Audit Documentation

Accounting & Finance

What the working papers must show, and why.

What documentation must demonstrate.

Must show

- Nature, timing and extent of procedures
- The results and evidence obtained
- Significant judgements and their basis
- Who performed and who reviewed
- Conclusions reached on each area

Why it matters

- Supports the opinion if challenged
- Enables review and quality control
- Evidence of compliance with standards
- Basis for planning next year
- Defence in litigation or inspection

> The standard is an experienced auditor with no prior connection being able to understand the work from the file alone.