

Detailed Test of Controls Worksheet

Process/Area: _____

Control Owner: _____

Worksheet Prepared by: _____

Date: ____ / ____ / ____

Test of Controls Details

Control Reference	Control Description	Control Objective	Testing Procedures	Sample Size	Sample Items Tested	Exception Noted	Conclusion
CTRL-001	All payments above \$10,000 require dual approval.	Ensure proper authorization of high-value transactions.	- Inspect approval records - Verify against payment documents	10	INV102, INV109, INV115	No	Operating Effectively
CTRL-002	Monthly bank reconciliations are prepared and reviewed.	Ensure accuracy and completeness of cash balances.	- Review monthly bank reconciliation files - Confirm evidence of review	3	March, April, May 2024	Yes - April missing sign-off	Deficiency Noted
CTRL-003	User access rights reviewed quarterly for key systems.	Prevent unauthorized system access.	- Inspect latest access review report - Check follow-up on exceptions	1	Q1 2024 Report	No	Operating Effectively

Summary of Findings:

Recommended Actions:

Reviewed by: _____

Date: ____ / ____ / ____

Important Notes

- Document all evidence supporting your conclusion for each control tested.
- Clearly state any exceptions or control deficiencies with relevant sample details.
- Ensure that all testing procedures are appropriate for the control objective.
- This worksheet serves as an audit trail for control testing and supports audit conclusions.