

Client: _____

Period: _____

AUDIT CONTROL RECORD

Planning		Yes/No /N/A	WP Ref / Comment
1.	Has the Regulation of Auditor's Checklist been completed and adequate consideration given to non-audit services?		
2.	Where necessary, has our anti-money laundering due diligence assessment on this client been reviewed and updated. Also, have all key issues documented on this assessment been incorporated into the staff briefing?		
3.	Have points forward from the prior period (including, if appropriate, last year's management letter and financial statements) been reviewed and suitably actioned?		
4.	Have any prior period modifications of the audit opinion or emphasis of matter paragraphs been reviewed and consideration given to the effect on corresponding amounts and whether a modification or emphasis of matter paragraph is required in this period?		
5.	Has the Permanent File Checklist been completed, and have all assumptions used to arrive at accounting estimates used by the client been documented?		
6.	Have preliminary analytical procedures been undertaken and has client involvement in the preplanning process been adequately documented?		
7.	Has the businesses inherent risk and control environment been assessed?		
8.	Has inherent risk been assessed for each material class of transaction or balance down to assertion level and have audit programmes been tailored to address the risks?		
9.	Where it is planned to test controls, has control risk been assessed for each material class of transaction or balance down to assertion level and have higher level controls also been assessed?		

Planning		Yes/No /N/A	WP Ref / Comment
10.	Has materiality and performance materiality been calculated?		
11.	Has an assignment plan been prepared?		
12.	Are there any special or additional reporting requirements relevant to this client (including to parent company auditors), if so have they been adequately addressed?		
13.	Have sample sizes been calculated?		
14.	Have staff discussed fraud, risk and related parties, including considering the possibility of breaches of law and regulations, and been briefed on all other relevant matters?		
15.	Has a planning letter been set to the client?		
16.	Recording Has the Systems Overview and Computer Systems Review checklist been reviewed and has adequate consideration been given to the risk that IT systems pose to the client?		
17.	Has the detailed description of the accounting system and controls been adequately recorded for every material transaction cycle (including those operated by service organisations)?		
18.	Does the accounting system provide a reliable basis for the preparation of accurate financial statements and has the audit practice got an adequate understanding of systems and controls as confirmed by walkthrough tests?		
19.	Has an adequate understanding been obtained on non-transaction based controls, such as the use of budgets, management accounts and internal audit functions etc.?		
20.	Based on the information on the permanent file, and audit tests, have adequate accounting records been kept?		

Planning		Yes/No /N/A	WP Ref / Comment
21.	<p>If reliance has been placed on internal controls:</p> <ul style="list-style-type: none"> • Did the tests of control justify reliance? • Were weaknesses, identified in the evaluation process, followed up by adequate substantive tests? 		
22.	<p>Fieldwork</p> <p>Has the fieldwork addressed the risks identified at the planning stage and been adequately directed by suitably tailored audit programmes?</p>		
23.	Have sample sizes calculated at planning been followed and is the basis of selection clearly recorded on working papers?		
24.	Did the period-end substantive testing reflect the reliance obtained from internal control or interim substantive testing?		
25.	Are the conclusions on each account area adequately recorded on the appropriate section of the audit file?		
26.	Have all audit programmes been fully completed?		
27.	Have proper working papers been prepared?		
28.	Has adequate audit evidence been obtained for every material balance and transaction class for each key assertion?		
29.	Have all outstanding points been listed for consideration at the final review stage?		
30.	Has adequate consideration been given to opening balances and corresponding amounts?		
31.	<p>Compliance with GAAP</p> <p>Is the financial reporting framework being used appropriate for the company?</p>		
32.	Have the financial statements been reviewed in conjunction		

Planning		Yes/No /N/A	WP Ref / Comment
	with an appropriate disclosure checklist and critically reviewed?		
33.	Have the accounting policies and estimation techniques selected by the entity been reviewed and are they the most appropriate to the entity's particular circumstances in order to give a true and fair view?		
34.	Where disclosed in the financial statements, reconcile audit and non-audit fees disclosed to the services and fees noted on the Provision of Non-Audit Services form.		
35.	Review and completion Have the materiality and risk forms been updated and reviewed at the finalisation stage by the manager?		
36.	Have the following, which arose through the course of the audit, been summarised for review by the audit engagement partner: <ul style="list-style-type: none"> • Significant changes to the planning; • Conclusions reached on significant risks; • Key consultation (both internal and external); • Departures from an ISA requirement where alternative audit procedures have been performed; and • Where it has not been possible to achieve an ISA objective and alternative procedures were not possible, a note of the potential impact on the audit report? 		
37.	Have all relevant points been included as points forward to next year?		
38.	Has a comprehensive subsequent event review and going concern review been carried out?		
39.	Has a Letter of Representation been drafted?		
40.	Have audit adjustments been communicated and agreed with the client and has it been ensured that the client has posted these to correct the opening balances for the next financial period?		

Planning

41. Has the management letter been drafted?
42. Have analytical procedures at finalisation been undertaken?
43. Where unadjusted errors exist in the financial statements, are they deemed clearly trivial? If errors are deemed not to be trivial have they been included in the Letter of Representation?
44. Where fraud or breaches of law and regulations have been identified, has action been taken where relevant (including appropriate communication with those charged with governance and whistle-blowing to the relevant authority)?

Yes/No /N/A	WP Ref / Comment
Yes	2

1. Completion by most senior person completing the fieldwork

I have completed my work as summarised above, and consider that the working papers adequately support our proposed opinion, except for the outstanding points listed on

-N/As

Signed:

Date:

2. Review completion by manager

I have completed my review of the working papers and consider that they support the opinion proposed except for the matters noted on

-N/As

Signed:

Date:

3. Review completion by Audit Engagement Partner

I have completed my review of:

-N/As

- the audit working papers, including:
 - critical areas of judgment, especially those relating to difficult or contentious matters identified during the course of the engagement;
 - significant risks;
 - points raised for my attention at Aa7
- the financial statements / set of financial statements sent to the directors and consider that they support the proposed opinion to be given except for the matters noted on N/As and the audit has been carried out in accordance with International Standards on Auditing.

Where it is proposed to provide an unmodified opinion, I can confirm that:

- adequate accounting records have been kept, and we have received returns adequate for our audit from branches not visited by us;
- the financial statements are in agreement with the accounting records and returns;
- we have received all the information and explanations we require for our audit;
- there are no material inconsistencies between the financial statements and other information presented with them;
- there are no doubts regarding the reliability of representations we have received / are seeking to obtain in the letter of representation;
- there are no matters which have been noted on the ISA Compliance Critical Issues Memorandum (Aa7) which would warrant the audit report to be modified;
- items which have been recorded as unadjusted audit errors (Aa11), when considered individually and in aggregate, do not result in the financial statements being materially incorrect;
- there have been no limitations in the scope of our work;
- there are no matters which we wish to include in our audit report to provide additional explanations to the users of the financial statements.

Signed:

Date:

The Audit Engagement Partner should also ensure that their relevant declarations have been completed on the front page of each of Aa3b Going Concern Checklist, and Aa7 ISA Compliance Critical Issues Memorandum.

Matters that must be cleared before the financial statements are signed:

Details: N/A

Date required by client: December 04, 2024

Number of copies required: 9

4. Pre-sign off completion by Audit Engagement Partner

Audit finalisation		Yes/No /N/A	WP Ref / Comment
1. Confirm that there are no matters which have altered any of the Ethical Considerations set out on the Regulation of Auditor’s Checklist (Ac2), and Provision of Non-Audit Services to Audit Clients (Ac3).			
If matters have arisen, are we able to continue as auditors?			
<i>The following matters should be considered:</i>			
<ul style="list-style-type: none">• Any matters brought to the attention of the Audit Engagement Partner regarding the audit firm’s independence from the client.• Any matters brought to the attention of the firm’s Ethics Partner regarding the audit firm’s independence from the client.• Any new non-audit services being provided requiring			

Audit finalisation

	Yes/No /N/A	WP Ref / Comment
<p><i>the completion of form “Provision of Non-Audit Services to Audit Clients”.</i></p> <ul style="list-style-type: none"> • <i>Any fraud which brings into consideration the integrity of management.</i> 		
<p>2. Have the following findings from the audit been communicated to those charged with governance (<i>ensure there is a note on file to confirm how / when the communication occurred</i>):</p> <ul style="list-style-type: none"> • The auditor’s views about the appropriateness of the accounting policies and estimation techniques adopted by the company? • The auditor’s view about the adequacy of the disclosures given in the financial statements? • Significant difficulties, if any, encountered during the audit? • The final draft of the representation letter, including any non-standard paragraphs for which the auditor specifically requires a representation, and appendices covering corrected and uncorrected misstatements (if appropriate)? • Expected modifications to the auditor’s report? (<i>Where a modified audit opinion or an emphasis of matter paragraph is included, has this been fully discussed with the directors and where applicable how it could have been avoided?</i>) • Any other matters of governance interest? 		
<p>3. Has a management letter been sent to the client?</p>		
<p>4. Has the two way communication process between the auditors and those charged with governance been adequate for an effective document (ISA 260.22)?</p>		
<p>5. If the firm’s criteria have been met, has an EQCR been undertaken?</p>		3

5. Signed Financial Statements and Audit Opinion

Have all outstanding matters noted above, including confirming that the financial statements do not contain material errors or misstatements, been cleared to the satisfaction of the originator (and crossed through to demonstrate this)?

-N/A

Has a letter of representation, dated on, or immediately prior to the date of the audit report, been obtained, or has an appropriate modification been given?

-N/A

I confirm that consideration has been given to subsequent events arising since the reporting date, to the date of the approval of the financial statements. If matters have arisen, these have been disclosed in the financial statements in note

-N/A

I confirm that the going concern basis is appropriate, and that relevant disclosures have been made in the financial statements.

In considering the audit opinion, I have considered whether:

- Sufficient appropriate audit evidence has been obtained as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error;
- Uncorrected misstatements, individually and in aggregate are immaterial;
- The financial statements give a true and fair view;
- The financial statements have been correctly prepared in accordance with National GAAP / IFRS, including all relevant legal requirements.

I approve the signing of an modified audit opinion.

The opinion is modified for the reasons noted on

-N/A

The audit report includes an emphasis of matter paragraph for the reasons noted on

-N/A

As the audit opinion has been modified an additional paragraph has been included regarding the impact of the modification on the company's ability to pay future dividends.

Signed:_____ (A.E.P)

Date:_____

6. Completion by EQCR:

I have carried out a hot review, the scope of which is documented on

- N/A

I am satisfied that all points raised in my review on

N/A have been cleared.

I have reviewed the proposed modification / emphasis of matter paragraph and consider it appropriate.

I confirm that the conclusion in 5 above is appropriate.

Signed: _____(EQCR)

Date: _____

7 Acceptance of Re-Appointment (to be completed by the A.E.P.)

This section is to be completed by the A.E.P. prior to re-appointment.

Whilst answering these questions the following matters should be fully considered for the audit firm and any network firm: independence, integrity, conflicts of interest with other clients, economic dependence, trusts, matters arising with regulatory authorities, ability to service the client, other services provided to the client and hospitality. Additional guidance is available in legislation and the Code of Ethics issued by the International Ethics Standards Board for Accountants.

Any YES answers should be fully explained along with the safeguards, which will enable us to accept the re-appointment.

Significant issues must be discussed with the Ethics Partner and details of the discussion should be documented on file.

	Yes/No	Comment
Are there any matters which would alter any of the Ethical Considerations set out on the Regulation of Auditor's Checklist (Ac2), Provision of Non-Audit Services to Audit Clients (Ac3), and Part 4 of the Audit Control Record?	Yes	N/A
Are there any matters which would alter any of the Ethical Considerations set out on the Regulation of Auditor's Checklist (Ac2), Provision of Non-Audit Services to Audit Clients (Ac3), and Part 4 of the Audit Control Record?	No	N/A
N/A		
Does any of the above affect our service as auditors of this client?		
Do we know of any other factors that could affect independence or otherwise indicate that we should not accept re-appointment?	Yes	N/As

Authority to accept re-appointment:

I have considered the above, and do not consider that there are any perceived threats to our independence, integrity and objectivity and believe that we can accept with the stated safeguards this re-appointment.

Where necessary adequate consultation has been undertaken and documented with the Ethics Partner.

Signature: _____ (A.E.P.)

Date: _____

If appropriate:

Signature: _____ (EQR)

Date: