

# INTERNAL CONTROL DOCUMENTATION

Entity:	XXXX A Savings Bank XXXX
Subsidiary or Division:	
Balance Sheet Date:	

Prepared:	
Approved:	
Partner:	

## General

This form assists us in:

- Gaining an understanding of internal control at the entity level to plan the audit and to determine the nature, timing and extent of our audit procedures;
- Identifying and evaluating the design of the entity-level controls important to the audit;
- Determining whether the entity-level controls important to the audit have been implemented;
- Assessing the effectiveness of internal control at the entity level; and
- Summarizing the procedures performed and information considered in identifying the risks of material misstatement due to fraud.

We also are required to obtain information about internal control at the individual application/process level to plan the audit (e.g., make our combined inherent and control risk assessments) and to determine the nature, timing, and extent of our audit procedures.

The information we obtain and document in this form also is useful in evaluating entity-level controls in connection with engagements to report on internal control over financial reporting (e.g., Section 404 of the Sarbanes-Oxley Act of 2002, FDICIA).

4. The form includes a Table of Contents that has hyperlinks to each applicable section. Also, hyperlinks back to the Table of Contents or to other specific sections within Parts 1 and 2 are included within the form. After using a hyperlink, you may return to the point of origin by selecting the back arrow key on the Microsoft Word toolbar. These hyperlinks provide the engagement team the ability to copy, paste, and edit information from the detailed sections within Parts 1 and 2 to the Conclusion on the Effectiveness of Internal Control at the Entity Level and the Summary of Observations and Identified Fraud Risks. In addition, the hyperlinks will facilitate review of the information in the form.

## Instructions for Completing the Internal Control Document

1. Many sections of the form require the engagement team to document observations based on a list of factors to consider. It is not necessary to provide a response for each factor. Rather, the list of factors is intended to be thought-provoking so that the engagement team can apply its collective knowledge of the entity in tailoring an appropriate response for the applicable section.
2. We document our consideration of the components of internal control at the entity level in Part 1 of the form. The responses provided should include relevant observations (whether positive or negative) based on the Factors to Consider. Accordingly, a response of "none" or "not applicable" is not appropriate for this section within Part 1. We also identify the entity-level controls important to the audit and determine whether those controls have been properly designed and implemented in Part 1. Responses within Part 1 should be sufficient to support our Conclusion on the Effectiveness of Internal Control at the Entity Level. Any response within Part 1 that is indicative of a potential fraud risk also is included in the Summary of Observations and Identified Fraud Risks.
3. Part 2 is used to document sources of information available specific to our identification of the risks of material misstatement due to fraud. Responses in Part 2 that are indicative of a potential fraud risk are included in the Summary of Observations and Identified Fraud Risks.

Internal Control Document

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# Internal Control Documentation Examples

**Jiyuan Zhang**



## **Internal Control Documentation Examples:**

*The Sarbanes-Oxley Section 404 Implementation Toolkit* Michael J. Ramos, 2005-04-01 The tools to manage ongoing Sarbanes Oxley compliance In *The Sarbanes Oxley Section 404 Implementation Toolkit* author and consultant Michael Ramos provides a detailed road map to help companies not only streamline their compliance process but also make the process manageable and repeatable year after year The first book to provide detailed implementation practice aids for Sarbanes Oxley 404 compliance *The Sarbanes Oxley Section 404 Implementation Toolkit* is packed with work programs audit checklists and examples that readers can tailor to meet their own unique needs Featuring a useful CD ROM that contains all of the tools from the book this timely workbook includes best practices that will benefit anyone who participates in the planning or performance of the effectiveness of internal control A must read for all CFOs internal auditors CPA firms and independent auditors involved in the compliance process *The Sarbanes Oxley Section 404 Implementation Toolkit* embraces the common approaches and methodologies that have proven successful in the new world of Sarbanes Oxley internal control testing and reporting

*The Sarbanes-Oxley Section 404 Implementation Toolkit, with CD ROM* Michael J. Ramos, 2008-04-25 Now updated and fully revised *The Sarbanes Oxley Section 404 Implementation Toolkit Second Edition* helps large or small companies continue to meet the complex internal control reporting requirements of Sarbanes Oxley Brimming with a wealth of forms and checklists the new edition helps you get up to speed quickly with SOX 404 requirements and makes the compliance process repeatable more efficient and more effective

*Complying with Sarbanes-Oxley Section 404* Lynford Graham, 2010-03-16 A step by step approach for planning and performing an assessment of internal controls Filled with specific guidance for small business compliance to SEC and PCAOB requirements relating to Sarbanes Oxley 404 *Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies* provides you with specific guidance on working with auditors to achieve benefits and cost reductions This practical guide helps you knowledgeably interpret and conform to Sarbanes Oxley 404 compliance and features Clear jargon free coverage of the Sarbanes Oxley Act and how it affects you Links to current guidance online Specific guidance to companies on how to work with auditors to achieve benefits and cost reductions Coverage of IT and IT general controls Examples and action plans providing blueprints for implementing requirements of the act Easy to understand coverage of the requirements of the SEC and PCAOB Discussion of the requirements for assessing internal control effectiveness A look at how the new guidance will reduce your costs In depth explanations to help professionals understand how best to approach the internal control engagement Practice aids including forms checklists illustrations diagrams and tables Continuing to evolve and bring about business and cultural change this area of auditing and corporate governance is demystified in *Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies* your must have must own guide to SOX 404 implementation and an effective tool and reference guide for every corporate manager

**Preparation of Annual Disclosure Documents**

,2008 **Codification of Statements on Auditing Standards** American Institute of Certified Public Accountants. Auditing Standards Board,2007 **Approaches to Enterprise Risk Management** Bloomsbury Publishing,2010-07-01 In the current climate it is essential to identify risk exposure across a firm to mitigate or minimise potential threats to its financial health Approaches to Enterprise Risk Management is a multi author volume encompassing best practice approaches in a range of activities written by leading experts in the field of risk management *Finance Essentials* Scott Moeller,2012-04-26 Written by some of the best minds in finance this book is crammed full of top quality content that enables the practitioner and student alike to become more knowledgeable in their fields of interest *Handbook of Information Security, Threats, Vulnerabilities, Prevention, Detection, and Management* Hossein Bidgoli,2006-03-13 The Handbook of Information Security is a definitive 3 volume handbook that offers coverage of both established and cutting edge theories and developments on information and computer security The text contains 180 articles from over 200 leading experts providing the benchmark resource for information security network security information privacy and information warfare *Assessing and Responding to Audit Risk in a Financial Statement Audit* American Institute of Certified Public Accountants,2006 Government Auditing Standards and Circular A-133 Audits, with Conforming Changes as of ... AICPA Single Audit Working Group,2004 **The CPA Journal** ,2004 How to Evaluate and Improve Internal Controls in Governmental Units Irwin T. David,C. Eugene Sturgeon,Eula L. Adams,1981 **AICPA Audit and Accounting Manual** ,1998 **Tax Notes International** ,2007 **Introduction to Accounting** Penne Ainsworth,Dan S. Deines,2007 This textbook integrates financial and managerial accounting as opposed to keeping these areas separate the approach followed by most books and curriculums By integration we mean the authors focus on the business process and examine the activities from both an external financial reporting perspective and an internal management decision making perspective The text incorporates real world applications including actual financial statements to reinforce the relevance of topics to real business situations and promote student interest The text also promotes active learning through Enhance Your Understanding probing questions placed sporadically throughout many chapters Of Interest boxes that provide additional information relating to the chapter concepts new Fast Fact boxes that provide additional information related to chapter concepts in a short trivia like manner and end of chapter group exercises Auditing & Systems ,2008 **Mealtme Minutes** ,1999 **Going Public Handbook** Harold S. Bloomenthal,Cannon Y. Harvey,Samuel E. Wing,2008 Instructors Manual with Solutions George Bodnar,2000-07-17 **Internal Control Audit and Compliance** Lynford Graham,2015-01-12 Ease the transition to the new COSO framework with practical strategy Internal Control Audit and Compliance provides complete guidance toward the latest framework established by the Committee of Sponsoring Organizations COSO With clear explanations and expert advice on implementation this helpful guide shows auditors and accounting managers how to document and test internal controls over financial reporting with detailed sections covering each element of the framework Each section highlights the latest

changes and new points of emphasis with explicit definitions of internal controls and how they should be assessed and tested Coverage includes easing the transition from older guidelines with step by step instructions for implementing the new changes The new framework identifies seventeen new principles each of which are explained in detail to help readers understand the new and emerging best practices for efficiency and effectiveness The revised COSO framework includes financial and non financial reporting as well as both internal and external reporting objectives It is essential for auditors and controllers to understand the new framework and how to document and test under the new guidance This book clarifies complex codification and provides an effective strategy for a more rapid transition Understand the new COSO internal controls framework Document and test internal controls to strengthen business processes Learn how requirements differ for public and non public companies Incorporate improved risk management into the new framework The new framework is COSO s first complete revision since the release of the initial framework in 1992 Companies have become accustomed to the old guidelines and the necessary procedures have become routine making the transition to align with the new framework akin to steering an ocean liner Internal Control Audit and Compliance helps ease that transition with clear explanation and practical implementation guidance

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