

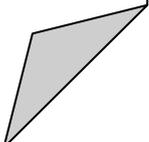
THE ESSENTIAL ELEMENTS OF A WORKING PAPER

The following elements should be considered and implemented in order to prepare a working paper of a high professional standard:

Essential element	Purpose
Decide on a standard format and design a template of this format.	Using a template from the beginning will save time, as it will not be necessary to create a new layout for every new working paper. 
Neatness	<ul style="list-style-type: none"> • It conveys a professional approach to your work. • It avoids confusion and error. 
Clarity of meaning	To ensure that the reviewer of the working paper understands the contents and would not need to write a review note saying: "please explain" Use an audit point sheet to note all findings while conducting the audit.
Make full use of the working papers developed in previous and other audits related to the same institution, for example, flowcharts, system descriptions and other data may still be valid.	The use from the beginning of information from previous and other audits related to the same institution will prevent time being wasted on obtaining and documenting the same information.

The following is an example of a basic audit working paper:

	Workpaper reference:
	Prepared By: (Initials and Date)
	Reviewed By: (Initials and Date)
<u>Audit objective</u>	
XXXXX	
<u>Audit procedures</u>	
XXXX	
<u>Test workings and results</u>	
XXXXX	
<u>Conclusion</u>	
XXXX	
<u>Legends</u>	
___: Casting of transactions	
#: Vouching of transactions	
b: Verification of balances	



Have a look at the example below to see how working papers can be cross-referenced to their supporting documentation (evidence).

Working paper reference: 2100

Test workings and results

An analysis of the logbook maintained by drivers revealed that different kilometre readings were recorded for trips to the same destination. For example, three different drivers who travelled to ABC Hospital recorded the following kilometre readings: 50, 30 and 20 km.

Refer to supporting document **<2100.1>**.

Reference <2100.1>

Logsheets of vehicle: TWR059 GP

Date	Driver	Destination	Starting km	Ending km	Km travelled
2014/12/03	Samuel	ABC Hospital	10503	10533	30
2014/12/05	Sipho	ABC Hospital	10655	10675	20
2014/12/08	Werner	ABC Hospital	10814	10864	50

Working paper 2100 is the working paper prepared by the internal auditor who performed the audit procedure. The supporting documentation (e.g. logsheet – reference 2100.1) is obtained from the auditee, which the auditor keeps a copy as evidence.