

# Audit Working Papers

Client Name	XYZ Corporation
Period Covered	01/01/2023 – 12/31/2023
Prepared By	Alex Smith
Date Prepared	2024-02-10
Reviewed By	Maria Lee
Date Reviewed	2024-02-15
Reference No.	AWP-2023-001

## Objective

To verify the accuracy and validity of accounts payable transactions and balances as of 31 December 2023.

## Procedures Performed

- Obtained the accounts payable ledger from the client.
- Vouched selected transactions to supporting invoices and delivery receipts.
- Performed supplier statement reconciliations for major vendors.
- Reviewed subsequent payments for possible unrecorded liabilities.
- Analysed material variances compared to the prior year balances.

## Findings & Observations

- No material misstatements identified in the tested samples.
- One invoice dated December 2023 was recorded in January 2024; adjusted accordingly.
- Supplier reconciliations showed minor timing differences, all clarified with management.

## Conclusion

Based on the audit procedures performed, the accounts payable balance as of 31 December 2023 is fairly stated, in all material respects.

## Signatures

Prepared By	Date	Reviewed By	Date
Alex Smith	2024-02-10	Maria Lee	2024-02-15

## Important Notes:

- Audit working papers should be clear, concise, and support the auditor's conclusions.
- Documents must be dated and signed by both preparer and reviewer.
- Working papers are confidential and should be securely stored.
- Proper cross-referencing enhances traceability during review.

- Include sufficient details to enable another auditor to understand the work performed.