

# 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, PCAOB).

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

**Jerry J. Weygandt, Donald E.  
Kieso, Walter G. Kell**



## **Documentation Procedures Internal Control:**

**Internal Controls Policies and Procedures** Rose Hightower, 2008-10-13 Drawing on her many years as a consultant to numerous companies big and small author Rose Hightower infuses Internal Controls Policies and Procedures with her wealth of experience and knowledge Instead of reinventing the wheel your company can use this useful how to manual to quickly and effectively put a successful program of internal controls in place Complete with flowcharts and checklists this essential desktop reference is a best practices model for establishing and enhancing your organization's control framework These manuals are favorites for organizations and companies that need a foundation and grounding to ensure an internal control posture of integrity credibility method process and process or a reminder of its importance URLs were included when first published to encourage the dissemination and distribution of relevant chapters to those interested and in charge of the specific departments Although times have changed the principles professed are sound and solid for today's accounting and business environment Implementing these cornerstones will produce a principled manageable approach These manuals can be used by accounting individuals finance departments sole proprietor businesses large corporations accounting auditing students and any others interested in specific topics or general disciplines The discipline for the oversight processes and procedures are important when introducing or implementing auditing practices whether in accounting or throughout the organization These manuals should be used together to provide the basics when setting up a department or specific process discipline for learning about the strengths weaknesses and opportunities within the specific focus areas [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 **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 **Sarbanes-Oxley and**

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**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

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*State of California, Internal Control and State and Federal Compliance Audit Report for the Year Ended June 30, ... , 2010*

**Principles of Accounting, Chapters 1-14** Paul D. Kimmel, Jerry J. Weygandt, Donald E. Kieso, 2004-01-23 This book starts with a macro view of accounting information by presenting real financial statements. The authors establish how financial statements communicate the financing operation and investing activities of a business. To integrate the use of financial statements for decision making the authors identify a finite set of tools necessary to make business decisions based on financial information. The Decision Toolkit is provided for the reader and integrated throughout the text. Auditing and Assurance Services David N. Ricchiute, 2001 This new edition is written with two major objectives: 1 to help students understand audit decision making and evidence accumulation and 2 to reflect changes in the profession by integrating assurance and attestation services as well as risk issues. This 6th edition introduces two new tools that practitioners use to assess risk and to identify assurance service opportunities: Client Strategy Templates and Balanced Scorecards.

**(WCS)Financial Accounting 4th Edition with Principles 6th Edition Chapter 13 for CCSF Casebound** Jerry J. Weygandt, 2004 *AICPA Audit and Accounting Manual*, 1993 Changing Internal Audit Practices in the New Paradigm Glen L. Gray, 2004 Financial Portion of Accounting Principles, Chapters 1-20 Jerry J. Weygandt, Donald E. Kieso, Walter G. Kell, 1991-01-02 **Self-study Problems/solutions Book 1** Marilyn F. Hunt, 1993

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