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| **Client Name:** Cosmopolitan Industries (Pvt.) Limited | | |
| **Accounting period:** 01 July 2020 to 30 June 2021 | | |
| **Prepared by:**  Md. Nahid Hasan Badhan  **Reviewed by:** Rounak Rayhan Shuban |  | **Date:** 17 August 2021  **Date:** 18 August 2021 |
| **Further Reviewed by:** Humaun Ahamed |  | **Date:** 18 August 2021 |
| **Subject:** Memo of test of details on Accounts Payable | | |

**Objective**

The objective of the Memo is to document the work procedures performed on Accounts Payable.

**Background**

Cosmopolitan Industries (Pvt.) Limited (here-in-after referred to as the "Company" or "(CIPL") was incorporated in Dhaka, Bangladesh on 26 June 2005 as a private limited company under the Companies Act, 1994. The registered office of the Company is situated at House # 17, Road # 15, Sector # 03, Rabindra Swarani, Uttara, Dhaka. The Company is a subsidiary of Epic Designers Ltd., Hong Kong.

**Audit coverage**

1. To obtain the population of Accounts Payable at the year-end and tie out the same with financial statement;
2. To obtain forex voucher, Invoice, Bank statements;
3. To perform test of details from selected sample;

**Approach followed by the Engagement Team**

We (Engagement Team) have performed following procedures for on Accounts Payable balances:

1. We have obtained **Accounts Payable,** balances from the draft financial statements of current period and tied out the balance with trial balance as well as general ledger balances. In addition, we have checked whether adequate disclosures are given for the amount on the draft financial statements. Work ref: AP 090;
2. We have obtained commercial invoice, voucher and related credit advise/bank statement which is maintained by the company and performed Test of details. Work ref: AP 290;

**From the above documents we have checked:**

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| * Commercial Invoice: Confirm the balance of commercial invoice and the product details. |
| * Goods Receipt Note: Confirm the quantity and amount of goods received with delivery challan. |
| * Import Document Advice: Checking the relevant documents were presented by the supplier to the supplier's local bank necessary for receiving payment. |
| * Checked with Retirement of Import Document Advice: Checking the related subsequent payment of amount in bank statement/ advice. |

**Conclusion:**

On the above procedures, we have confirmed the balances of **Accounts Payable,** shown on Financial Statement and noted that everything is presented accordingly.