

ICASL AUDIT MANUAL
Tailoring Checklist

1. Complete the following data concerning the client. This will then appear on every sheet.

Client name	_____
Year-end	_____
File number	_____

2. Complete the following tailoring questions to select the programmes required. Select 'yes' to indicate that a programme is required or 'no' if it is not. In most cases the default is set to 'yes' so if a programme is not required you should click the box and select 'no'. For programmes that are not expected to be used that frequently the default is set to 'no'.

3. This page can be printed as a record of the tailoring for this client.

<i>Q Ref</i>	<i>Sch Ref</i>	<i>Question</i>	<i>Answer</i>	<i>Notes</i>
CURRENT FILE				
		<i>Do you want:</i>		
A001	Ai	Section A index	Yes	
A002	Ap	Section A partner completion	Yes	
A003	Aop1	Will the accounts require calling over?	No	
A004	SME_FRS	Do you want an SME FRS checklist?	No	
A005	Chklst	Do you want the main disclosure checklist?	Yes	
A006		Do you want any additional checklists:	Yes	
A007	App 1	Share based payment	Yes	
A008	App 2	Investment properties	Yes	
A009	App 3	Financial instruments	No	
A010	App 4	Group companies, associates & joint ventures	Yes	
A011	App 5	Business combinations & goodwill	Yes	
A012	App 6	Non-current assets, discontinued operations and disposal groups	No	
A013	App 7	Defined benefit costs	No	
A014	App 8	Pension plan accounts	No	
A015	App 9	Hyperinflationary economies	No	
A016	App 10	Agriculture	No	
A017	App 11	Exploration for mineral resources	No	

A018	App 12	First time adoption of SLAS	No
------	--------	-----------------------------	----



Do you want:

B001	Bi	Section B index	Yes
B002	Bp	Section B partner completion	Yes
B003	B2	Audit standards review questionnaire	Yes
B004	B3.1/2	File completion questionnaires	Yes
B005	B4	Critical review of accounts questionnaire	Yes
B006	B6	Justification of audit report	Yes
B007	B7	Summary of unadjusted errors	Yes
B008	B9	Final analytical review	Yes

Where a decision is made not to use one of the standard forms B2 to B9 it is essential that the issues considered on the form(s) are addressed in the audit highlights report.



Do you want:

C001	Ci	Section C index	Yes
C002	C1	Audit planning summary	Yes
C003	C1.1	Acceptance procedures	Yes
C004	C2	Planning checklist	Yes
C005	C3	Planning memorandum	Yes
C006	C4	Record of planning meeting	Yes
C007	C5	Systems & internal controls summary	Yes
C008	C5.1	Review of design & implementation of internal controls	Yes
C009	C5.1op	Continuation sheet for review of design & implementation of internal controls	Yes
C010	C6	Audit risk summary	Yes
C011	C6.1	Audit risk checklist	Yes
C012	C6.2	Risk response summary	Yes
C013	C6.3	Specific risk action plan	Yes
C014	C6.4	C6.4 Detailed risk assessment	Yes
C015	C7	C7 Preliminary analytical review	Yes
C016	C8	C8 Materiality summary	Yes

Other planning schedules

C017	C9.1	Accountancy work planning	No
C018	C9.2	Sample size planning	No
C019	C9.3	Assignment planning - timetable	No
C020	C9.4	Budget and performance summary	No
C021	C9.5	Job progress report	No
C022	Cop01	Were the comparative figures unaudited or audited by another firm?	No
C023	Cop02	SL Small company status - Sri Lanka company	Yes
C024	Cop02OS	Small company status - other entity	No
C025	Cop03	Will the accounts be published in an electronic form?	No
C027	Cop04	Is the use of service organisations material to the company's activities?	No
C028	Cop05	Will the firm be using the work of another auditor?	No
C029	Cop06	Will the firm be using the work of an expert?	No
C030	Cop07/08	Are there aspects of the clients operations that require additional bespoke audit tests?	No

Where a decision is made not to use one of the standard forms C1 to C8 it is essential that the issues considered on the form(s) are addressed in the planning memorandum.

D001		Will analytical procedures be applied to reduce the level of substantive testing?	Yes
		<i>Do you want:</i>	
D002	Di	Section D index	Yes
D003	Ds	Extensive analytical review - audit objectives	Yes
D004	D2	Extensive analytical review - audit programme	Yes

E001		Does the entity have any goodwill or other intangible assets?	Yes
		<i>Do you want:</i>	
E002	Ei	Section E index	Yes
E003	EAs	Intangible assets - audit objectives	Yes
E004	EA2	Intangible assets - audit programme	Yes
E005	EBs	Business combinations - audit objectives	No

E006	EB2	Business combinations - audit programme	No
F001		Does the entity have any property, plant, equipment or investment properties?	Yes
		<i>Do you want:</i>	
F002	Fi	Section F index	Yes
F003	FAs	PPE - audit objectives	Yes
F004	FA2	PPE - audit programme	Yes
F005	FA2	Were there material additions to or disposals from PPE during the year?	Yes
F006	FA2	Is depreciation material?	Yes
F007	FAssb	Sample calculation form for PPE?	Yes
F008	FBs	Investment properties - audit objectives	Yes
F009	FB2	Investment properties - audit programme	Yes
F010	FBssb	Sample calculation form for investment properties?	Yes
G001		Does the entity have any investments in group or associated undertakings?	Yes
		<i>Do you want:</i>	
G002	Gi	Section G index	Yes
G003	Gs	Investments in group & associated undertakings - audit objectives	Yes
G004	G2	Investments in group & associated undertakings - audit programme	Yes
H001		Does the entity have any other investments, derivatives or other financial instruments?	Yes
		<i>Do you want:</i>	
H002	Hi	Section H index	Yes
H003	HAs	Other investments - audit objectives	Yes
H004	HA2	Other investments - audit programme	Yes
H005	HA2	Were there material additions to or disposals from other investments during the year?	Yes
H006	HBs	Other financial instruments & derivatives – audit objectives	No
H007	HB2	Other financial instruments & derivatives – audit	No

		programme	<input type="checkbox"/>
I001		Does the entity have any inventories or construction contracts?	<input type="checkbox"/> Yes
		<i>Do you want:</i>	
I002	Ii	Section I index	<input type="checkbox"/> Yes
I003	IAs	Inventories - audit objectives	<input type="checkbox"/> Yes
I004	IA2	Inventories - audit programme	<input type="checkbox"/> Yes
I005	IA2	Is any stock held by 3rd parties?	<input type="checkbox"/> Yes
I006	IA2	Did we attend the client's stock take?	<input type="checkbox"/> Yes
I007	IAssb	Sample selection form for inventories?	<input type="checkbox"/> Yes
I008	I4	Stock take attendance programme	<input type="checkbox"/> Yes
I009	IBs	Construction contracts - audit objectives	<input type="checkbox"/> No
I010	IB2	Construction contracts - audit programme	<input type="checkbox"/> No
J001		Does the entity have any trade or other receivables?	<input type="checkbox"/> Yes
		<i>Do you want:</i>	
J002	Ji	Section J index	<input type="checkbox"/> Yes
J003	Js	Trade and other receivables - audit objectives	<input type="checkbox"/> Yes
J004	J2	Trade and other receivables - audit programme	<input type="checkbox"/> Yes
J005	J2	Does the company have any trade receivables?	<input type="checkbox"/> Yes
J006	J2	Will a trade receivables circularisation be performed?	<input type="checkbox"/> Yes
J007	Jop01	Trade receivables circularisation summary	<input type="checkbox"/> Yes
J008	Jop02	Trade receivables circularisation sheet	<input type="checkbox"/> Yes
J009	J2	Does the company have any long-term debtors?	<input type="checkbox"/> Yes
J010	Jssb	A sample selection planning form for this section	<input type="checkbox"/> Yes
K001		Does the entity have any bank or cash balances?	<input type="checkbox"/> Yes
		<i>Do you want:</i>	
K002	Ki	Section K index	<input type="checkbox"/> Yes
K003	Ks	Bank & cash - audit objectives	<input type="checkbox"/> Yes
K004	K2	Bank & cash - audit programme	<input type="checkbox"/> Yes

K005	K2	Does the company receive cash or hold material cash balances?	Yes
L001		Does the entity have any trade or other payables?	Yes
		<i>Do you want:</i>	
L002	Li	Section L index	Yes
L003	Ls	Trade & other payables - audit objectives	Yes
L004	L2	Trade & other payables - audit programme	Yes
L005	L2	Does the company have any trade creditors?	Yes
L006	L2	Will a trade payables circularisation be performed?	Yes
L007	Lop01	Trade payables circularisation summary	Yes
L008	Lop02	Trade payables circularisation sheet	Yes
L009	L2	Does the company have any operating or finance lease creditors?	Yes
L010	Lssb	A sample selection planning form for this section	Yes
M001		Does the entity have any long term loans or deferred income?	Yes
		<i>Do you want:</i>	
M002	Mi	Section M index	Yes
M003	Ms	Long term loans or deferred income – audit	Yes
M004	M2	Long term loans or deferred income – audit	Yes
N001		Does the entity have any provisions for liabilities and charges, contingent liabilities or financial commitments?	Yes
		<i>Do you want:</i>	
N002	Ni	Section N index	Yes
N003	Ns	Provisions, contingencies and commitments – audit objectives	Yes
N004	N2	Provisions, contingencies and commitments – audit programme	Yes

The purpose of the programme in this section (N2) is to ensure that all provisions, contingencies and commitments are identified. It is therefore good practice to complete the tests in this programme even if you believe they are not applicable. If you decide not to use the programme you must consider carefully how the completeness of provisions, contingencies and

commitments will be addressed.

O001		Does the entity have capital, reserves or statutory records?	Yes
		<i>Do you want:</i>	
O002	Oi	Section O index	Yes
O003	Os	Capital, reserves and statutory records – audit objectives	Yes
O004	O2	Capital, reserves and statutory records – audit programme	Yes
O005	O2	Is the entity required to maintain statutory records?	Yes
O006	O2	Does the entity have a share capital or other form of membership?	Yes
P001		Is the entity liable to Corporate tax?	Yes
		<i>Do you want:</i>	
P002	Pi	Section P index	Yes
P003	Ps	Taxation - audit objectives	Yes
P004	P2	Taxation - audit programme	Yes
Q001	Qi	Do you want the Q section index	Yes
R001		Does the entity prepare an income statement?	Yes
		<i>Do you want:</i>	
R002	Ri	Section R index	Yes
R003	Rs	Income statement - audit objectives	Yes
R004	R2	Income statement - audit programme	Yes
R005	R2	Does the entity despatch goods?	Yes
R006	R2	Does the entity make cash sales?	Yes
R007	R2	Does the entity have material salaries or wages other than directors' remuneration?	Yes
R008	Rop01	A sample selection planning form for this section	Yes
R009	Rop02	Is there a risk that material related party transactions may not be identified?	Yes

S001		Will reliance be placed on the operational effectiveness of any internal controls?	<input type="checkbox"/>
		<i>Do you want:</i>	
S002	Si	Section S index	<input type="checkbox"/>
S003	Ss	Tests of control - audit objectives	<input type="checkbox"/>
S004	S2	Tests of control - audit programme	<input type="checkbox"/>
S005	S3	Internal control evaluation	<input type="checkbox"/>
S006	S4	Internal control questionnaire	<input type="checkbox"/>
T001		Will a formal subsequent events review be undertaken?	<input type="checkbox"/>
		<i>Do you want:</i>	
T002	Ti	Section T index	<input type="checkbox"/>
T003	Ts	Subsequent events - audit objectives	<input type="checkbox"/>
T004	T2	Subsequent events - audit programme	<input type="checkbox"/>
T005	T3	Going concern - checklist	<input type="checkbox"/>
T006	T3.1	Going concern - conclusion	<input type="checkbox"/>
T007	T4	Final programme - subsequent events	<input type="checkbox"/>
		<i>Subsequent events review is a requirement of auditing standards. Are you sure that this area will be properly addressed and documented without completion of at least the audit objectives on Ts?</i>	
U001		Section not used	<input type="checkbox"/>
V001		Is the entity required to prepare consolidated accounts?	<input type="checkbox"/>
W001	WXi	Do you want an index sheet for Section W - Accounting working papers and Section X – Other primary financial statements?	<input type="checkbox"/>
Y001 -	YZi	Do you want an index sheet for Section Y Computer reports and records received and Z - Obsolete working papers?	<input type="checkbox"/>

PERMANENT FILE

The following forms for the permanent audit file are available. Please select those required.

PAF001	PAF01	Permanent audit file index	No
PAF002	PAF02	Background information	No
PAF003	PAF03	Details of professional advisors	No
PAF004	PAF04	Know your client checklist	No
PAF005	PAF05	Register of laws and regulations	No
PAF006	PAF06	Details of related parties	No
PAF007	PAF07	Significant accounting policies	No
PAF008	PAF08	New client checklist	No
PAF009	PAF09	Systems overview	No

Now click on 'Refresh Programmes' to update your programme selection.