|  |  |  |
| --- | --- | --- |
| **Client:** | **$(client)** | |
| **Period end date:** | **$(start) - $(end)** | |
| **Ref. no.:** |  | |
| **Prepared by:** | $(user) | **Date:** |
| **Approved by Manager:** |  | **Date:** |
| **Approved by Partner:** |  | **Date:** |

# **Engagement Team Roles and Responsibilities**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | | **Role/Designation** | | | | **Experience and/or Qualification** | | | |
|  | | Engagement Leader (Partner) | | | | E.g. 10+ years of experience, FCA | | | |
|  | | Manager | | | |  | | | |
|  | | Job in Charge (Senior Associate Trainee) | | | |  | | | |
|  | | Team Member (Associate Trainee) | | | |  | | | |
|  | | Team Member (Assistant Trainee II) | | | |  | | | |
|  | | Team Member (Assistant Trainee I) | | | |  | | | |
|  | | EQCR (if required) | | | |  | | | |
| **Audit Area** | **Assignee** | | **Reviewer (Manager)** | **Additional reviewer(s) (Partner)** | **Target work completion date** | | **Target work review date** | **Additional review to be completed** | **Review finalization** |
| **Initiation and Mobilization** | | | | | | | | | |
| Client Acceptance/Continuance |  | |  |  |  | |  |  |  |
| Engagement Letter |  | |  |  |  | |  |  |  |
| Other Planning Activities |  | |  |  |  | |  |  |  |
| **Planning Sign Off** |  | |  |  |  | |  |  |  |
| **Balance Sheet** | | | | | | | | | |
| Fixed assets |  | |  |  |  | |  |  |  |
| Investment properties |  | |  |  |  | |  |  |  |
| Long term investments |  | |  |  |  | |  |  |  |
| Long term loans and advances |  | |  |  |  | |  |  |  |
| Long term deposits and prepayments |  | |  |  |  | |  |  |  |
| Stores, spares and stock in trade |  | |  |  |  | |  |  |  |
| Trade receivables |  | |  |  |  | |  |  |  |
| Short term investments |  | |  |  |  | |  |  |  |
| Advances, deposits, prepayments and other short term receivables |  | |  |  |  | |  |  |  |
| Cash and bank balances |  | |  |  |  | |  |  |  |
| Share capital and reserves |  | |  |  |  | |  |  |  |
| Trade payables |  | |  |  |  | |  |  |  |
| Accrued expenses |  | |  |  |  | |  |  |  |
| Dividend payable |  | |  |  |  | |  |  |  |
| Short term borrowings |  | |  |  |  | |  |  |  |
| Liabilities against assets |  | |  |  |  | |  |  |  |
| Long term debt |  | |  |  |  | |  |  |  |
| Long term deposit |  | |  |  |  | |  |  |  |
| Deferred liabilities |  | |  |  |  | |  |  |  |
| Direct taxation |  | |  |  |  | |  |  |  |
| Contingencies and commitments |  | |  |  |  | |  |  |  |
| **Profit and Loss** | | | | | | | | | |
| Sales |  | |  |  |  | |  |  |  |
| Cost of sales |  | |  |  |  | |  |  |  |
| Selling & distribution expenses |  | |  |  |  | |  |  |  |
| Administrative expenses |  | |  |  |  | |  |  |  |
| Other operating expenses |  | |  |  |  | |  |  |  |
| Other income |  | |  |  |  | |  |  |  |
| Finance costs |  | |  |  |  | |  |  |  |
| Taxation |  | |  |  |  | |  |  |  |
| **Others** | | | | | | | | | |
| WWF |  | |  |  |  | |  |  |  |
| WPPF |  | |  |  |  | |  |  |  |
|  | | | | | | | | | |
| **Deliverables** | | | | | | | | | |
|  |  | |  |  |  | |  |  |  |
|  | | | | | | | | | |
| **Completion** | | | | | | | | | |
| Going Concern Assessment |  | |  |  |  | |  |  |  |
| Subsequent Events |  | |  |  |  | |  |  |  |
| Representation Letter |  | |  |  |  | |  |  |  |
| Other Completion Activities |  | |  |  |  | |  |  |  |
| **Completion Sign Off** |  | |  |  |  | |  |  |  |