

Audit Planning Memorandum

Client:	Sample Company Ltd.
Period Under Audit:	Year Ended 31 December 2024
Date Prepared:	[Insert Date]
Prepared By:	[Insert Name]
Reviewed By:	[Insert Name]

1. Audit Objectives

- To express an opinion on the financial statements of the client for the year ended 31 December 2024.
- To ensure compliance with applicable accounting standards and statutory requirements.
- To evaluate the adequacy of internal controls and identify areas of risk.

2. Background Information

- Business sector: [Insert Sector, e.g., Manufacturing]
- Summary of operations: [Brief Business Overview]
- Key changes since last audit: [Mergers, acquisitions, system changes, staff changes, etc.]

3. Audit Team

- Audit Manager: [Insert Name]
- Senior Auditor: [Insert Name]
- Supporting Staff: [Insert Names]

4. Significant Risks and Areas of Focus

- Revenue recognition
- Inventory valuation
- Allowance for doubtful accounts
- Compliance with tax requirements

5. Audit Approach

- Assessment of control environment through walkthroughs and testing.
- Substantive testing of significant account balances and transactions.
- Analytical review of financial statements and relevant disclosures.

6. Timetable

Phase	Planned Dates
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Planning	[Insert Date]
Fieldwork	[Insert Date]
Completion & Review	[Insert Date]
Audit Report Issuance	[Insert Date]

7. Communication and Deliverables

- Audit findings and management letter
- Final audit report
- Other agreed deliverables

Important Notes:

- This document establishes the scope, objectives, and approach for the audit engagement.
- It serves as a reference for all audit team members throughout the audit process.
- It should be reviewed and updated in case of any major changes or new significant risks identified.
- Early identification of issues in the planning memo helps ensure an effective and efficient audit.
- Consult with relevant standards (e.g., ISA 300) to ensure compliance with professional requirements.