

Audit Working Paper: Standard Documentation Format

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| 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 (Jan-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

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| 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.