and Disarmament Agency,1983

## **The Sarbanes-Oxley Section 404**

**Implementation Toolkit, with CD ROM** Michael J. Ramos,2008-04-25 Now updated and fully revised The Sarbanes Oxley Section 404 Implementation Toolkit Second Edition helps large or small companies continue to meet the complex internal control reporting requirements of Sarbanes Oxley Brimming with a wealth of forms and checklists the new edition helps you get up to speed quickly with SOX 404 requirements and makes the compliance process repeatable more efficient and more effective

*Audit Guide* AICPA,2016-11-07 Want to ensure effective and efficient execution of the Risk Assessment Standards AICPA has the resources you need Audit Risk Assessment Tool available online only Assessing and Responding to Audit Risk in a Financial Statement Audit AICPA Audit Guide The Audit Risk Assessment Tool walks an experienced auditor through the risk assessment procedures and documents those decisions necessary to prepare an effective and efficient audit program Designed to be used in lieu of cumbersome checklists it provides a top down risk based approach to the identification of high risk areas to allow for appropriate tailoring of audit programs which will result in audit efficiencies The tool is available in the Online Subscription format and includes access to the full Risk Assessment Guide The AICPA Audit Guide Assessing and Responding to Audit Risk in a Financial Statement Audit is the definitive source for guidance on applying the core principles of the risk based audit methodology that must be used on all financial statement audits This guide is written in an easy to understand style that enables auditors of all experience levels to find answers to the issues they encounter in the field Unique insights examples and a comprehensive case study clarify critical concepts and requirements Disclaimer This Audit Risk Assessment Tool is designed to provide illustrative information with respect to the subject matter covered and is recommended for use on audit engagements that are generally smaller in size and have less complex auditing and accounting issues It is designed to help identify risks including significant risks and document the planned response to those risks The Audit Risk Assessment Tool should be used as a supplement to a firm s existing planning module whether in a firm based or commercially provided methodology The Audit Risk Assessment Tool is not a complete planning module The AICPA recommends the Audit Risk Assessment Tool be completed by audit professionals with substantial accounting auditing and specific industry experience and knowledge For a firm to be successful in improving audit quality and efficiencies it is recommended that a 5 years experienced auditor completes the Audit Risk Assessment Tool or the engagement team member with the most knowledge of the industry and client often Partner in small medium firms provides insight to whomever is completing the ARA Tool The AICPA recommends this should not be delegated to lower level staff and just reviewed it should be completed under the direction of the experienced auditor if you delegate to inexperienced auditor you will be at risk for less effectiveness and efficiencies because the tool is intended to be completed by an experienced auditor The Audit Risk Assessment Tool does not establish standards or preferred practices and is not a substitute for the original authoritative auditing guidance In applying the auditing guidance included in this Audit Risk Assessment Tool the auditor should using

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**The Controller's Toolkit** Christine H. Doxey,2021-02-03 Get practical tools and guidance for financial controllership you can put to immediate use The Controller s Toolkit delivers a one of a kind collection of templates checklists review sheets internal controls policies and procedures that will form a solid foundation for any new or established financial controller You ll get the tools and information you need to master areas like business ethics corporate governance regulatory compliance risk management security IT processes and financial operations All of the tools contained in this indispensable book were recommended by corporate and business unit controllers from small to medium sized companies and large multinational firms You will benefit from master level guidance in areas like Ethics Codes of Conduct and the Tone at the Top to support ethical behavior The operational and financial aspects of corporate governance The importance of the Committee of Sponsoring Organizations of the Treadway Commission Framework The requirement for entity level controls The importance of linking the business plan with the budget process The Controller s Toolkit also belongs on the bookshelves of finance and accounting students executives and managers who wish to know more about the often complex world of financial controls

*A Bibliography of Documents Issued by the GAO on Matters Related to ADP, January 1976-December 1980* United States. General Accounting Office,1981 *Complying with Sarbanes-Oxley Section 404* Lynford Graham,2010-03-16 A step by step approach for planning and performing an assessment of internal controls Filled with specific guidance for small business compliance to SEC and PCAOB requirements relating to Sarbanes Oxley 404 *Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies* provides you with specific guidance on working with auditors to achieve benefits and cost reductions This practical guide helps you knowledgeably interpret and conform to Sarbanes Oxley 404 compliance and features Clear jargon free coverage of the Sarbanes Oxley Act and how it affects you Links to current guidance online Specific guidance to companies on how to work with auditors to achieve benefits and cost reductions Coverage of IT and IT general controls Examples and action plans providing blueprints for implementing requirements of the act Easy to understand coverage of the requirements of the SEC and PCAOB Discussion of the requirements for assessing internal control effectiveness A look at how the new guidance will reduce your costs In depth explanations to help professionals understand how best to approach the internal control engagement Practice aids including forms checklists illustrations diagrams and tables Continuing to evolve and bring about business and cultural change this area of auditing and corporate

governance is demystified in *Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies* your must have must own guide to SOX 404 implementation and an effective tool and reference guide for every corporate manager

**Advances in Accounting Behavioral Research** Vicky Arnold,2006-06-05 Presents an empirical research in accounting theory This book includes content that crosses into the fields of applied psychology sociology management science and economics

**Wiley CPAexcel Exam Review 2015 Study Guide (January)** O. Ray Whittington,2015-01-29 I wanted to say I bought just the four books by Wiley for each CPA section and took all 4 parts of the exam in May 2009 I studied for about half a year and I PASSED ALL 4 PARTS ON THE FIRST TRY 95% REG 88% FAR 82% AUD 81% BEC I am very excited and happy that these books alone helped me pass Gabriela Adriana Mandiuc Boerne Texas All the information you need to master the computerized CPA exam The most effective system available to prepare for the CPA exam proven for nearly forty years Timely up to the minute coverage for the computerized exam Contains all current AICPA content requirements in Auditing and Attestation Unique modular format helps you zero in on areas that need work organize your study program and concentrate your efforts Comprehensive questions over 3 800 multiple choice questions and their solutions in the four volumes Covers the new simulation style problems Includes over 280 simulations Complete sample exam in Auditing and Attestation Guidelines pointers and tips show you how to build knowledge in a logical and reinforcing way Wiley CPAexcel Exam Review Study Guide 2015 arms test takers with detailed outlines study guidelines and skill building problems to help candidates identify focus on and master the specific topics that need the most work

**Federal Register**,2006-07-18

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**Finance Essentials** Scott Moeller,2012-04-26 Collated by Scott Moeller of Cass Business School this collection brings together the informative articles a budding finance practitioner needs to operate effectively in today s corporate environment Bringing together core finance knowledge and cutting edge research topics in an engaging and effective way this text is the ideal companion for all practitioners and students of finance You will find insights into the practical applications of theory in key areas such as balance sheets and cash flow financial regulation and compliance funding and investment governance and ethics mergers and acquisitions and operations and performance Contributors to this collection include some of the leading experts in their respective fields Aswath Damodaran Harold Bierman Jr Andreas

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