

## Sample Audit Workpapers

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Workpaper Template Overview - AICPA

A descriptive heading: It should include the client ' s name, the workpaper ' s purpose, and the date under examination. Indexing: Like a book, every workpaper has a unique page number showing its place in the audit file.

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Audit documentation<sup>3</sup> —The record of audit procedures performed, relevant audit evidence obtained, and conclusions the auditor reached (terms such as working papers or workpapers are also sometimes used). 4.8. Audit file – One or more folders or other storage media, in physical or electronic

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230.23 (h) who performed the audit work and the date such work was completed; and 230.23 (i) who reviewed the audit work performed and the date and extent of such review. 240.3 In planning and performing the audit to reduce audit risk to an acceptably low level, did we consider the

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### American Institute of Certified Public Accountants

Audit objectives vary between accounts and the purpose of your procedure. Your audit supervisor can provide you with more guidance about what the firm considers to be proper audit objectives in each particular circumstance. Workpapers of a continuing client provide guidance as well. Describe the control activity.

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