

INTERNAL CONTROL DOCUMENTATION

Entity:	XXXX A Savings Bank XXXX
Subsidiary or Division:	
Balance Sheet Date:	

Prepared:	
Approved:	
Partner:	

General

This form assists us in:

- Gaining an understanding of internal control at the entity level to plan the audit and to determine the nature, timing and extent of our audit procedures;
- Identifying and evaluating the design of the entity-level controls important to the audit;
- Determining whether the entity-level controls important to the audit have been implemented;
- Assessing the effectiveness of internal control at the entity level; and
- Summarizing the procedures performed and information considered in identifying the risks of material misstatement due to fraud.

We also are required to obtain information about internal control at the individual application/process level to plan the audit (e.g., make our combined inherent and control risk assessment) and to determine the nature, timing, and extent of our audit procedures.

The information we obtain and document in this form also is useful in evaluating entity-level controls in connection with engagements to report on internal control over financial reporting (e.g., Section 404 of the Sarbanes-Oxley Act of 2002, FDICIA).

4. The form includes a Table of Contents that has hyperlinks to each applicable section. Also, hyperlinks back to the Table of Contents or to other specific sections within Parts 1 and 2 are included within the form. After using a hyperlink, you may return to the point of origin by selecting the back arrow key on the Microsoft Word toolbar. These hyperlinks provide the engagement team the ability to copy, paste, and edit information from the detailed sections within Parts 1 and 2 to the Conclusion on the Effectiveness of Internal Control at the Entity Level and the Summary of Observations and Identified Fraud Risks. In addition, the hyperlinks will facilitate review of the information in the form.

Instructions for Completing the Internal Control Document

1. Many sections of the form require the engagement team to document observations based on a list of factors to consider. It is not necessary to provide a response for each factor. Rather, the list of factors is intended to be thought-provoking so that the engagement team can apply its collective knowledge of the entity in tailoring an appropriate response for the applicable section.
2. We document our consideration of the components of internal control at the entity level in Part 1 of the form. The responses provided should include relevant observations (whether positive or negative) based on the Factors to Consider. Accordingly, a response of "none" or "not applicable" is not appropriate for this section within Part 1. We also identify the entity-level controls important to the audit and determine whether those controls have been properly designed and implemented in Part 1. Responses within Part 1 should be sufficient to support our Conclusion on the Effectiveness of Internal Control at the Entity Level. Any response within Part 1 that is indicative of a potential fraud risk also is included in the Summary of Observations and Identified Fraud Risks.
3. Part 2 is used to document sources of information available specific to our identification of the risks of material misstatement due to fraud. Responses in Part 2 that are indicative of a potential fraud risk are included in the Summary of Observations and Identified Fraud Risks.

Internal Control Document

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Documentation Procedures Internal Control

**American Institute of Certified Public
Accountants. Control Risk Audit Guide
Revision Task Force**

Documentation Procedures Internal Control:

Evaluating Internal Control Kenneth P. Johnson, Henry R. Jaenicke, 1980-03-31 Indispensable for management here are tested tools for measuring the quality of a company's internal accounting control and assuring compliance under the law Filled with guidance for policy and staff level implementation the book clarifies the conceptual and practical problems of evaluating internal accounting controls and putting into effect needed changes and improvements Builds on cycle approach evaluation criteria recommended by the AICPA Special Advisory Committee on Internal Accounting Control in its 1979 report Offers all the most needed information and guidelines to generate on going staff analysis and optimization of controls strengthen the internal audit capability and improve communication with the Audit Committee Extensive appendixes provide detailed checklists and records to facilitate testing and reporting control strengths and weaknesses adaptable to the needs of the particular company Accounting Principles, Volume 1 Jerry J. Weygandt, Donald E. Kieso, Paul D. Kimmel, Barbara Trenholm, Valerie Warren, Lori Novak, 2019-01-29 Our top selling introductory accounting product Accounting Principles helps students succeed with its proven pedagogical framework technical currency and an unparalleled robust suite of study and practice resources It has been praised for its outstanding visual design excellent writing style and clarity of presentation The new eighth edition provides more opportunities to use technology and new features that empower students to apply what they have learned in the classroom to the world outside the classroom **Economic Developments In India : Monthly Update, Volume -34 Analysis, Reports, Policy Documents WITH CD-ROM** Editors : Raj Kapila & Uma Kapila, 2000 Sustained Sox Michael S. Hugh, 2006 The book provides any SOX practitioner with immediate access to pragmatic processes for use in either the initial or ongoing phases for Sarbanes Oxley 404 The entire SOX process is reviewed in detail with examples forms and formats provided to assist you in developing sustainable cost efficient processes The book provides both the Entity Level and Transaction level control streams in detail It defines critical elements for the SOX process including the organization structure required the SOX Repository Management analyses and reports Risk Assessment Processes on both the Entity and Transaction levels the optimal SOX fiscal calendar the Deficiency Management Process including aggregation External Auditor Coordination Sub certification processes etc Accounting Principles Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso, 2010-12-20 Weygandt's Accounting Principles introduces challenging accounting concepts with examples that are familiar to accountants The new edition has been updated with the latest IFRS IASB standards Additional coverage is included on foreign currency translation and LCM More discussions focus on risk management as a result of the financial crisis The examples also emphasize current examples in order to help accountants make the connection to their everyday lives Advances in Accounting Behavioral Research Vicky Arnold, 2006-06-05 Presents an empirical research in accounting theory This book includes content that crosses into the fields of applied psychology sociology management science and economics Consideration of Internal Control in a Financial Statement Audit, 1996 *Consideration of*

Internal Control in a Financial Statement Audit American Institute of Certified Public Accountants. Control Risk Audit Guide Revision Task Force,1996 Internal Control Audit and Compliance Lynford Graham,2015-01-12 Ease the transition to the new COSO framework with practical strategy Internal Control Audit and Compliance provides complete guidance toward the latest framework established by the Committee of Sponsoring Organizations COSO With clear explanations and expert advice on implementation this helpful guide shows auditors and accounting managers how to document and test internal controls over financial reporting with detailed sections covering each element of the framework Each section highlights the latest changes and new points of emphasis with explicit definitions of internal controls and how they should be assessed and tested Coverage includes easing the transition from older guidelines with step by step instructions for implementing the new changes The new framework identifies seventeen new principles each of which are explained in detail to help readers understand the new and emerging best practices for efficiency and effectiveness The revised COSO framework includes financial and non financial reporting as well as both internal and external reporting objectives It is essential for auditors and controllers to understand the new framework and how to document and test under the new guidance This book clarifies complex codification and provides an effective strategy for a more rapid transition Understand the new COSO internal controls framework Document and test internal controls to strengthen business processes Learn how requirements differ for public and non public companies Incorporate improved risk management into the new framework The new framework is COSO s first complete revision since the release of the initial framework in 1992 Companies have become accustomed to the old guidelines and the necessary procedures have become routine making the transition to align with the new framework akin to steering an ocean liner Internal Control Audit and Compliance helps ease that transition with clear explanation and practical implementation guidance **Mastering Documentation** Paula Bell,Charlotte Evans,1989-04-19 This provides an essential guide to designing writing and maintaining effective documentation throughout the project life cycle Includes aids to tailoring documentation to specific audiences **Accounting** Paul D. Kimmel,Jerry J. Weygandt,Donald E. Kieso,2018-12-27 Accounting Tools for Business Decision Making 7th Edition is a two semester financial and managerial accounting course designed to show students the importance of accounting in their everyday lives Emphasizing decision making this new edition features relevant topics such as data analytics as well as the time tested features that have proven to be of most help to students **AICPA Audit and Accounting Manual** ,1993 **Guide to the Sarbanes-Oxley Act** Robert A. Prentice,2004-12 This brief guide explains the ins and outs of the Sarbanes Oxley Act helping you understand how this major legislative change affects CEOs CFOs and other financially responsible officers and ultimately you in your own business life The Massachusetts Register ,2017-07-14 **Intermediate Accounting DeMYSTiFieD** Geri B. Wink,Laurie Corradino,2010-12-10 Accounting as easy as 1 2 3 Do you know the difference between FIFO and LIFO Can you use the word dilutive in a sentence Does the phrase amortization of bond premiums mean anything to you No one said the

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Auditing & Systems Irvin N. Gleim, William A. Hillison, Grady M. Irwin, 2003 **The Landman**, 1989 **Computer Fraud and Countermeasures** Leonard I. Krauss, Aileen MacGahan, 1979 *Auditing*, 2006 **The New Accounting Manual** Athar Murtuza, 1995-03-20 Shows how to produce an accounting procedures manual using sources other than traditional bookkeeping procedures such as activity based costing, work simplification, rules process reengineering, information systems analysis and operational auditing.

Documentation Procedures Internal Control Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has become more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Documentation Procedures Internal Control**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book's key themes, examine its writing style, and analyze its overall impact on readers.

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