

# Checklist for Contents of Auditor Representation Letter

1. Management's responsibility for the fair presentation of the financial statements in accordance with the applicable financial reporting framework.
2. All relevant financial records and related information have been made available to the auditors.
3. Disclosure of all known actual or possible litigation and claims whose effects should be considered for accounting and/or disclosure purposes.
4. Disclosure of knowledge of fraud or suspected fraud affecting the entity involving:
  - Management,
  - Employees with significant roles in internal control, and
  - Others, where the fraud could have a material effect on the financial statements.
5. All transactions have been recorded and are reflected in the financial statements.
6. Identification and disclosure of related party relationships and transactions.
7. Uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole.
8. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial statements.
9. Information regarding plans or intentions that may affect the carrying value or classification of assets or liabilities.
10. Compliance with all contractual agreements, laws, and regulations that could have a material effect on the financial statements in the event of noncompliance.
11. Appropriateness of significant assumptions and estimates used in the preparation of the financial statements.
12. Explanation of significant accounting policies applied and any changes in accounting policies during the period.
13. Disclosure of all known or possible losses arising from environmental matters, guarantees, warranties, etc.
14. Confirmation of the completeness of information regarding subsequent events and contingencies.
15. Any restrictions on the use or distribution of the financial statements.

## Important Notes:

- The auditor representation letter is a crucial part of the audit evidence process and is signed by management.
- It does not replace other audit evidence but supplements it by confirming oral representations and clarifying management's responsibilities.
- This letter is typically dated as of the date of the auditor's report.
- The accuracy and completeness of the letter are fundamental for the auditor to form an opinion on the financial statements.

