

# Documenting internal controls: identifying and recording organizational controls has become common practice for many audit professionals

By Andreas G. Koutoupis | [Internal Auditor](#) - Oct. 2007

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THE COMMITTEE OF SPONSORING Organizations of the Treadway Commission (COSO) defines internal control as a process, effected by the board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives. Controls should promote efficiency, reduce the risk of asset loss, and ensure the reliability of financial statements and compliance with relevant laws and regulations.

Internal controls include policies, procedures, and practices at every organizational level, and both management and internal auditors must possess a thorough understanding of controls to document them. Reasons for documentation vary, but often stem from regulatory requirements. For example, management in companies listed on the New York Stock Exchange are required to evaluate and document internal controls periodically to provide reasonable assurance regarding the reliability of financial reporting. In addition, The IIA's International Standards for the Professional Practice of Internal Auditing (Standards) recommends a periodic evaluation of the adequacy of the organization's control systems, and, in many companies, management and other stakeholders require an assessment of control effectiveness and efficiency.

Regulatory requirements, professional guidelines, and company mandates provide good reason for internal auditors to develop control documentation skills. With the right methods and tools, auditors can achieve a better understanding of controls and help management determine which documentation methods might best serve organizational needs.

## IDENTIFYING CONTROLS

Before documenting internal controls, auditors need to identify them, as well as consider the relevant objectives and risks at the entity and process level. Controls must reduce risk to an acceptable level, but not at excessive cost. Management establishes internal controls in response to risk, whether viewed as opportunities, uncertainties, or hazards.

Controls can be identified at every level of the organization, across all five COSO components:

- \* Control environment.
- \* Risk assessment.
- \* Control activities.
- \* Information and communication.
- \* Monitoring.

# Documenting Internal Controls Sample

**Henning Kagermann, William  
Kinney, Karlheinz Küting, Claus-Peter  
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procedures IT audit functions sometimes fail to implement appropriate security and privacy protection controls over their own IT audit processes such as audit evidence materials IT audit workpapers auditor laptop computer resources and many others Although every audit department is different this section suggests best practices for an IT audit function and concludes with a discussion on the payment card industry data security standard data security standards PCI DSS a guideline that has been developed by major credit card companies to help enterprises that process card payments prevent credit card fraud and to provide some protection from various credit security vulnerabilities and threats IT auditors should understand the high level key elements of this standard and incorporate it in their review where appropriate

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AICPA Technical Questions and Answers, 2019 AICPA, 2019-09-11 Technical Questions and Answers compiles popular Q As from the AICPA's Technical Hotline This resource includes non authoritative literature on the following subjects Financial Statement Presentation Auditors Reports Required Supplementary Information Preparation Compilation and Review Engagements Liabilities and Deferred Credits Capital Revenue and Expense Specialized Industry Problems Specialized Organizational Problems Audit Fieldwork Attestation Engagements This new edition includes new Q As for definition of direct care of collection items section 6140.27 and Q As for not for profit entities section 6140 and health care entities have been revised

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**Ordnance Corps Manual ORDM 1-5: Ordnance Command Management Structure** United States. Ordnance Corps (Army), 1959 PCAOB Standards and Related Rules AICPA, 2018-02-13 Pursuant to PCAOB Release No 2017-001 The Auditor's Report on an Audit of Financial Statements When the Auditor Expresses an Unqualified Opinion and Related Amendments to PCAOB Standards dated June 1 2017 the PCAOB adopted a new auditor reporting standard and related amendments that will require the auditor to provide new information about the audit and make the auditor's report more informative and relevant to investors and other financial statement users The standard and related amendments were subsequently approved by the SEC on October 23 2017 and are effective as of audits of fiscal years ending on or after December 15 2017 except for the Critical Audit Matters section of the standard and

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