

## Section 8

### SPECIMEN AUDIT WORKING PAPERS

|                                                | Reference |
|------------------------------------------------|-----------|
| Five-year accounts summary                     | C         |
| Reserves                                       | K100      |
| Related parties                                | K200      |
| Term loans and other long term liabilities     | K300      |
| Fixed deposits                                 | K400      |
| Cash and bank balances                         | K500      |
| Property, plant and equipment                  | L100      |
| Investment properties                          | L200      |
| Other Investments – Financial Assets           | L300      |
| Intangible assets                              | L400      |
| Contingent liabilities and capital commitments | L500      |
| Inventories and work-in-progress               | M100      |
| Sales                                          | N100      |
| Trade receivables                              | N300      |
| Other receivables and prepaid expenses         | N400      |
| Cost of goods sold                             | O100      |
| Expenses                                       | O200      |
| Trade payables                                 | O300      |
| Other payables and accrued expenses            | O400      |
| Taxation                                       | P100      |
| Deferred taxation                              | P200      |

## SPECIMEN AUDIT WORKING PAPERS

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## SPECIMEN AUDIT WORKING PAPERS

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|                                                                         | Initials     | Date |
|-------------------------------------------------------------------------|--------------|------|
| Client :                                                                | Prepared by: |      |
| Year/Period Ended :                                                     | Reviewed by: |      |
| Subject : <b>Trust receipts / Bankers' acceptances / Bills payables</b> | Reviewed by: |      |

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|                                      |               |          |      |
|--------------------------------------|---------------|----------|------|
|                                      |               | Initials | Date |
| Client :                             | Prepared by : |          |      |
| Year/Period Ended :                  | Reviewed by : |          |      |
| Subject : <b>Bank reconciliation</b> | Reviewed by : |          |      |

|       |   |          |   |
|-------|---|----------|---|
| Scope | : | Coverage | : |
|-------|---|----------|---|

| Details                       |                   |    |    |
|-------------------------------|-------------------|----|----|
| Bank:                         |                   |    |    |
| Account number:               |                   |    |    |
| Address:                      |                   |    |    |
|                               | Confirmation ref  | RM | RM |
| Balance as per bank statement |                   |    |    |
| Less: Unpresented cheques     | Presentation date |    |    |
| Add: Uncredited lodgements    | Clearance date    |    |    |
| Balance as per book balance   |                   |    |    |

## Section 8

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L100

|                     |                                                  | Initials      | Date |
|---------------------|--------------------------------------------------|---------------|------|
| Client :            |                                                  | Prepared by : |      |
| Year/Period Ended : |                                                  | Reviewed by : |      |
| Subject :           | Property, plant and equipment<br>– Lead schedule | Reviewed by : |      |

| Audited<br>Year 1<br>RM |                                                                   | Sch<br>Ref | Per GL | Adjustments |     | Final  |
|-------------------------|-------------------------------------------------------------------|------------|--------|-------------|-----|--------|
|                         |                                                                   |            | Year 2 | DR.         | CR. | Year 2 |
|                         |                                                                   |            | RM     | RM          | RM  | RM     |
|                         | <b>At cost unless otherwise stated</b>                            |            |        |             |     |        |
|                         | Freehold land                                                     |            |        |             |     |        |
|                         | - At cost                                                         |            |        |             |     |        |
|                         | - At valuation                                                    |            |        |             |     |        |
|                         | Short term leasehold land and buildings                           |            |        |             |     |        |
|                         | - At cost                                                         |            |        |             |     |        |
|                         | - At valuation                                                    |            |        |             |     |        |
|                         | Plant, equipment and motor vehicles                               |            |        |             |     |        |
|                         | Plant, equipment and motor vehicles under hire-purchase and lease |            |        |             |     |        |
|                         | Furniture, furniture and fittings                                 |            |        |             |     |        |
|                         | <b>Accumulated depreciation</b>                                   |            |        |             |     |        |
|                         | Freehold land                                                     |            |        |             |     |        |
|                         | - At cost                                                         |            |        |             |     |        |
|                         | - At valuation                                                    |            |        |             |     |        |
|                         | Short term leasehold land and buildings                           |            |        |             |     |        |
|                         | - At cost                                                         |            |        |             |     |        |
|                         | - At valuation                                                    |            |        |             |     |        |
|                         | Plant, equipment and motor vehicles                               |            |        |             |     |        |
|                         | Plant, equipment and motor vehicles under hire-purchase and lease |            |        |             |     |        |
|                         | Furniture, furniture and fittings                                 |            |        |             |     |        |
|                         | <b>Accumulated impairment losses</b>                              |            |        |             |     |        |
|                         | Freehold land                                                     |            |        |             |     |        |
|                         | Plant, equipment and motor vehicles                               |            |        |             |     |        |
|                         | XXX                                                               |            |        |             |     |        |
|                         | <b>NET BOOK VALUE</b>                                             |            |        |             |     |        |

Analytical procedures: (ISA520)

Work Done:

Refer audit programme in 5.1.5 Investing Cycle for work done.\*

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|                                                               |               |          |      |
|---------------------------------------------------------------|---------------|----------|------|
|                                                               |               | Initials | Date |
| Client :                                                      | Prepared by : |          |      |
| Year/Period Ended :                                           | Reviewed by : |          |      |
| Subject : <b>Property, plant and equipment – Depreciation</b> | Reviewed by : |          |      |

Preview from Notesale.co.uk  
Page 28 of 78

## SPECIMEN AUDIT WORKING PAPERS

|                             |               |          |      |
|-----------------------------|---------------|----------|------|
|                             |               | Initials | Date |
| Client :                    | Prepared by : |          |      |
| Year/Period Ended :         | Reviewed by : |          |      |
| Subject : Insurance details | Reviewed by : |          |      |

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Page 32 of 78

The above insurance policies provide adequate cover and are current.

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|                                                            |               |          |      |
|------------------------------------------------------------|---------------|----------|------|
|                                                            |               | Initials | Date |
| Client :                                                   | Prepared by : |          |      |
| Year/Period Ended :                                        | Reviewed by : |          |      |
| Subject : <b>Investment properties<br/>– Lead schedule</b> | Reviewed by : |          |      |

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Page 33 of 78



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|                                                                           |               |          |      |
|---------------------------------------------------------------------------|---------------|----------|------|
|                                                                           |               | Initials | Date |
| Client :                                                                  | Prepared by : |          |      |
| Year/Period Ended :                                                       | Reviewed by : |          |      |
| Subject : <b>Trade receivables<br/>– Circularisation details (ISA505)</b> | Reviewed by : |          |      |

|       |   |            |
|-------|---|------------|
| Basis | : |            |
| Scope | : | Coverage : |

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Page 52 of 78

## SPECIMEN AUDIT WORKING PAPERS

|                                                        |               |          |      |
|--------------------------------------------------------|---------------|----------|------|
|                                                        |               | Initials | Date |
| Client :                                               | Prepared by : |          |      |
| Year/Period Ended :                                    | Reviewed by : |          |      |
| Subject : <b>Trade receivables<br/>– Aged analysis</b> | Reviewed by : |          |      |

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|                                             |               |          |      |
|---------------------------------------------|---------------|----------|------|
|                                             |               | Initials | Date |
| Client :                                    | Prepared by : |          |      |
| Year/Period Ended :                         | Reviewed by : |          |      |
| Subject : <b>Lease (operating) expenses</b> | Reviewed by : |          |      |

Analysis of outstanding lease commitments:

|                     |  |
|---------------------|--|
| Less than 12 months |  |
| 1 – 3 years         |  |
| > 5 years           |  |

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**Page 63 of 78**

## Section 8

### SPECIMEN AUDIT WORKING PAPERS

O400

|                                                               |               |          |      |
|---------------------------------------------------------------|---------------|----------|------|
|                                                               |               | Initials | Date |
| Client :                                                      | Prepared by : |          |      |
| Year/Period Ended :                                           | Reviewed by : |          |      |
| Subject : Other Payables and Accrued Expenses – Lead Schedule | Reviewed by : |          |      |

| Audited |                  |     | Per GL | Adjustments |    | Final  |
|---------|------------------|-----|--------|-------------|----|--------|
| Year 1  |                  | Sch | Year 2 | DR          | CR | Year 2 |
| RM      |                  | Ref | RM     | RM          | RM | RM     |
|         | Other payables   |     |        |             |    |        |
|         | Accrued expenses |     |        |             |    |        |
|         |                  |     |        |             |    |        |
|         |                  |     |        |             |    |        |

Analytical Procedures: (ISA520)

Work Done:

Refer audit programme in 5.1.8 Expenditure Cycle for work done. \*

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|                   |   | Initials     | Date |
|-------------------|---|--------------|------|
| Client            | : | Prepared by: |      |
| Year/Period Ended | : | Reviewed by: |      |
| Subject           | : | Reviewed by: |      |

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