

Audit Working Paper: Standard Documentation Format

Client Name:	ABC Company Ltd.	Working Paper Ref:	AWP-2024-012
Period of Audit:	01-Jan-2024 to 31-Dec-2024	Date Prepared:	10-Jun-2024
Prepared By:	Jane Doe	Reviewed By:	John Smith

1. Objective

To verify the accuracy and validity of the Accounts Receivable balance reported in the financial statements as of 31-Dec-2024.

2. Source Documents

- Accounts Receivable Ledger
- Customer Confirmations
- Sales Invoices (Janâ€“Dec 2024)
- Bank Statements

3. Procedures Performed

- Reconciled subsidiary ledger with general ledger.
- Sent confirmations to 10 major customers; summary of responses attached.
- Checked subsequent receipts up to 31-Mar-2025.
- Vouched a sample of sales invoices to ensure occurrence and accuracy.

4. Findings and Observations

Balance per accounts: \$250,000.

One confirmation not returned (Customer X, \$18,000). Subsequent payment received in January 2025.

No discrepancies found in selected sample of invoices.

5. Conclusion

Accounts Receivable balance as at 31-Dec-2024 is fairly stated, based on tests performed and evidence obtained.

6. Sign-Off

Prepared by:	Jane Doe	Date:	10-Jun-2024
Reviewed by:	John Smith	Date:	12-Jun-2024

Important Notes

- Working papers should provide clear evidence of audit work, findings, and conclusions.
- Documentation must be dated, signed, and referenced for accountability and traceability.
- All relevant source documents and supporting evidence should be attached or clearly referenced.
- Confidentiality of audit working papers must be maintained at all times.
- Proper documentation facilitates review and quality control of audit work.