

Sample Audit Working Papers

Indexing the audit working papers essentially means preparing a Table of Contents. A well-organized set of working papers enables the auditor to understand the relationships of transactions and how they impact different accounts. It also enables the reviewers to perform their work more effectively and efficiently and to devote their attention to the critical audit areas.

There are many different ways that working papers could be indexed. The important consideration is that the organization and indexing be logical. The following is just one example of how the current working paper files might be indexed:

Index # Description of Analysis	
General:	
	A1 Working Trial Balance
	A2 Adjusting Entries
	A3 Evaluation of Uncorrected Audit Differences
	B1 Audit Planning
	B2 Internal Controls
	B3 Risk Assessment
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	C2 Subsequent Events
	C3 Management Representation Letter
	C4 Audit Completion Questionnaire
	C5 Audit Review and Approval
	D1 Referenced Copy of Report
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