

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.

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Internal Control Documentation Examples

Michael J. Ramos



Internal Control Documentation Examples:

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 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 professional judgment assess the relevance and appropriateness of such guidance to the circumstances of the audit This document has not been approved disapproved or otherwise acted on by a senior committee of the AICPA It is provided with the understanding that the staff and publisher are not engaged in rendering legal accounting or other professional service All such information is provided without warranty of any kind **Practice Aid: Audit and Accounting Manual, 2017**

AICPA,2017-08-14 This one stop shop summarizes applicable requirements and delivers how to advice to help practitioners plan and perform an audit A valuable resource featuring new updates for the issuance of SAS No 132 The Auditor's Consideration of an Entity's Ability to Continue as a Going Concern this guide provides illustrative examples sample forms and helpful techniques that small and medium sized firms need to streamline their audit engagements *Audit and Accounting Manual: Nonauthoritative Practice Aid, 2019* AICPA,2019-08-06 This comprehensive step by step guide provides a plain English approach to planning and performing audits In this handy resource accountants and auditors will find updates for the issuance of SAS No 132 The Auditor's Consideration of an Entity's Ability to Continue as a Going Concern with illustrative examples sample forms and helpful techniques ideal for small and medium sized firms Key Features include Comprehensive and step by step guidance on the performance of an audit Numerous alerts that address the current year developments in a variety of areas Illustrative examples and forms to facilitate hands on performance of the audit

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 **Audit and Accounting Manual** AICPA,2020-09-16 This comprehensive step by step guide provides a plain English approach to planning and performing audits In one handy resource you ll find applicable requirements and how to advice This edition includes updates for the issuance of SAS No 133 Auditor Involvement with Exempt Offering Documents Update boxes have been added for SAS No 134 137 138 and 139 You ll find illustrative examples sample forms and helpful techniques ideal for small and medium sized firms *Core Concepts of Accounting Information Systems* Mark G. Simkin,Carolyn A. Strand Norman,Jacob M. Rose,2014-12-08 Knowing how an accounting information systems gather and transform data into useful decision making information is fundamental knowledge for accounting professionals Mark Simkin Jacob Rose and Carolyn S Norman s essential text *Core Concepts of Accounting Information Systems* 13th Edition helps students understand basic AIS concepts and provides instructors the flexibility to support how they want to teach the course *PCAOB Standards and Related Rules* AICPA,2017-04-10 This compilation contains certain standards and releases that have been adopted by the PCAOB This compilation also contains standards and other materials that have been adopted by the AICPA Pursuant to PCAOB rules some of these AICPA materials to the extent they have not been superseded or amended by the PCAOB serve as the PCAOB s interim standard If a provision of a PCAOB standard addresses a subject matter that also is addressed in the interim standards the affected portion of the interim standard should be considered superseded or effectively amended The organization and form of this publication is the work of the AICP and has not been approved by and does not represent the action of the PCAOB Page iii *PCAOB Standards and Related Rules: 2019* AICPA,2020-03-10 Auditors of public companies opinions of the accuracy of a financial statement matters for the health of the company are important This title is a must have for practitioners it includes two new auditing standards Auditing Accounting Estimates Including Fair Value Measurements AS 2501 and Using the Work of an Auditor Engaged Specialist AS 1210 This guides also includes related amendments to other auditing sections recently issued staff guidance on these topics and staff guidance on critical audit matters

Construction Guide Eric P. Wallace,2008 Construction Guide provides CPAs with guidance on the accounting auditing

and reporting that are particular to the construction industry In addition it provides CPAs with guidance on engagements for a wide range of situations including those special to utility contractors road builders home construction home builders real estate developers commercial construction residential construction and more The book includes work programs practice aids checklists and sample reports **Approaches to Enterprise Risk Management** Bloomsbury Publishing,2010-07-01

Approaches to Enterprise Risk Management is a multi author book written by leading experts in the field of risk management including Aswath Damodoran John C Groth and David Shimko It is a valuable tool that enables you to assess the potential business threats both from within your organization and from external sources It comprises over 25 chapters covering the range of risks your organization might face including financial strategic operational risks It offers you over 20 practical step by step guides on the required steps to cope with any detrimental event that could impact on your company s financial health There are also a range of checklists including Balancing Hedging Objectives with Accounting Rules FAS 133 Creating a Risk Register What Is Forensic Auditing And Managing and Auditing the Risk of Business Interruption Captive Insurance Companies How to Reduce Your Costs Hedging Credit Risk Case Studies and Strategies *Handbook of Information Security, Threats, Vulnerabilities, Prevention, Detection, and Management* Hossein Bidgoli,2006-03-13 The Handbook of Information Security is a definitive 3 volume handbook that offers coverage of both established and cutting edge theories and developments on information and computer security The text contains 180 articles from over 200 leading experts providing the benchmark resource for information security network security information privacy and information warfare **Model**

Framework for Management Control Over Automated Information System President's Council on Management Improvement (U.S.),1988 **Wiley CPAexcel Exam Review 2018 Study Guide** Wiley,2018-01-04 The Wiley CPAexcel Study Guide Business Environments and Concepts provides detailed study text to help you identify focus on and master specific topic areas that are essential for passing the BEC section of the 2018 CPA Exam Covers the complete AICPA content blueprint in Business Environments and Concepts BEC Authored and compiled by the same leading university accounting professors who author the Wiley CPAexcel online course Explains every CPA Exam topic tested on the Business Environments and Concepts BEC section of the CPA Exam one volume Organized in Bite Sized Lessons so you can learn faster and remember more of what you learn Updated for 2018 so you have the most accurate up to date content available for the Business Environments and Concepts BEC section on this year s exam Maps perfectly to the Wiley CPAexcel Review Course may be used to complement the online course or as a standalone study tool Study text only and does NOT include practice questions or practice exams Use in conjunction with the Wiley CPAexcel Exam Review 2018 Test Bank Business Environments and Concepts which includes over 4 200 interactive multiple choice questions and 200 task based simulations

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