SA 230 – DOCUMENTATION

1. Auditor to prepare audit documentation which provides
    a. Sufficient + Appropriate record for basis of auditor's report
    b. Evidence that audit
        i. planned + performed as per SA
        ii. as per applicable regulatory and legal framework (ARLF)
2. Requirements
    a. Prepare documentation timely – do so during the work and not after it
    b. Prepare audit documentation which is sufficient to enable an experienced auditor having no previous connection with the audit to understand
        i. Nature, Timing and Extent of Audit Procedures (AP)
            1. To document this record the following
                a. Identifying characteristic of item tested
                b. Who performed +completion date
                c. Who reviewed + review date
        ii. Result of AP and Evidence obtained
        iii. Significant matters arising+ conclusions reached + professional judgment made to reach conclusion
            1. Document discussions with mgmt with whom and when
    c. In case of an information that is inconsistent with auditors conclusion then how it was addressed
    d. In case of departure from SA requirements – Document (no need to document when entire SA is not applicable or requirement is subject to a condition which does not happen)
        i. What is the departure from SA
        ii. how alternative procedures achieve the aim of audit
        iii. Reason for departure
    e. Matters arising after the date of auditor's report- if additional procedures done or new conclusions drawn after the date of audit report then document
        i. Circumstances which required such additional procedures to be done

Experienced auditor is an individual – internal or external who has experience of audit and understanding of Audit Procedures, SA, ARLF

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ii. What were the new + additional AP + AE obtained + Conclusion reached + Effect on audit report

iii. By whom changes made + by whom reviewed

f. Final audit file to be assembled in a timely manner and do not delete audit documentation before the end of retention period

g. Completion Memorandum – A summary of audit documentation describing significant matters identified, how they were dealt and includes a cross reference to relevant supporing docs – Para A 11 of SA

h. Example of audit documentation

i. Audit Programme

ii. Analysis

iii. Issues memoranda

iv. Summaries of significant matters

v. Letter of confirmations + Representations

vi. Checklists

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