FORM DA1200B (SEA) — Data Analytics specialist Summary memo

# INSTRUCTIONS

Form DA1200B, *Data Analytics Specialist Summary Memo* (the “Summary Memo”), provides an illustrative memo used to describe the results of the procedures completed by the Data Analytics Specialist (“DA Specialist”). The procedures summarized in the Summary Memo prepared by the DA Specialist are consistent with the scope of procedures documented in [Form DA1200A](https://techlib.deloitte.com/default.aspx?view=content&id=2_341822), *Data Analytics Specialist Scoping Memo* (the “Scoping Memo”), modified as needed to reflect any changes made after the date of the Scoping Memo.[[1]](#endnote-2) If a Scoping Memo was not prepared, consider the incorporation of matters covered in the example Scoping Memo Template in the Summary Memo.

Depending on the scope of services agreed upon by the DA Specialist and Engagement Partner and documented within the Scoping Memo, preparation of a Summary Memo may not be necessary. The below table summarizes the recommended memos to be completed based on the planned procedures to be performed:

|  |  |  |
| --- | --- | --- |
| **Type of Involvement** | **Form DA1200A** | **Form DA1200B** |
| Raw data pre-processing | X | X |
| Run JET and deliver results | X | X |
| Power BI dashboard visualization | X | [2](file:///C:\Users\lakong\OneDrive%20-%20Deloitte%20(O365D)\Desktop\KLS%20Technical\Audit%20Related\Form_DA1200B__Data_Analytics_Specialist_Summary_Memo.docx#InstrucEndNote2) |

The Summary Memo is tailored based on the specific facts and circumstances of the audit engagement. The Summary Memo and all underlying analyses and documentation are to be submitted to the auditors on the engagement team (“auditors”) for their consideration in their overall conclusions. The auditors are responsible for maintaining all supporting documentation in the audit working papers. Documentation of the DA Specialist’s procedures is in accordance with the requirements in [DTTL Audit Approach Manual (DTTL AAM) 00200](https://techlib.deloitteresources.com?link=content/0901ff81812dc61c), *Audit Documentation*. In addition, a detailed review of the working papers is performed by a DA Specialist who is more experienced than the preparer.

Prior to completing and providing the Summary Memo to the auditors, the DA Specialist discusses the results of procedures performed and observations made with audit engagement management[[2]](#endnote-3). To the extent that specific people are referenced in this document, the DA Specialist shares this document with those referenced prior to furnishing the Summary Memo to the auditors. The DA Specialist also discusses the level of documentation to be included in the Summary Memo with audit engagement management.

Prior to completing and providing the Summary Memo to the auditors, the Summary Memo is approved by the Head of DA and, in circumstances deemed necessary by the Head of DA, the designated DA Partner, Principal, or Managing Director.

If the DA Specialist identifies an issue that is believed to be relevant for the auditors to consider, the DA Specialist discusses the issue with the auditors to agree on actions necessary to respond to the issue[[3]](#endnote-4) (e.g., quantify the impact on the financial statements and consider the impact on internal controls). Issues that the DA Specialist believes are relevant to the auditors include matters such as potential audit adjustments, potential control deficiencies, fraud considerations, or any matters affecting the nature, timing, and extent of audit procedures.

If the DA Specialist makes observations during the course of performing procedures (e.g., observations that relate to internal controls, observations that relate to the reconciliation and data analysis performed), those observations are communicated to the auditors during the course of performing DA Specialist procedures and are also included in the Summary Memo.

The illustrative memo includes example procedures which may have been performed by a DA Specialist in connection with an integrated or nonintegrated audit engagement. The DA Specialist may tailor the illustrative example to include other DA Specialist procedures performed as part of the audit engagement.

The Summary Memo in this Form includes tables and some words that appear in italics and/or are enclosed within brackets. This format is used to indicate words to be replaced with an appropriate description (e.g., “[*insert working paper reference*]”); that are optional depending on the circumstances (e.g., “[*If applicable, refer to additional information provided to the auditors outside of the Summary Memo*]”); or that vary depending on the circumstances (e.g., “…in connection with the audit engagement of [*insert name of entity*] (the “Entity”) for the year [[ending] *or* [ended]] [*insert date*].”).

|  |  |
| --- | --- |
| Date: |  |
| To: |  |
| From: | Nguyen Ngoc Diem (Head of DA), Audit Analytics  Vu Hoang Lam ( Data Analytics Senior), Audit Analytics |
| Subject: |  |

The purpose of this memo is to describe the procedures performed by the Data Analytics Specialists (“DA Specialists”) in connection with the audit engagement as summarized below:

|  |  |
| --- | --- |
| Name of entity (the “Entity”) |  |
| DA Specialist Scoping Memo (the “Scoping Memo”) |  |
| Audit year-end date |  |
| Our time has been charged to charge code |  |

Each DA Specialist that performed the requested procedures in support of the audit has fulfilled the internal necessary requirements to participate on audits, including completing the required audit-related training for specialists ([DTTL Audit Approach Manual (DTTL AAM) 22900-2](https://techlib.deloitteresources.com?link=content/0901ff8181fb38d4), *Using the Work of an Auditor’s Internal Specialist*).

DA Specialists have assessed the independence requirements set out in DTTL DPM 1420 Independence and confirm that we are in compliance with independence requirements with respect to the audit engagement.

A. UPDATES TO RISK ASSESSMENT

*Option 1*: The members on the engagement team (“the auditors”) have informed us that there have been no changes to the identified risks of material misstatement outlined in the Scoping Memo pertaining to the DA Specialist’s area of involvement. Through the performance of the procedures outlined herein, we did not identify any circumstances that would indicate that further modification of the risk assessment is necessary.

# B. RESULTS OF PROCEDURES PERFORMED

In accordance with the Scoping memo, the final deliverables and analytic procedures performed by the DA Specialist are listed below, which include working papers containing detailed documentations jointly developed by the DA specialist team and auditors.

The procedures that address the sufficiency and appropriateness of the Information Produced by the Entity (IPE) are performed by the auditors to ensure the accuracy and completeness of the data. The relevant working papers containing detailed documentation of the IPE testing are listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Involvement** | **Timing** | **Summary of Changes to Planned Procedures (if applicable)** | **Deliverable** | **Working Paper Ref** |
| Raw data  pre-processing | Year End |  | No deliverables. The output of this procedure is to serve for subsequent procedures. |  |
| Run JET and deliver results | Year End |  | Summarized and detailed results. |  |
| Power BI dashboard visualization | Year End |  | Dashboards visualizing data |  |

A detailed review of the documentation prepared by the DA Specialist was performed by a more experienced DA Specialist.

|  |  |
| --- | --- |
| The DA Specialist discussed the results of procedures performed and related with: | Tran Bao Trung (Audit Manager) and Nguyen Thanh Nam (Audit Senior) |

# C. USE OF AUDIT TOOLS

During our audit procedures, the DA Specialist used audit tools, which are summarized below. The audit tools were evaluated in accordance with [DTTL AAM 22852](https://techlib.deloitteresources.com?link=content/0901ff8181d73329), *Controls over Audit Tools*, including consideration as to whether the use of these audit tools presents any increased risk.

|  |  |  |
| --- | --- | --- |
| **Audit Tools** | **Purpose of Use** | **Reference to Working Paper(s)** |
| Python | For data processing and calculation. | XXXXX |
| Power BI | Visualization of results of analytics on dashboard. | XXXXX |
| SQL server | Implementing JET | XXXXX |

### We concluded that it is appropriate for our audit procedures to rely on the processing of the identified audit tools.

### Wrap-Up Discussions

|  |  |
| --- | --- |
| Date of wrap-up discussion | *March 03, 2021* |
| Discussion occurred with |  |
| Summary of discussion |  |

Prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DA Senior)

Reviewed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of DA)

NOTES — EXAMPLE

1. Changes subsequent to the preparation of the initial Scoping Memo are to be discussed and agreed to by both the internal specialist and audit Engagement Management. Scoping changes would be documented either by updating the initial Scoping Memo, adding an appendix to the initial Scoping Memo, or including, as appropriate, in the Summary Memo. [↑](#endnote-ref-2)
2. Engagement management includes at a minimum, the Audit Manager, Audit Senior Manager, or Audit Engagement Partner. [↑](#endnote-ref-3)
3. Issues identified may be indicative of a control deficiency, including issues identified and resolved prior to the completion of our work. Therefore, the auditors would assess whether each issue identified resulted in a control deficiency. The auditors may request the assistance of the DA Specialist to evaluate the issue(s). [↑](#endnote-ref-4)