

GENERAL QUESTIONNAIRE

Review reports and the appropriate programs and work papers of the auditors in order to answer the following audit function questions. Where appropriate, retain supporting documentation and pertinent information or note it under "Comments."

Explain all "No" answers.

- | | | | |
|----|--|--------------------------|--------------------------|
| 1. | Has the auditor devised an overall audit plan identifying areas of risk? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Do programs and questionnaires exist for each area? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Is the independence of the internal auditor assured, based upon review of documentation such as the function's charter or the organization chart of the institution? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | If the institution outsources responsibility for the internal audit function, does the outside contractor remain independent and not act in a capacity equivalent to management? | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Does the arrangement comply with current AICPA guidance? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Where the auditor used operating personnel, is there documentation showing that: | | |
| | • Either the auditor, or someone the auditor directs, closely supervised the operating personnel's work? | <input type="checkbox"/> | <input type="checkbox"/> |
| | • They did not audit records of the department to which they are assigned or their own work? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Does the internal auditor meet with the directors at least annually to discuss written reports of audit? | <input type="checkbox"/> | <input type="checkbox"/> |
| | • How often? _____ | | |
| 7. | Do audit programs include tests of physical and accounting controls performed in the following (minimum) areas: | | |
| | • Cash? | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Consigned items and other nonledger control accounts? | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Investments? | <input type="checkbox"/> | <input type="checkbox"/> |
| | • Loans? | <input type="checkbox"/> | <input type="checkbox"/> |

Sample Audit Questions And Answers

O. Ray Whittington



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