

Analytical Procedures: Evidence Summary Template

Engagement Information

Client Name:

Enter client name

Period Ended:

Enter period end date

Prepared By:

Enter your name

Date Prepared:

Enter date

Reviewed By:

Enter reviewer name

Date Reviewed:

Enter review date

Summary of Analytical Procedures

Objective:

State the objective of the analytical procedure

Data Sources:

Describe data/information used

Analytical Procedures Performed:

Describe the procedures, e.g. ratio analysis, trend analysis, reasonableness tests

Comparisons & Thresholds:

State benchmarks, thresholds or expectations used

Results of Analytical Procedures

Test/Procedure	Expectation	Actual	Variance	Comment/Explanation
e.g. Current Ratio	e.g. 1.7	e.g. 1.5	-0.2	Explanation

Conclusion

Summarize results, conclusions, and whether further investigations are required

Important Notes:

- Analytical procedures should be based on reliable and relevant data sources.
- Document all methods, assumptions, and thresholds applied.
- Provide explanations for all significant variances noted.
- Analytical procedures alone may not provide sufficient audit evidence; consider in conjunction with other procedures.
- Ensure calculations and documentation are reviewed for accuracy and completeness.