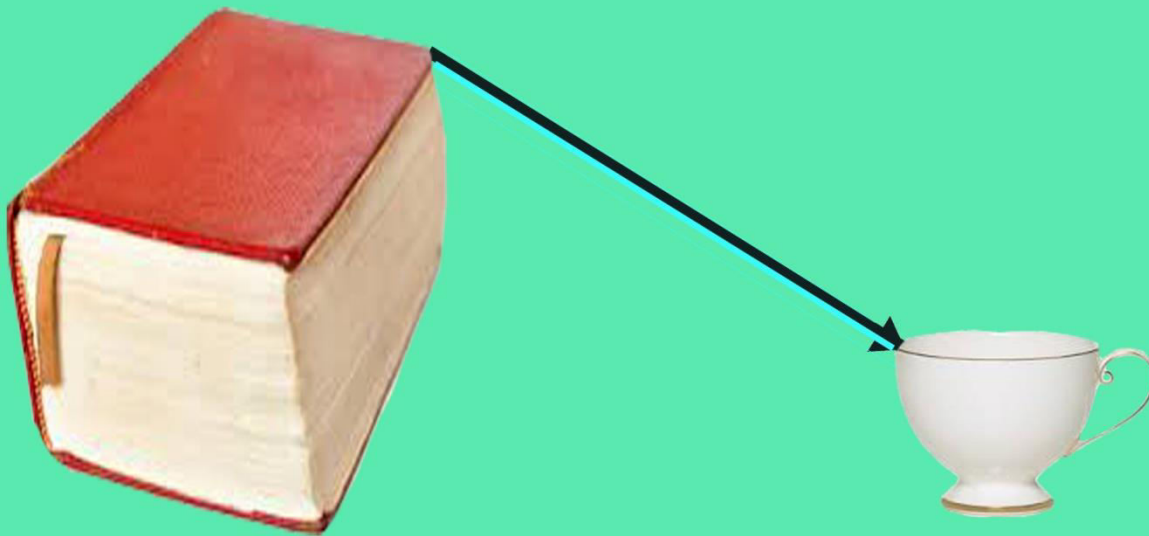


CA FINAL

my notes

A book my MD IMRAN.

An author, translated the Sea in to just a cup of Tea.



Advanced auditing and professional ethics

Second Edition Release for May -17 & Onwards

Enjoy your study

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Audit is very wide area covering every aspect of finance. It is almost impossible to cover everything. I personally found all the book available in the market is just a half or less cut copy of institute book, which neither give complete visualisation nor easy to remember, Although no one remember complete book to become CA, they remember just point and give their own explanation. I personally found it is only ICAI book which gives complete visualisation. You know well that words are nothing without its visualisation, to visualise you must have practical exposure under proper articleship training & READ ICAI AUDIT BOOK other than standards on auditing. It will help you to use of standards words and provide more elaboration.

My notes

It is holistic coverage of all chapter of CA FINAL AUDIT. In spite of holistic coverage this book is shortest book ever published. Do you know why?

1. Formally Standards on auditing chapter divided in more than 10 parts as Objective, Applicability, Purpose, Meaning, content, Specimen, Requirement, Management responsibilities, Auditor's Responsibilities, Illustration, Reporting Requirement & more than 100 Reference in A single Standards on auditing.
But this book contains a holistic introduction covering every aspect & Audit Procedure, which is relevant for us.
2. **This book contain a recall section after Remember in detail of this book you would be able to recall & revise from just 10 pages of recall section.**
3. **100% of this book is in mnemonics forms which are very interested and related to topic.**
4. **This book cover almost complete Practice manual, Past paper & Revision Test paper.**
5. **Whole book will be at your finger tip, you will be able to remember not merely section but also sub-section, not merely schedule but also clause.**

Recall section – Recall and revise from here after Remember and understand in detail.

CH-1	PROFESSIONAL ETHICS			
	THE CHARTERED ACCOUNTANT ACT, 1949			
	First Schedule			
	Part-I	Part-II	Part-III	Part-IV
	For CA in Practice	Service	in practice or not	in practice or not
	Clause 12	2	3	1, Point 2
	Second schedule			
	Part-I	Part-II	Part-III	
	For CA in Practice	in practice or not	in practice or not	
	Clause 10	4	1	
Remember				
First Schedule				
Part – I				
Fees of PRACTICE, PAY or ACCEPT in PARTNERSHIP, to SECURE work don't SOLICIT or ADVERTISE only COMMUNICATION TO PREVIOUS AUDITOR and comply with COMPANY ACT never Charge FEE IN % or ENTER IN ANY OTHER BUSINESS or ALLOW TO SIGN REPORT				
Part – II				
Do not PAY or ACCEPT fee in service				
Part – III				
Representing self as FCA, doesn't SUPPLY INFORMATION TO ICAI or GIVES FALSE INFORMATION while inviting professional work is a professional misconduct.				
Part – IV				
Other misconduct if HELD IMPRISONMENT 6 month or less & DISREPUTE the PROFESSION OR INSTITUTE				
Second schedule				
Part – I				
Do not DISCLOSES INFORMATION or CERTIFIES REPORT unless examined or do not EXAMINE ESTIMATE where SUBSTANTIAL INTEREST. Guilty of professional misconduct if failed to disclose MATERIAL FACT or MATERIAL MISSTATEMENT or is GROSSLY NEGLIGENCE or failed to obtain SUFFICIENT INFORMATION or to report MATERIAL DEPARTURE or to keep money of client in SEPARATE BANK ACCOUNTS				
Part – II				
Do not CONTRAVENS ANY PROVISION, DISCLOSE CONFIDENTIAL INFORMATION, INCLUDES FALSE PARTICULAR IN IFRS or DEFALCATE MONEY.				
Part – III				
Other misconduct if held IMRISONMENT EXCEEDING 6 month				

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SA(standards on auditing)		
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		Procedure to be applied by auditor while Accepting Engagement planning and performing the audit Forming an opinion
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39	2410	Review of Interim Financial information performed by the Independent Auditor of Entity
		Procedure applied under review of financial statement- <u>O W don't IRRITATE for 2400</u>
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40	3400	The Examination of Prospective Financial Information
		1. Audit procedure: <u>AMU examine KMP Stablility, Maintain of WP and express opinion</u>
41	3402	Assurance Reports on Controls at a Service Organisation
		Type-1 and Type-2 report.
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		1. Factor to be considered before accepting such assignment - <u>IPMC₃S</u>
SRS (Standards on related services)		
43	4400	Engagements to Perform Agreed upon Procedures regarding Financial Information
		AUDIT PROCEDURE: only <u>CA</u> & <u>CA</u> appointed to conduct agree upon procedure of <u>ACC</u>ounts
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		AUDIT PROCEDURE: ----- <u>CP</u> hour is for <u>CP</u> (Ca in Practice) not for <u>IPC</u> students MANAGEMENT RESPONSIBILITIES: CMPSE

Chapter-3 Other Chapter

1.	Companies audit section 123-147
	205A-205C DADU GII Should be transfer to IEPF. 127- NODAD not default if dividend not paid within 30 days 128- Book of accounts can be maintain in electronic mode in a manner as prescribed in

rule- 3 **BRICKS****134(3) Content of Boards report**

END FDN ELRS in RDMC & RCE

E	N	D	F	D	N	E	L	R	S	R	D	M	C	R	C	E
a	b	c	ca	d	e	f	g	h	i	j	k	l	m	n	o	p

134(5) Director Responsibilities StatementsDirector responsibilities statement shall disclose : AAJ PG *kal* ID

Mnemonics	A	AJ	P	G	I	D
Clause	a	b	c	d	e	f

135 CSR:App-NNT:5/500/1000, Duties- FRMI, Not CSR activity- NPO₂

139: FURNISHING OF CERTIFICATE AND CONSENT BY AUDITOR ON APPOINTMENT.

Rule-4 LPP Eligible.

Section 141(3) : Disqualification:- BOP & SIG *ne mil kar BRFC kar dia 144 laga kar*

Mnemonics	B	O	P	SIG	B	R	F	C	144
Clause	a	b	c	d	e	f	g	h	i

143(1) Duties to make inquiry. LTILPC

Mnemonics	L	T	I	L	P	C
Clause	a	b	c	d	e	f

143(3) Duties to make report - I B₂A₃D MIS

Mnemonics	I	B	B	A	A	A	D	M	I	S
Clause	a	b	c	d	e	f	g	h	i	j

144 Auditor not to render certain services

IAD AI IMRAN

Ceiling limit under companies act 2013					
Section	Particular	Deposit	Paid up share capital	Borrowing or loan	Turnover
	<i>Mnemonics</i>	<i>D</i>	<i>Profit</i>	<i>Before</i>	<i>Tax</i>
138	Internal audit				
	Listed public co.				
	Unlisted public co.	≥25	≥50	≥100	≥200
	Private Co.	----	----	≥100	≥200
			Profit	Before	Tax
			Paid up share capital	Borrowing , loans, debenture & deposit	Turnover

177 178 149	Audit committee Nomination & remu.co, Independent Director				
	Listed public co.				
	Unlisted public co.		≥10	≥50	≥100
	Women director				
	Listed public co.				
	Unlisted public co.		≥100	-----	≥300
	Secretarial audit				
	Listed public co.				
	Unlisted public co.		≥50	-----	≥250
	XBRL rule 2015				
	Listed public co.				
	Unlisted public co.		≥5	----	≥100
	Private Co.		≥5	----	≥100
		Net profit	Net worth	Turnover	
135	Corporate social responsibilities	≥5	≥500	≥1000	
136	Circulation of financial statement	----	>1	>10	
CARO 2016	1. Exempted class of companies ➤ Banking companies ➤ Insurance companies ➤ u/s 8 companies ➤ one person companies ➤ small companies ➤ private companies (not being subsidiary or holding of public companies) and following condition should be satisfied: ◆ Paid up Share capital + Reserve and Surplus* ≤ 1 crore ◆ Borrowing ≤ 1 Crore ◆ Turnover** ≤ 10 Crore (including revenue from discontinuing operation)				
Law meaning ≥ means should not be less than. ≤ means should not exceed. < means less than > means more than.					
2.	Audit in a computer information system				
	1. APPROACH OF AUDIT IN AN COMPUTERISED ENVIRONMENT ✚ Auditing around the computer ✚ Auditing through the computer				

	2. RISK AND INTERNAL CHARACTERISTICS IN CIS ENVIRONMENT <i>There is no any TRANSACTION TRAIL & SEGREGATION, but UNIFORM PROCESSING & ERROR happens, there is AUTOMATIC TRANSACTION & OTHER CONTROL but also require MANAGEMENT SUPERVISION & CAAT.</i> 3. FACTOR TO BE CONSIDERED WHETHER USE CAAT OF NOT: <u>CAAT</u> 4. Characteristics of an effective audit programmed system <u>VENDOR se SAMPLING le kar PROCESSING karne me AASU nikal ate hai.</u> 5. Specific problem which may arise in implementation of internal control in CIS system- <u>DAS₃</u> 6. Major class of control used in CIS to enhance it reliability. <u>A₄E₃CPR</u> 7. Control which operate over date moving in to or throughout the computer. Or review of check and control in a CIS environment. <u>IAR SOPDO</u> ✓ Input control <u>2C 2R 3F</u> ✓ ACCESS CONTROL <u>ACCESS</u> ✓ Storage control <u>ABCDEF</u> ✓ Processing control <u>PROCS</u>
3.	Investigation
	1. Central government may order investigation in to the affair of the companies only after considering: <u>TRIPS</u> 2. Investigation of hidden liabilities. CATCH CRAWL 3. Investigation of overvalued assets. ARABIAN PM 4. Type of due diligence. CPT FILE 5. Key area to be covered in due diligence : <u>FCA of HP has checked TLP</u> 6. Content of due diligence report : <u>TOBA_{CPTFILE}SE</u> • Term and scope of verification • Objective of due diligence • Brief history of company and promoter. • Assessment of ▪ Commercial due diligence ▪ Personnel due diligence ▪ Technical due diligence ▪ Finance due diligence ▪ Information system due diligence ▪ Legal due diligence ▪ Environmental due diligence • SWOT analysis and suggestion • Executive summary.
4.	CARO- 2016
	16 clause of paragraph 3 of CARO 2016 <i>For clause 3(i) to 3(viii)</i> F I L L – DCS & make no DEFAULT IN REPAYMENT OF LOANS & BORROWINGS.

	(Fixed assets, Inventories, Loan from parties u/s 189, Loans Investments guarantees and securities U/s 185 & 186, for Deposits Compliance of Section 73 to 76 & RBI, Cost Records U/s 148), Statutory dues. For clause 3(ix) to 3(xvi) I listen FM Nidhi but with Related parties Prefer Non-cash transaction to finance it from NBFC. (IPO, Fraud, Managerial Remuneration, Nidhi Companies, Related parties transaction, Preferential allotment, Non Cash Transaction, NBFC)								
5.	Cost audit & section-148 1. ADVANTAGE OF COST AUDIT. ♦ To management ♦ To society ♦ To shareholders ♦ To government 2. Programme for cost audit: following matter should be included in cost audit programme TBS₃M₄ 3. In determining True and fair view of cost production following point to be considered CMA PAPA 4. Cost audit <table><tr><th>Maintenance of Cost record</th><th colspan="2">Audit of cost record</th></tr><tr><td rowspan="2">1. Engage in any 39 industries as specified in table A & B of Rule 3.</td><td>Table-A</td><td>Table – B</td></tr><tr><td>Overall T/O ≥ 50 Crore & T/O of Covered product ≥ 25 Crore</td><td>Overall T/O ≥ 100 Crore & T/O of Covered product ≥ 35 Crore</td></tr></table> Table A – Regulated sector-Telecommunication FD in GPS (6) Table B –Unregulated sector- other 33 industries. Out of 33, 6 sector is mentioned below: T₂M₂ CS	Maintenance of Cost record	Audit of cost record		1. Engage in any 39 industries as specified in table A & B of Rule 3.	Table-A	Table – B	Overall T/O ≥ 50 Crore & T/O of Covered product ≥ 25 Crore	Overall T/O ≥ 100 Crore & T/O of Covered product ≥ 35 Crore
Maintenance of Cost record	Audit of cost record								
1. Engage in any 39 industries as specified in table A & B of Rule 3.	Table-A	Table – B							
	Overall T/O ≥ 50 Crore & T/O of Covered product ≥ 25 Crore	Overall T/O ≥ 100 Crore & T/O of Covered product ≥ 35 Crore							
6.	Audit of public sector undertaking.								
	Comprehensive audit: COMPERIR Performance audit ❖ Economy audit ❖ Efficiency audit. ❖ Effectiveness audit								
7.	Audit of cooperative society								
	COOPERATIVE • REPORT-Special report PMFDR Schedule to the report – IDSC								
8.	Audit of member of stock exchange								
	1. Types of margin ➤ Volatility margin								

	➤ Gross exposure margin ➤ MTM margin 2. Type of market ➤ Normal market- ➤ Odd lot market ➤ Spot market ➤ Auction market 3. Order book SARSO 4. Order type and condition ➤ Time related condition - Day order, Immediate or cancel order ➤ Price related condition stop loss price order, limit price order, market price order ➤ Quantity related condition - disclosed quantity, short sell
9.	Special aspect (environment& Energy audit)
	1. Factor to be considered while environment audit ENVIRONMENT 2. Environmental statement :- N DCP G Q DPA 3. Preliminary energy audit : PAPA V Data collection djsxsA Detailed energy audit: Studies ROAD & F Focus on cost reduction
10.	Audit of Non banking financing company (NBFC)
	1. Exempted from obtaining registration. HIV SaNaM Chited me. 2. Check list for equipment leasing company, hire purchase company, loan company : CITI V DWANA gSA 3. Audit of investment companies. ICAI audit investment of INDIA
11.	Bank audit
	1. Principle governing bank audit:- CCC of IB₃P₂S₃ at Rbi. 2. Verification of advance/loan : FINALIST
12.	General insurance companies
	1. CHECK LIST FOR REINSURANCE INWARD AND REINSURACNE OUTWARD; AICP LC BAA
13.	Internal audit, management audit and operational audit.
	1. Scope of internal auditor's work: <u>CEO</u> taken internal audit service from <u>IS</u> officer <u>SE</u> 2. Need for management audit: PADH 3. Planning and organising management audit. D LAST Frequency. 4. Management audit report . Interim ORS
14.	Peer review

	1. REVIEWER ELIGIBILITY Peer review should be 10 year in practice provide declaration that he is not GOD (guilty, offence and obligation) & disciplinary action should not be initiated against by Institute. 2. Following are not regarded as assurance services (Exception to assurance service). No CD RTP ME 3. Compliance procedure: Review the general control in respect of <u>I AM CS</u> ❖ Independence ❖ Administration office ❖ Maintenance of professional skill and standard ❖ Consultation outside ❖ Staff recruitment, supervision and development 4. Substantive procedure: review working paper & documentation to ensure work has been carried out as per EPT (Ethical, professional and technical standards). Collection of evidence by peer reviewer – IOI (Inspection, Observation & Inquiry.)
15.	Corporate governance
	1. ROLE OF AUDIT COMMITTEE MIRROR 2. Report on corporate governance require following disclosure. <u>MD and IPS RAD₂</u>
16.	Audit under fiscal law
	Important Clause number to be remembered. 4- Registration. 8- Clause of 44AD. 13 – Method of accounting. 16- Profit and loss not credited with income. 17- Stamp duty value for LAND & BUILDING if > consideration, IFOS u/s 50C or 43CA. 21- Amount debited to profit and loss account but not allowed. 24 – Deemed profit. 26- 43B. 28-IFOS (Income from other sources) u/s 56(2)(viiia) 29- IFOS u/s 56(2)(viiib) 31- 269SS&269T 32-Brought forward losses and depreciation.
17.	Audit of consolidated financial statement
	1. Auditor's responsibilities: <u>PARENTS</u>
18	<u>SUMMARY OF Q&A ACCOUNTING STANDARDS</u>
Chapter-4 Generally used audit words	
	SAAE, ROMM, NTE , FFR, NCOB, MOA, RPRT, AFRF, FRF, NSO , ALRR, LER, RLR, PS, MPAE, ABCD, AASTAA, RAE, PAPA, PTFS, SRE, SAE, SRS, EOVS, CAE, AET, TOAE, IAF, U

	TEA OOFS, DIO, GAAP
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Chapter-1 PROFESSIONAL ETHICS

THE CHARTERED ACCOUNTANT ACT, 1949				
First Schedule				
	Part-I	Part-II	Part-III	Part-IV
For CA in	Practice	Service	in practice or not	in practice or not
Clause	12	2	3	1, Point 2
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Part – I				
A Chartered accountant in practice deemed to be guilty of professional misconduct if he				
1	☒ Allows any person to practice in his name as a CA unless such person is also a CA in practice and is in partnership with or employed by him.			
2	☒ Pays or allows or agree to pay or allow, directly or indirectly, any share, commission or brokerage in the fees or profits of his professional business, to any person other than ▪ Member of the institute or ▪ Partner or ▪ Retired Partner or ▪ The Legal Representative of a deceased partner or ▪ Member of any other professional body* or ▪ With such other persons having such qualifications as may be prescribed, for the purpose of rendering such professional services from time to time in or outside India.			
3	☒ Accepts or agrees to accept any part of the profits of the professional work of a person who is not a member of the Institute. <i>However he can accept from member of any other professional bodies* or person having prescribed qualification**.</i>			
4	☒ Enters into partnership with any person other than ▪ a CA in practice, or ▪ member of any other professional bodies having prescribed qualification, or ▪ a person resident without india who but for his residence abroad would be entitled to be registered as a member under clause (v) of sub-section (1) of Sec 4, or ▪ whose qualifications are recognised by the CG or the Council for the purpose of permitting such partnerships.			
5	☒ Secures any professional business, either through the services of a person who is not an employee/ partner of such CA or by means which are not open to a CA. <i>However he can Secures any professional business from member of any other professional bodies*.</i>			

6	✚ Solicits clients or professional work either directly or indirectly by through
	▪ Circular,
	▪ Advertisement
	▪ Personal Communication or
	▪ Interview or
	▪ By any other means;
	However, he can
	i) Apply/ request/ invite/secure / accepting professional work from other practicing CA.
	ii) Respond to tenders, enquiries issue by various users of professional services and secures professional work as a consequence. But no roving inquiry.
7	✚ Advertises his professional attainments or services, or uses any designation or expressions other than CA on professional documents, visiting cards, Letter heads or sign boards <i>But, he can write down any degree of university or he may advertise through write-up. He can advertise for recruiting staff/ clerk for their office or client, for sale of business property in the professional capacity as trustee, receiver or liquidator.</i>
8	✚ Accepts a position as auditor previously held by another CA or restricted state auditor without 1st communicating with him in writing. <i>Note- communication should be made only by RPAD (Registered post acknowledgement due) or by hand against an acknowledgement in writing.</i>
9	✚ Accepts an appointment as auditor of a company without 1st ascertaining from it whether the requirements of Section 139, 140 and 142 read with section 141 of the Companies Act, 2013 in respect of such appointment have been duly complied with.
10	✚ Charges or offers to charge, accepts or offers to accept in respect of any professional employment, fees which are based on a % of profits or which are contingent upon the findings or results of such work/ employment, except as permitted under any regulation made under this Act. Note: Permissible case: LCD – as a Liquidator/ Receiver in case of liquidation wherein fees based on % if realisation , as Co-operative society auditor wherein fees based on % of working capital/profit. As Direct tax valuer wherein fees based on % of value of property.
11	✚ Engages himself in any business or occupation other than the profession of CA unless permitted by the council so to engage: <i>However, he may become a director of a company (not being a MD or a WTD) provided he or any of his partners is not an auditor of such company.</i>
12	✚ Allows a person not being a member of the Institute in practice, or a member not being his partner to sign on his behalf or on behalf of his firm, any Balance sheet, P&L A/C, Report or financial statements. Note: so, only CA can sign on B/s, P/L, Report on financial statement, production certificate under excise, or at any other place where CA sign is mandatory, however power to sign can be delegated to assistant for document of routine work, questionnaire, where in CA sign is not mandatory.

***Professional bodies – BT₄** (Bar council of india, The ICSI, The ICWAI, The Indian institute of architects, the institute of actuaries of india.)

****Person having prescribed qualification – AB₄C₂M** (Actuary, Bachelor in engineering, Bachelor in technology, Bachelor in architecture, Bachelor in law, company secretary, Cost accountant & Master in business administration)

Part II

A member of the Institute (Other than a member in Practice) shall be deemed to be guilty of professional misconduct, if he being an employee of any company, firm or person-

1	✚ Pays or allows or agrees to pay directly or indirectly to any person any share in the emoluments of the employment undertaken by him.
2	✚ Accepts or agrees to accept any part of fees, profits or gains from (A BCCL) an agent, a Broker, a CA, customer of such company or a Lawyer, or of such employer by way of commission or gratification.

Part III

A member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct, if he

- | | |
|---|--|
| 1 | <p>✘ Not being a fellow (FCA) of the Institute, acts as a fellow of the Institute;</p> <p><i>Note- A person after becoming CA can use ACA after his name. And can use FCA after his name only after continuous practice in india for at least 5 year.</i></p> |
| 2 | <p>✘ Does not supply (Non-submission) the information called for, or does not comply with the requirements asked for, by the Institute, Council or any of its Committees, Director(Discipline), Board of Discipline, Disciplinary committee, Quality Review Board or the Appellate Authority (ICI DBD QA).</p> |
| 3 | <p>✘ while inviting professional work from another CA or While responding to tender or inquiries, or while advertising through a write up or anything as provided for in Clauses (6) and (7) of Part I of this schedule gives information knowing it to be false.</p> |

Part IV

A member of the Institute, Whether in practice or not, shall be deemed to be guilty of other misconduct, if he

- | | |
|---|---|
| 1 | <p>✘ Is held guilty by any civil or criminal court for an offence which is punishable with imprisonment for a term not exceeding 6 months.</p> <p><i>(note: if imprisonment tenure is exceeding six month, will be covered in part III of second schedule.)</i></p> |
| 2 | <p>✘ In the opinion of the Council, Brings disrepute to the profession or the Institute as a result of his action whether or not related to his professional work.</p> |

Second schedule

	Part-I	Part-II	Part-III
For CA in	Practice	in practice or not	in practice or not
Clause	10	4	1

Second schedule

Part – I

Do not **DISCLOSES INFORMATION** or **CERTIFIES REPORT** unless examined or do not **EXAMINE ESTIMATE** where **SUBSTANTIAL INTEREST**. Guilty of professional misconduct if failed to disclose **MATERIAL FACT** or **MATERIAL MISSTATEMENT** or is **GROSSLY NEGLIGENCE** or failed to obtain **SUFFICIENT INFORMATION** or to report **MATERIAL DEPARTURE** or to keep money of client in **SEPARATE BANK ACCOUNTS**

Part – II

Do not **CONTRAVENTS ANY PROVISION**, **DISCLOSE CONFIDENTIAL INFORMATION**, **INCLUDES FALSE PARTICULAR IN IFRS** or **DEFALCATE MONEY**.

Part – III

Other misconduct if held **IMRISONMENT EXCEEDING 6 month**

Part I

A chartered accountant in practice is deemed to be guilty of professional misconduct, if he:

- | | |
|---|---|
| 1 | <p>✘ Discloses information acquired in the course of his professional engagement to any person other than his client so engaging him, without the consent of his client or otherwise than as required by any law for the time being in force. Ref 143(12)</p> |
| 2 | <p>✘ Certifies or submits in his name, or in the name of his firm, a report of an examination of financial statements unless the examination of such statements and the related records has been made by him or by a partner or an employee in his firm or by another CA in practice.</p> |

3	✘ Permits his name or name of his firm to be used in connection with the estimate of earnings contingent upon future transactions in a manner which may lead to the belief that he vouches for accuracy of the forecast. <i>Note- Can examine prospective financial information in accordance with SAE 3400.</i>
4	✘ Expresses his opinion on financial statements of any business or enterprise in which he, his firm or a partner in his firm has a substantial interest .
5	✘ Fails to disclose a material fact known to him which is not disclosed in a financial statement, but disclosure of which is necessary in making such financial statement not misleading where he is concerned with that financial statement in a professional capacity.
6	✘ Fails to report a material misstatement known to him to appear in a financial statement with which he is concerned in a professional capacity.
7	✘ Does not exercise due diligence or is grossly negligent in the conduct of his professional duties.
8	✘ Fails to obtain sufficient information which is necessary for expression of an opinion or its exceptions are sufficiently material to negate the expression of an opinion
9	✘ If he fails to invite attention to any material departure from generally accepted audit procedures applicable to the circumstances.
10	✘ Fails to keep money's of his client other than fees or remuneration or money meant to be expended in a Separate banking A/C or to use such monies for purposes for which they are intended within a reasonable time.

Part II

A member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct, if he

1	✘ Contravenes any of the provisions of this Act or the Regulation made there under or any guidelines issued by the Council. <i>Note- Refer provision, regulation & guideline as summarised below.</i>
2	✘ Being an employee of any company, firm or person discloses confidential information acquired in the course of his employment except as and when required by any law for the time being in force or except as permitted by the Employer.
3	✘ Includes in any (IFRS) information, form, Return, Statement to be submitted to the Institute, Council or any of its Committees, Director(Discipline), Board of Discipline, Disciplinary committee, Quality Review Board or the Appellate Authority (ICI DBD QA). Particular knowing them to be false .
4	✘ Defalcates or embezzles money's received in his professional capacity.

Part III

1	✘ A member of the Institute, whether in practice or not, shall be deemed to be guilty of other misconduct, if he is held guilty by any civil or criminal court for an offence which is punishable with imprisonment for a term exceeding 6 months .
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Council guideline

Chapter	
II	Conduct of a member being an employee
	• A member of the Institute who is an employee shall exercise due diligence and shall not be grossly negligent in the conduct of his duties.
III	Appointment of a Member as Cost auditor
	• A member of the Institute shall not accept:-
	When he is auditor of the company or interested in any manner in the company.
IV	Opinion on financial statements when there is substantial interest
	• Member shall not express opinion when there is substantial interest (Relatives).
V	Maintenance of books of account

	• A member of the Institute in practice or the firm of CA's of which he is a partner, shall maintain and keep in respect of his / its professional practice, proper books of account including the following:-
	i) a Cash Book;
	ii) a Ledger.
VI	Tax Audit assignments under Section 44AB of the Income-Tax Act, 1961
	• The audits conducted U/S 44AD, 44AE and 44AF of the Income Tax Act, 1961 shall not be taken into account for the purpose of reckoning the "Specified number of tax audit assignments".
	• Specified number of tax audit assignments means 60 tax audit assignments per partner in the firm, in a FY, whether in respect of corporate or non-corporate assessees.
VII	Appointment of an Auditor in case of non-payment of undisputed fees
	• A member of the Institute in practice shall not accept the appointment as auditor of an entity in case the undisputed audit fee of another CA for carrying out the statutory audit under the companies Act, 2013 or various other statutes has not been paid:
	• Provided that in the case of sick unit ---> above prohibition will not apply
	• Sick Unit----> Net worth is negative
	• The provision for audit fee in accounts signed by both - The auditee and the auditor shall be considered as "Undisputed" audit fee.
VIII	Specified number of audit assignments
	• Sec 141(3)(g) ----> 20 Companies ---> Statutory auditor
IX	Appointment as Statutory auditor
	A CA shall not accept statutory audit of PSU/Listed Co./Govt. Co or other public company having turnover of Rs. 50 Crores or more in a year, if he already engaged in providing any service from where he is getting fees in excess of fees payable for carrying out statutory audit.
X	Appointment of an auditor when he is indebted to a concern
	A CA will not accept audit of a concern wherein he is indebted or given guarantee of Rs, 10000 or more.
XI	Directions in case of unjustified removal of auditors
	• A member of the institute in practice shall follow the direction given, by the Council or an appropriate committee or on behalf of any of them, to him being the incoming auditor(s) not to accept the appointment as auditor(s), in the case of unjustified removal of the earlier auditor(s).

REGULATION

Regulation	Provision			
43	A CA engage maximum number of article as follows			
	1	A CA continuous in practice for a period of up to 3 year.		
	2	A CA continuous in practice for any period from 3 year to 5 year.		
	7	A CA continuous in practice for any period from 5 year to 10 year.		
	10	A CA continuous in practice for any period from 10 year or more.		
46	CA in practice can give articleship only to student of CA stream			
47	No loan should be taken from articles or his relatives.			
48	Stipend to article clerk should be paid on monthly basis and by way of account payee cheque as per the limits prescribed as follows			
	Cities population	1 st year	2 nd year	For remaining period

	<4 lakhs	1000	1500	2000
	4- <20 lakhs	1500	2000	2500
	≥20 lakhs	2000	2500	3000
60	The working hour of article clerk should not start beyond 11AM in morning and should not end before 5 PM. Minimum working hour in a week is 35 hours and maximum in a week is 45 hour.			
65	Article is prohibited to undertake any business unless ICAI permission is obtained.			
66	Misbehaviour by the article			
67	Misbehaviour by principal.			

PROVISION	
Section	
27	BRANCH OFFICE A CA can have a more than one branch office provided each office is headed by separate CA. However in following case can have a branch without separate incharge :- Member can in-charge of two office provided second office located in same premises, or in the same city or within 50 Kms from municipality limit of city in which first office is situated.
4	ENTRY OF NAME IN REGISTER OF MEMBER Pass CA final exam, complete article ship & Complete GMCS.

Solution of question asked in Past examination				
THE CHARTERED ACCOUNTANT ACT, 1949				
First Schedule				
	Part-I	Part-II	Part-III	Part-IV
For CA in	Practice	Service	in practice or not	in practice or not
Clause	12	2	3	2
Part – I				
A Chartered accountant in practice deemed to be guilty of professional misconduct if he				
1	No any question			
2	1. Pays to article or assistance any % of profit along with stipend. 2. Share any remuneration with any person other <i>member of any other professional bodies* or person having prescribed qualification.</i> 3. <i>Repays car loan as 10% of gross professional fees.</i> 4. <i>Payment for acquisition of practice unit to other than widow or legal representative.</i>			
3	1. Share any remuneration with any person other <i>member of any other professional bodies* or person having prescribed qualification.</i>			
4	1. Enter in to partnership with person other than a CA in practice, or member of any other professional bodies having prescribed qualification. 2. Enters into partnership with CPA or ICAEW. <i>Note- CA Act not applicable for CA Practicing outside india, so there is no any restriction regarding entering in to partnership with any person outside india for CA practicing outside india.</i>			
5	No any question			
6	1. Secure any professional work from other then CA or person having prescribed qualification. 2. Represent himself as management expert and uses name of his firm name while speech. 3. Kept their website on pull made and also portraying name of client and fees charged. 4. Sent life sketch and glorious record to any government authority. 5. Writes firm name on any book of which he is author. 6. Makes roving enquiry to enter his firm name on empanelment or to secure work.			
7	1. Represent himself as management expert and uses name of his firm name while speech. 2. Prints visiting cards mentioned designation CA as well as Advocate. However there is no any default on mentioning the name of all the firm in which he is partner, on his letter head.			
8	1. <i>Communicate with previous auditor by other than RPAD (Registered post acknowledgement due) or by hand against an acknowledgement in writing.</i> 2. <i>Accept tax audit, vat audit , etc without communicating with previous auditor.</i> <i>However there is no any default on accepting internal audit without communicating with statutory auditor.</i>			
9	1. Accept a position of auditor by board resolution where resolution in share holder meeting requires.			
10	1. <i>Charges fee on % of loan finance on preparing project report.</i> 2. <i>Charges fees on % basis as position other than receiver, liquidator or valuer of direct tax.</i>			
11	1. Engages himself on derivative as consultant. 2. Accept appointment as MD/WTd. 3. Accept a position of MD of holding company being an statutory auditor of subsidiaries company. 4. Become editor of monthly journal which analyse the performance of stock market However permission granted of journal in the nature of professional journal for example CA journal, company audit journal.			

12	1. Delegate power to article to sign on production certificate under excise, stock certificate. 2. Issue POA to an employee who is CA to sign on reports and financial statement.
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Part II

A member of the Institute (Other than a member in Practice) shall be deemed to be guilty of professional misconduct, if he being an employee of any company, firm or person-

1	No any question
2	1. Recommend a lawyer to his employer and receipt referral fee from lawyer.

Part III

A member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct, if he

1	No any question
2	1. Fails to submit form 18 in spite of repeated request from ICAI. 2. Fails to reply regarding date of leaving job, wherein he was employed, in spite of many reminders from ICAI. 3. Didn't fill the column while applying for COP.
3	No any question

Part IV

A member of the Institute, Whether in practice or not, shall be deemed to be guilty of other misconduct, if he

1	No any question
2	1. Agrees to file I.T return free of bank manager as well as staff, in lieu of loan sanction. 2. Fails to return books of account of client without any reasonable causes. 3. His cheque dishonour due to insufficient fund. 4. Misappropriate fund of ICAI as office bearer of regional council. 5. Fails to repay the loan of fund obtain from being a concurrent auditor of bank.

Second schedule

	Part-I	Part-II	Part-III
For CA in	Practice	in practice or not	in practice or not
Clause	10	4	1

Part I

A chartered accountant in practice is deemed to be guilty of professional misconduct, if he:

1	1. Share any information of client at public speech, bank, etc without client permission. 2. Allow access to working paper to any third party without client permission.
2	1. Issue certificate of consumption of raw material on the basis of data appearing in minutes of BOD meeting without examining.
3	1. Prepares project report in a manner which shows that he has vouched for accuracy of forecast. 2. Prepares project report in contravention of SAE – 3400.
4	1. Certify financial statement of a concern in which his wife is director holding substantial interest. 2. Express an opinion on financial statement of an enterprise wherein he, his relative, or his partner has substantial interest. Interest as per AS – 18.
5	1. Fails to report about non-creation of sinking fund. 2. Fails to disclose loan from provident fund taken by client.

	3. Fails to report any irregularities in operation of provident fund. <i>Note - however he would not be held guilty if representation made before I.TAX authority found to be false, if that information or data provided by client.</i>
6	1. Fails to report contradictory matter. <i>Note - however he would not be held guilty if representation made before I.TAX authority found to be false, if that information or data provided by client.</i>
7	1. Certify any figure without examining record. 2. Fails to complete the audit or submit audit report within the specified period of time. 3. Issue audit report without examining the account & advised client to include sale under negotiation in actual sales figure. 4. Fails report that client maintain two set of book, knowingly. 5. Signed financial statement later on it is found stock is being overvalued.
8	1. Issue a circulation certificate on the basis of outward memos. 2. Certify circulation of weekly magazine without examining financial or other record. 3. Fails to confirm the true value of investment from proper sources.
9	No any question
10	1. Fails to keep money of client in separate bank account for specified period of time to pay specified liabilities on due date. 2. Deposit in their saving account, amount means to investment in portfolio of client. 3. Initially deposit in their account later on paid due of client on due date.
Part II	
A member of the Institute, whether in practice or not, shall be deemed to be guilty of professional misconduct, if he	
1	1. Permits to article to attain college during office hour. 2. Obtain a loan from company whose MD is father of article. 3. Accept an assignment of management consultancy service remuneration from that exceed fee of audit assignment already taken. 4. Doesn't maintain proper books of accounts. 5. Fails to pay stipend of article every month by account payee cheque.
2	No any question
3	1. File an application for empanelment wherein include CA P as partner, although CA P was not partner as on date of application. 2. Submit information about article college timing which is not in conformity with actual college timing.
4	No any question
Part III	
1	No any question

Chapter – 2 Standards on auditing

SQC (Standard on quality control)		
	1	standard on quality control
SA(standards on auditing)		
1	200	Overall objective of Independent Auditor & Conduct of an audit in accordance with SA
2	210	Agreeing the Term of Audit Engagement.
3	220	Quality Control for Audit of FS
4	230	Audit Documentation.
5	240	The Auditor's responsibilities Relating to Fraud in as audit of FS
6	250	Consideration of Law and Regulations in an Audit of FS
7	260	Communication with Those Charged With Governance (TCWG)
8	265	Communicating Deficiencies in Internal Control to TCWG and management
9	299	Responsibility of JOINT AUDITORS
10	300	Planning an audit of financial statement
11	315	Identifying and Assessing the Risks of Material Misstatement (ROMM) through understanding the entity and its environment
12	320	Materiality in Planning and performing an audit
13	330	The Auditor's Responses to Assessed Risks
14	402	Audit Consideration relating to an Entity using a Service Organization
15	450	Evaluation of Misstatements identified during the Audits
16	500	AUDIT EVIDENCE
17	501	AUDIT EVIDENCE - Specific considerations for selected items (inventory/litigation & claim/ segment information)
18	505	External Confirmations
19	510	Initial Audit Engagements - Opening balances
20	520	Analytical Procedures
21	530	Audit Sampling
22	540	Auditing Accounting estimates, including Fair value accounting estimates, and related disclosures
23	550	Related Parties
24	560	Subsequent Events
25	570	Going Concern
26	580	Written Representations
27	600	using work of - Another Auditor
28	610	using work of - Internal Auditors
29	620	using work of - an Auditor's Expert
30	700	Forming an Opinion & Reporting on Financial Statement
31	705	Modifications to the opinion in Independent Auditor's Report
32	706	Emphasis of matter paragraphs and other matter paragraphs in Independent Auditor's Report
33	710	Comparative information - corresponding Figures & comparative FS
34	720	The Auditor's Responsibility in Relation to other information in documents containing audited FS
35	800	SC - Audits of FS prepared in accordance with Special purpose Framework
36	805	SC - Audits of Single purpose FS and specific Elements, Accounts or items of a FS
37	810	Engagements to Report on Summary Financial Statement
SRE (Standards on review engagement)		
38	2400	Engagements to Review Financial Statements

39	2410	Review of Interim Financial information performed by the Independent Auditor of Entity
SAE (Standards on assurance engagement)		
40	3400	The Examination of Prospective Financial Information
41	3402	Assurance Reports on Controls at a Service Organisation
42	3420	Assurance engagement to report on compilation of pro forma financial information included in a prospectus.
SRS (Standards on related services)		
43	4400	Engagements to Perform Agreed upon Procedures regarding Financial Information
44	4410	Engagements to Compile Financial Information



620 Using the work of Auditor's expert

600 Using the work of Another auditor



402 if Outsourced to service organisation

While auditing

230,240,250,260,265,
500,501,505,510,520,
530,540,550,560,570,
580



While reporting

700,705,706,710,720

610 using the work of internal auditors

After accepting audit **315,330,300**

Before accepting audit **200,210**



SQC-1,220



299 joint auditor

Section 143(10) of Companies Act, 2013- An auditor will comply with Standards on auditing. Failure to comply. Penalty 25,000-5,00,000. If knowingly 1,00,000-25,00,000. Imprisonment may be extend to one year.

SQC -1: STANDARD ON QUALITY CONTROL

INTRODUCTION

Applicable for all firms to ensure quality of A.R.

Elements of Quality Control (HEAL ME)

1. **Human Resources:** Firm should have sufficient personnel to perform the engagement and enable firm to issue report.
2. **Engagement Performance:** Engagements are consistently performed in accordance with Professional Standards and Regulatory legal requirement.
3. **Acceptance and continuation of client relationship:** following point should be considered for Acceptance and continuation of client relationship.
 - (i) Integrity of client.
 - (ii) Competency of client.
 - (iii) Compliance with Legal Ethical Requirement.
4. **Leadership Responsibilities for Quality within the Firm:** Promote an internal culture based on established Plan, policy and procedure which ensure quality of audit report and Such culture should under firm leadership.
5. **Monitoring:** Ensure Policies and procedures relating to the system of Quality control are relevant, Adequate, Operating effectively, and complied with in practice.
6. **Ethical Requirements:** Established policy and procedure that ensure firm's personnel comply with Integrity, Objectivity, Professional Competence, Confidentiality and Professional Behaviour. **Independence:** Obtain annually in writing that firm's personnel are independent, unbiased and no relationship, interest exist with engagement.

SA 200

1. **Overall objective: Express opinion** on financial prepared that financial statement prepared in all material respect and in accordance with applicable financial reporting framework for that auditor obtain reasonable assurance that financial statement free from ROMM whether due to fraud or error.
2. Financial statement consist of : **BPCSNR**
 - Balance sheet
 - Profit and loss accounts
 - Cash flow statement
 - Statement of change in equity
 - Notes to accounts
 - Receipt and payment accounts (in case of NPO)
3. Ethical requirement : **IOPCP IA₄ORS**
 - **Integrity-** Straight forward, honest & sincere in his approach of audit.
 - **Objectivity** – To express opinion on financial statement, to ensure financial statement free from ROMM & to ensure financial statement complies with FRF.
 - **Professional behaviour** – Auditor should act in a professional way with good reputation and should escape from conduct which disrepute the profession.
 - **Confidentiality-** Auditor should not disclose client information to third parties unless permitted by client.

- **Professional competence** – Auditor should be competent to perform the engagement. Auditor and their staff should have adequate training, skill, experience and competency.
- **Independence** – Auditor should not get influenced by other anything else.
- **Audit documentation** – It refers to the working paper prepared and maintained by auditor during audit.
- **Audit Planning** – It enable effective and efficient audit in a timely manner.
- **Audit evidence** – Auditor should obtain SAAE. Auditor performs substantive & Compliance procedure to obtain SAAE. Substantive Procedure involved test of ABCD. Compliance Procedure involves evaluation of internal control.
- **Accounting system and internal control** – Auditor should understand accounting system and related financial internal control to conduct audit in more effective manner.
- **Other auditor's work**- Principle auditor uses the work of other auditor, internal auditor, auditor's expert, etc. For expressing opinion on financial statement of entity as whole
- **Reporting requirement**
- **Skill**

4. Risk

ROMM (Risk of Material Misstatement)

- ♦ **INHERENT RISK:** It is an integral part, do whatever you want to do that will remain therein. *The susceptibility of ABCD to misstatement that could be material either individual or aggregated with other statement, before consideration of an audit.*
- ♦ **CONTROL RISK:** Management procedure failed to prevent, detect and correct misstatement. Although it could be prevented, detected and corrected by management. *The susceptibility of ABCD to misstatement that could be material either individual or aggregated with other statements will not be prevented, detected and corrected misstatement.*

DETECTION RISK: it is the risk that auditor procedure to reduce the audit risk at acceptable law level will not detect a misstatement that exist and that could be material either individually or when aggregated with other misstatement.

AUDIT RISK: It is risk of expressing inappropriate (unmodified) opinion on materially misstated financial statement. It is a function of ROMM and detection risk.

Risk at financial statement level : PICK	Risk at assertion level (ABCD) : FACT ₂ Inherent audit risk at ABCD : FACT ₂
Professional judgment Integrity of management Control Knowledge of the management.	Financial statement likely to be susceptible Amount of judgement involved in determining ABC Complex and unusual transaction Transaction ONCB. Transaction with related parties.

5. **Professional skepticism** : It is an auditor's attitude of critical analysis & not accepting anything without reasonable justification that is being alert and questioning mind with respect to FRF, CAE, Reliability of document, exception, unusual transaction, inappropriate assumption & estimate, keeping in mind that there may be any Circumstance may indicate the possible existence of fraud and error.
6. **Professional judgment** : Auditor made professional judgement for ROMM, Sampling, Materiality, NTE of audit, SAAE by utilising their experience, knowledge & skill.
7. **Inherent Limitation of Audit** : This is the reason because of which audit fail as mentioned below :-
 - Complex internal control
 - Wrong judgment
 - Audit sampling

- *Fraud*
- *Audit evidence is persuasive in nature rather than conclusive in nature.*

SA 210

1. Precondition for an audit

- Providing the auditor with
 - ✓ Access to all information relevant to preparation and presentation of F.st.
 - ✓ Additional information as require by auditor.
 - ✓ Unrestricted access to those with in the entity .

2. Factor which make it appropriate to revise the term of the audit engagement: RMC₆

- Revision in the term of audit engagement
- Management misunderstood the objective of audit
- Change in the ownership
- Change in the operation
- Change in the Nature timing and extent of audit
- Change in the relevant industry
- Change in the AFRF.

3. Audit procedure when management request change in TOAE.

- Determine reason why management requested to change in TOAE.
- Is there any reasonable justification for changes, if yes then, auditor may accept the change and record reason.
- If there is no reasonable justification and *the auditor decided to withdraws, then :*
 - a. *Discuss with the appropriate level of management and TCWG, withdrawal from the engagement and the reason for the withdrawals.*
 - b. *Determine whether there is a professional or legal requirement to report to person who made the audit appointment or in some case to regulatory authorities, if yes then communicate, withdraws from the engagement and the reason for such withdraw.*

4. Audit Engagement Letter

It is a letter issued by auditor to their client, containing objective and scope of audit, auditor responsibilities, managment responsibilities, Peer Review and Fees detail to confirm the scope of audit. When audit is carried out under any law and if law it self specify scope then you may send engagement letter in such a case it would be informative in nature.

Content of Audit report.

Title, Addressee, Introduction Para, Auditor's Responsibilities, Management's Responsibilities, Peer Review Clause, Fees, Acknowledgment Paragraph, Signature of the auditor, Date & Place of Signature(Specific location where the audit report is signed.

	<i>Title</i>
Engagement Letter for audit of XYZ Ltd.	
	<i>Addressee</i>
To the Board of Director of Xyz Ltd.	
	<i>Introductory paragraph</i>
You have requested that we audit the balance sheet of (Name of the Company) as at 31 st March, 20XX and the	

related profit and loss account and the cash flow statement for the year ended on that date. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.
Auditor's Responsibility
Our responsibilities is to give opinion on financial statement. We will conduct our audit in accordance with the auditing standards issued by ICAI. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. However, having regard to the test nature of an audit, persuasive rather than conclusive nature of audit evidence together with inherent limitations of any accounting and internal control system, there is an unavoidable risk that even some material misstatements of financial statements, resulting from fraud, and to a lesser extent error, if either exists, may remain undetected.
Management's Responsibility
The responsibility for the preparation of financial statements on a going concern basis is that of the management. The management is also responsible for selection and consistent application of appropriate accounting policies, including implementation of applicable accounting standards along with proper explanation relating to any material departures from those accounting standards. The management is also responsible for making judgements and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the entity at the end of the financial year and of the profit or loss of the entity for that period. The responsibility of the management also includes the maintenance of adequate accounting records and internal controls for safeguarding of the assets of the company and for the preventing and detecting fraud or other irregularities. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.
Peer Review Clause
We also wish to invite your attention to the fact that our audit process is subject to 'peer review' under the Chartered Accountants Act, 1949. The reviewer may examine our working papers during the course of the peer review.
Fees
Our fees will be billed as the work progresses.
Acknowledgment
If all the term & condition are acceptable, Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements for our audit of the financial statements.
<i>Signature</i>
for X Y Z & Co. LLP Chartered Accountants Firm's registration number: 00000000 WWWWWW Partner Membership number: 000000
Date and place of signature
Acknowledged on behalf of _____ Company by (Signature) Name and Designation Date

SA 220

1. Requirement of sa 220 HEAL ME

- **Human Resources** – ensure right person are appointed to right job.
- **Engagement performance** – **EQCR** properly supervised and reviews the audit work.
- **Acceptance and continuation of client relationship** – consider integrity of client.
- **Leadership responsibilities** – assignment of accountability and responsibility for audit work.
- **Monitoring** – work are properly monitored.
- **Ethical requirement** – complies with **IOPCPI. (Integrity, Objectivity, Professional competence, Confidentiality, Professional behaviour, Independence)**

SA 230

Introduction

Audit documentation is record of audit procedure performed relevant audit evidence obtain and the conclusion audit reach. It is basis of conclusion and evidenced that the audit was conducted in accordance with SA, ALRR & GAAP applicable in the circumstances. Auditor should document to the extent of that is sufficient to enable experienced auditor having no previous connection with that audit, to understand – Nature timing extent of audit, result of audit procedure performed relevant audit evidence obtained and the conclusion the auditor reach and Significant matter arising during audit and conclusion reached thereon, **inconsistency** found and how it has been resolved, in case **departure from GAAP** how alternative audit procedure performed. Auditor should **assemble** audit files and working paper within 60 days, and it should be retained for not less than 7 year. This audit documentation is the property of auditor, auditor may make portion, extract to make available to client at his discretion.

1. **Purpose of audit documentation:** It **assists** the engagement team to plan and perform audit, made **accountable** to engagement team for their work, for **future** audit and for QCR.
2. **Matter to be specifically documented *DIDI***
 - **Discussion of significant matter with management and TCWG.**
 - **Inconsistency found and how it has been resolved**
 - **Departure from ALRR & GAAP and what alternative audit procedure performed**
 - **Inclusion of matter arising after the date of AR.**
3. **PERMANENT AUDIT FILE:** MOA, AOA, Bye laws, Previous year Audit Report, Communication with retiring auditor, notes regarding significant accounting policies, MR.
4. **CURRENT AUDIT FILE:** Minutes, Audit Programme, External confirmation, planning process & analysis of ABCD.
5. **Factor affecting amount of working paper *ISCA N₃***
 - Identified ROMM.
 - Significant of audit evidence obtained.
 - Complexity and size of transaction & entity.
 - Audit methodology and tools.
 - NTE of audit
 - Nature of audit procedure performed.
 - Need to document a conclusion.

SA 240

1. **FRAUD verification procedure *ONPDW***

- Obtain RA that Fst are FFROMM.
- Risk of **Not** detecting the fraud high because executer concealed the way it is executed.
- Professional scepticism should be maintained.
- Discussion with AET should be made.
- Written representation should be obtained.

2. RAP (Risk Assessment Procedure): **ATMOF**

- **Analytical procedure:** Analysis of plausible relationship among financial and non-financial data. It may indicate unusual, abnormal, unexpected relationship among financial and non-financial data. Which would help to identify FRF, CAE & MM.
- **TCWG:** How TCWG oversight management's process and inquire TCWG whether they have knowledge of any actual, suspected or alleged fraud.
- **Management and other within the entity.**
 - Management assessment of ROMM.
 - Management process to identify and responds to FRF.
 - Management communication to TCWG.
 - Management communication to employee.
- **Other information and observation:** Consider whether other information obtained indicates ROMM.
- **Fraud risk factor:** it is indicator of ROMM. The auditor should discuss with engagement team.

Fraud risk factor- **HOTEL TIPS**

- **High turnover of senior level management.**
- **Oversight of TCWG ineffective.**
- **Transaction with related parties.**
- **Excess pressure on management.**
- **Lack of ethical standards.**
- **Transaction outside normal course of business.**
- **Inappropriate transaction.**
- **Personnel financial situation of management and TCWG.**
- **Significant decline in customer demand**

3. Responses :

- i. **At financial statement level.**
 - ✓ Professional scepticism, Assignment, Evaluate SAAE, Incorporate unpredictability. (PAIE)
- ii. **At assertion level**
 - ✓ Change in the nature timing and extent of audit. Change in NTE

4. SPECIFIC SOLUTION, MENTIONED EVERYWHERE, WHEREVER FRAUD IS SUCH THAT AUDITOR UNABLE TO CONTINUE-

240/ 140(2)(3)/ CARO Clause 3(x)/ 143(12)

➡ SA 240

The auditor shall perform such additional audit procedures as are necessary in the circumstances to obtain SAAE to determine whether material misstatement exists.

Circumstance may indicate the possible existence of fraud and error.

The auditor should perform such modified or additional procedure as he determined to be appropriate

*In exceptional circumstances that bring in to the question to the auditor ability to continue the engagement or **U TEA OOPS**, the auditor shall:*

- i. Determine professional and legal responsibilities applicable in the circumstance.*
- ii. Consider whether it is appropriate to withdraws from the engagement if legally permitted.*
- iii. If the auditor withdraws:*
 - a. Discuss with the appropriate level of management and TCWG, withdrawals from the engagement and the reason for the withdrawals.*
 - b. Determine whether there is a professional or legal requirement to report to person who made the audit appointment or in some case to regulatory authorities, the auditor withdraws from the engagement and the reason for such withdraw.*

➡ **140(2)(3): resignation of auditor**-An auditor is required to file ADT-3 on resignation within 30 days to Company, ROC , CAG (If govt, co). Failure to which auditor punishable with a fine which may extend to Rs. 50000 but shall not exceed Rs. 500000.

➡ **CARO Clause 3(x) Reporting of Fraud**

Whether any fraud **by** the company or any fraud **on** the Company by its officers or employees has been noticed or reported during the year; If yes, the nature and the amount involved is to be indicated.

➡ **143(12) : Reporting of fraud by auditor**

When an auditor comes to knowledge or reason to believe that fraud has been committed or is being committed against the company by any employee of officer, the auditor is required report immediately but not later than 2 days **to the board or audit committee**.

Board or audit committee will submit their reply or observation within 45 days to auditor. Then Auditor shall report **to central government** in form ADT-4 within 15 days of receipt of reply from board or audit committee, by speed post or Registered post with acknowledgment due.

However if fraud amount is **less than Rs. 1 crore** then report only it to Board/ Audit committee & disclosure require in board report.

Report consists of following particular: **NPA**

- 1. Nature of fraud with description**
- 2. Parties involved.**
- 3. Approximate amount involved.**

AND such disclosure would not amount breach of any of his duties.

SA 250 : GO and follow procedure INQUIRY, INSPECTION, PROFESSIONAL SCEPTICISIM, WR & WP

- **General understanding of ALRR, LER & AFRF and how entity applies with it.**
- **Obtain SAAE w.r.t compliance with laws and regulation that directly affecting determination of material amount and disclosure made in financial statement.**

- Inquiry with w.r.t to non- compliance with laws and regulation that may have affect on financial statement.
- Inspect
- Professional scepticisms.
- Working paper
- Written representation.

SA 260: Matter to be communicated to TCWG. (I.F.R.S)

- **Independent:** Communicate that auditor is subject independence, Statement stating that engagement team complied with REL regarding independence, and steps taken to provide safeguard against elimination of independence.
- **Finding:** Both finding should be reported qualitative as well quantities, Significant difficulties encountered during audit.
- **Responsibilities:** Our responsibility is to express opinion on financial statement, our responsibilities doesn't relieve management or TCWG from their repondilities.
- **Scope:** here auditor communicate planned scope and timing of audit, the auditor should communicate such timing that it do not compromise in effectiveness of audit.

SA 265:

DEFICIENCY – 1. Control is DIO in such a way that is unable to PDCM in the F.St.

2. Control necessary to PDCM in the F.st is missing.

SIGNIFICANT DEIFICIENCY: Deficiency of sufficient important that it is necessary to merit the attention of TCWG.

COMMUNICATION : if deficiency then reported to management. If significant deficiency then it is reported to TCWG.

SA 299:

其 **JOINT AUDITOR DEVIDE WORK & COORDINATE** share **RESPONSIBILITIES** and may **DIFFERENCE OF OPINION**

1. **JOINT AUDIT** – When two or more practice unit appointed to conduct an audit due to voluminous of work, is known as joint audit.
2. **Division of work** – They divide work among themselves on the basis of period, functional area, component of financial control, geographical location, identifiable unit, assets, liability, etc.
3. **Co-ordination** – each joint auditor should co-ordinate with each other, mater found relevant to other auditor should be immediately communicated before the date of audit report.
4. **Separate responsibilities in respect of work devide.**

其 **Responsibility of joint auditor when they are jointly and severally responsible in respect of audit conducted by them.** **joint audior got NP of NBFC**

Each Joint auditor entitled to relies on the work of other joint audit that it is carried out in accordance with GAAP.NTE of audit procedure.

Not divided audit engagement among the joint auditor.

Prevailing system of internal control.

Information Brought to the notice of the joint auditors by any one of them.

- ✚ **Financial statements comply with disclosure requirement.**
- ✚ **Compliance of *Audit report* with the requirement of relevant statute.**
- ✚ **Difference of opinion:** generally all arrived at unanimous opinion, however they are not bound by majority of opinion, those disagree may provide their opinion through a separate report.

SA 300

1. Introduction

Plan enables to conduct effective and efficient audit in a timely manner. Here we determine nature, timing and extent of audit. It should be flexible in nature so that revision is possible as the audit progress if circumstances arise. Audit plan ensure work completed in a **timely** manner, **assistants are properly utilised**, there is proper **co-ordination** in this regard and **proper attention given to critical areas**.

2. Following are the steps in planning

- a. **Preliminary engagement activities-** check compliance with AS 220,200,210. That is preparing and sending engagement letter, compliance with ethical requirement, ensure quality control as per 220 and communication with predecessor auditor.
- b. **Planning activity.**
 - ❖ **Over all audit strategy-** knowledge of entity and its environment, ascertain NTE of audit.
 - ❖ **Audit plan-** SA 315,330 and other planned audit procedures.
- c. **315 & 330**
- d. **Revision**

3. Following factor should be consider in developing overall audit plan:- **TRAINING DAYS**

- a. Terms of auditor's engagement and any statutory responsibilities.
- b. RAP to be applied to understand and analyse the extent of risk.
- c. ALRR and accounting policies adopted by client and changes thereto.
- d. Identification of significant audit areas and setting the materiality level.
- e. Nature timing of reports or other communication.
- f. Involvement of other auditor in the audit component.
- g. NTE of audit.
- h. Get the previous audit report,
- i. Degree of reliance of IC.
- j. Allocation of work.
- k. Yardstick to determine materiality.
- l. Staff requirement and co-ordination.

SA 315: Audit procedure

RAP & Related activity, Understand entity and its environment, Components of internal control, Identify and assess ROMM, Risks that require special audit consideration, Revision of risk assessment.

1. **RAP and related activity.**
 - **RAP: ATMOF**
 - **Use obtained information to identify ROMM.**
 - **Consider change on using last year audit working paper.**

- Discussion of engagement partner among engagement team member and determine the matter to be communicated.
2. Understand entity and environment:- the auditor shall obtain and understanding of the following:
- Relevant industry, regulatory and other external factor including AFRF.
 - The nature of entity, including:
 - ✓ It operation
 - ✓ Ownership and governance
 - ✓ Nature of investment made by entity, how it is structured and how it is finance
 - The entity's selection and application of accounting policies.
3. Component of INTERNAL CONTROL: **CRCIM**
- Control environment: entity has developed the culture of honesty, integrity and ethical behaviour. The strength in the control provides appropriate foundation for other component of control.
 - Risk assessment Process: evaluate entity has a process for **IEAA**
 - Identifying business risk
 - Estimating the significant of the risks
 - Assess the likelihood of their occurrence.
 - Action to address to those risks.
 - Control activity: understand how entity IRCPT (initiate, record, correct, process transaction). Identify those control activity which are related to significant ABCD.
 - Information & communication: **TRIPS**
 - Transaction significant to financial statement.
 - Related accounting record
 - Reporting process used to process entity F.st.
 - Information system capture event and condition
 - Procedure by which significant transaction are initiated, recorded, processed, corrected as necessary.
 - Surrounding journal entries.
 - Monitoring
4. Risk that require special audit consideration. **DCR** of **TT**
- Degree of subjectivity with regard to assumption and estimate.
 - Complexity of transaction
 - Risk of fraud
 - Transaction with related parties
 - Transaction outside normal course of business.
5. Revision of risk assessment.
- If additional audit evidence obtain is inconsistent with the original audit evidence, then the auditor shall revise the assessment and modify the further planned audit procedure accordingly.

SA 320

1. Introduction

Material item is the assertion of financial statement which affects decision of user of financial statement on either discloser is made or not made on financial statement. It is very subjective in nature; it depends on nature and size of entity & nature and size of item. Generally what amount would be material or not

material is determined by management and TCWG of entity, auditor have to consider such materiality level while auditing. However there is another materiality level which is determined by auditor is known as **performance materiality**. Performance materiality level is set by auditor, lower than the actual materiality level to ensure, is there any misstatement which may be immaterial individually but if taken it as whole it would be material due its repetitive in nature. Determination of materiality is a matter of professional judgement; generally certain percentage is often applied on chosen benchmark.

2. Audit procedure to determine performance materiality :- REFERENCE

- Relative volatility of benchmark
- Entity's ownership structure and the way it is financed.
- Focused and material item on which user give more attention for example profit.
- Related AFRF & ALRR.
- Elements of financial statement.
- Nature of entity.
- Common financial information needs.
- Entity surrounding circumstance.

SA 330:

Factor that may warrant retest of control: D₃PSC

- Deficient control environment
- Deficient monitoring of control
- Deficient general IT control
- Personnel changes that significantly affect the application of the control.
- Significant manual element to the relevant control.
- Changing circumstances that indicate the need for change in the control.

SA 402:

3. Understand how user entity uses the service of service organisation including DN₃

- Degree of interaction between the activities.
- Nature of service provided by service organisation
- Nature and Materiality of transaction processed by the SO.
- Nature of relationship between them.

4. Source of information about nature of service provided by SO. IM RUSTAM

- Initiating, recording or processing transaction as agent of user entity.
- Maintenance of the user entity's accounting record.
- Report by service organisation's internal auditors or regulatory authorities on control at the service organisation.
- User manual.
- System overview.

- ✚ Technical manual.
- ✚ Auditor's report of Service organisation. Type I or type II Report as the case may be required by circumstances. Refer SAE 3402
- ✚ Management of assets.

SA 450:

1. Introduction

While conducting an audit of financial statement, Auditor comes to knowledge of many misstatements, which is either material or not material, Auditor response to such misstatement in accordance with procedure prescribed under this SA.

While dealing and discussing with the management/ TCWG some misstatement get resolved and some unresolved. Auditor has to consider the affects of uncorrected material misstatement in financial statement.

2. Procedure to evaluate identified and uncorrected misstatement. ACCECWD

- Accumulation of identified misstatements
- Consideration of identified misstatement as the audit progresses.
- Communication and correction misstatement.
- Evaluating the effect of uncorrected misstatement.
- Communication with those charged with governance.
- Written representation.
- Documentation.

3. Misstatement may result from - IOWAI

- Inaccuracy in gathering and collecting data.
- Omission of an amount of disclosure.
- Wrong estimate and judgement of management.
- Application of accounting policies inappropriately.
- Incorrect accounting estimate arising from overlooking or clear misinterpretation of fact.

SA 500:

1. Auditor should obtain SAAE to draw conclusion on which his opinion is based. Audit evidence obtained by auditor is persuasive in nature rather than conclusive in nature.

2. Method to Obtain audit evidence: ICAI Obs Rep

Inspection, Computation, Analytical review procedure, Inquiry and confirmation, Observation and Reperformance.

3. Audit procedure:

a. Risk assessment procedure:

b. Other procedure

- i. **Compliance (I.C)- Test designed to obtained reasonable assurance that internal control on which audit reliance is to place are in affects. Here we check existence, effectiveness and continuity of internal control.**

- ii. **Substantive (Test MPCOVER for ABCD):** test designed to obtained reasonable assurance as to completeness, accuracy and validity of data produced by accounting system. It also includes Analytical procedure.
 - a. **Measurement.**
 - b. **Presentation**
 - c. **Completeness / cut off procedure.**
 - d. **Occurrence/ ownership**
 - e. **Valuation**
 - f. **Existence**
 - g. **Right and obligation.**

4. Evaluation of Management Expert work: CCO/Obtain understanding/Evaluate ASK

- Evaluate Competence, capabilities and objective of that expert.
- Obtain understanding of work of mgt expert.
- Evaluate Assumption, source data and knowledge use by that expert.

5. Reliability of Audit evidence.

- **External more reliable than internal, written more reliable than oral, Directly obtained more reliable than indirectly, original is more reliable than Photocopy.**

SA 501

INVENTORY – AUDIT PROCEDURE

Inventory is material assertion of financial statement. Physical verification is the responsibility of management; an auditor responsibility is examine EOv (Existence, ownership and valuation). Auditor should attend inventory counting unless impracticable to **EIPO**, if due to unavoidable circumstance unable to attend physical count, then request management to provide alternate days for attending physical counting on alternative date. Estimate the physical quantity and its value and satisfy with assertion made in financial statement and ensure management procedure is properly complied.

Auditor should attend inventory counting unless impracticable to **EIPO**

Evaluate management's procedure to control and record results of the physical inventory counting.

Inspect the inventory.

Perform test counts.

Observe the performance of management's count procedure.

If unable to obtain SAAE regarding inventory then QO or DO as the case may be.

LITIGATION AND CLAIM – AUDIT PROCEDURE

1. Same as HOW TO IDENTIFY SUBSEQUENT EVENT: IMLOL

- **Inquiry of management.**
- **Minutes of board meeting.**
- **Latest interim financial statement.**
- **Obtain written representation**
- **Latest position of pending legal cases.**

SEGMENT INFORMATION – AUDIT PROCEDURE : IAS is a segment UPSC

- Identification of reportable segment.
- Accounting policy consistently applied.
- SAAE should be obtained.
- Understanding the method used by management in determining the segment.
- Performing analytical procedure.
- Sales, transfer and elimination of inter segment transfer.
- Compliance with AS-17, Comparing expected budget with actual.

SA 505 :

INTRODUCTION

Obtaining direct confirmation from third party with respect to assertion made in financial statement to obtain more persuasive audit evidence because external evidence is more reliable than the internal evidence. Two types of confirmation request is used Positive confirmation request and negative confirmation request. It is after considering the level of inherent and control risk. Reply of positive confirmation request is necessary whereas reply of negative confirmation request is not necessary (reply only when disagree), to obtain SAAE.

External confirmation process: DSDSRR

- ❖ Determining the item for which confirmation is to obtain
- ❖ Selecting the appropriate third party
- ❖ Designing the confirmation request
- ❖ Sending the confirmation request
- ❖ Receive confirmation response
- ❖ Reconciling the assertion as per confirmation and response by third party.

SA 510

1. Introduction-

Whenever auditor accept new engagement wherein he was not an auditor of entity for previous year, either previous year financial statement would have not been audited, or audited by previous auditor. Auditor audits current year financial statement wherein opening balance is brought forward from previous year, So this standards provides guidance how to obtain SAAE regarding opening balance.

2. audit procedure when previous year audit report unaudited -

O₂ C₂A Obtain confirmation

- ◆ Obtain confirmation from account receivable or debtor.
- ◆ Obtain confirmation from account payable or creditor.
- ◆ Check subsequent realisation of debtor.

- ◆ Cheque subsequent payment made to creditor.
- ◆ Accounting policies consistently applied.
- ◆ Obtain confirmation in relation to bank balance.

3. **Audit procedure when previous year audit report audited by previous year auditor.**

- Current year auditor can place reliance on previous year audit report, ensure that in current year opening balance correctly brought forward from previous year audited report.
- Check type of opinion expressed in previous year audit report, if in previous year unmodified opinion then simply check balance correctly brought forward. However if in previous auditor report modified, then verify whether the qualification made in previous has been resolved or not. If resolved then unmodified opinion, if it is not resolved then modify current year audit report.

SA 520

1. Introduction

Evaluation of financial information through analysis of plausible relationship among financial and non- financial data, is know as analytical procedure.

2. Type of analytical review procedure-

- ❖ Ratio analysis – evaluation of relationship among different assertion made in financial statement, for example Debt-equity ratio, Current assets ratio, etc.
- ❖ Trend analysis- analyse trend of information keeping benchmark previous year information.
- ❖ Comparison method – compare current year information with the previous year
- ❖ Reasonableness – Ask a question whether is it reasonable or not.

3. Audit consideration while analytical procedure: **SRED**

- ❖ Suitability of SAP
- ❖ Reliability of data
- ❖ Expectation of auditor for such.
- ❖ Determine the difference between expectation and actual. Investigate unusual item and significant fluctuation and corroborate such by inquiry of management and by other audit procedure.

SA 530

1. Introduction

Sampling - Application of audit procedure on less than 100% of item with in a population, where in each item have equal chances of selection. Select audit sample from audit population in such a manner sample is representative of population. Perform audit procedure on selected audit sample to obtain SAAE.

2. Steps in sampling

- i. Defined entire population
- ii. Choose Sample selection technique- **HRSM**

- ❖ **Haphazard selection sampling technique** – Pick sample from population in a unstructured way.
- ❖ **Random Selection sampling technique** – Use random number generator.
 - Simple random sampling
 - Stratified sampling technique
- ❖ **Systematic sampling technique**- Define population and select sample in a very structured manner.
 - Block Selection technique.
 - Cluster Sampling technique.
- ❖ **Monetary unit sampling technique** – value weighted selection technique is used.

3. Sampling Risk

It is a risk of selecting wrong sample. It is a risk that auditor conclusion based on sample may vary if entire population is subjected same audit procedure. Following two risk

- **Risk of incorrect acceptance:** Erroneous conclusion that control are more effective than actual and material misstatement doesn't exist when in fact it exist.
- **Risk of incorrect Rejection:** Erroneous conclusion that controls are less effective than actual and material misstatement exist whereas in fact doesn't exist.

4. Non- sampling risk

- **Anomaly: very rare and odd in nature.**

SA 540

1. **Introduction** : Any accounting estimate which require to calculate fair value or management estimate, Judgement, etc. Auditor is to evaluate reasonableness of such assumption and estimation and make their own judgement based on his experience and competence, compare it with mgt estimate. If difference arise then direct management to adjust.
2. **Procedure applied by auditor: TREAT MICRO**
 - To understand the methods adopted by management to calculate the accounting estimates.
 - Review and test the procedures followed by management in relation to accounting estimate.
 - Environment under which the estimate are made.
 - Assumption
 - Testing of calculation based on accounting estimate
 - Make independence estimate and compare it with the given accounting estimate.
 - Investigate unusual and abnormal variation or range between auditor's point estimate and management point estimate.
 - Complex accounting estimate then take help of expert
 - Review and consider the events occurring after the balance sheet date.
 - Obtain understanding of AFRF.

SA 550

1. HOW TO IDENTIFY RELATED PARTIES: **IMIPS**

- Inquiry of management
- MOA & AOA
- Income tax return
- Previous year audit report
- Share holder record.

2. AUDIT PROCEDURE : *O related parties* **U LOVE & RESPECT IPS**

- ✚ Understand RPRT
- ✚ Life insurance policies acquired by entity
- ✚ Obtain written representation that all RP identified and disclosed.
- ✚ Verify minutes of meeting of board of directors or shareholders.
- ✚ Entries made in the register maintained U/s 189 of CA 2013.
- ✚ Relationship with the guarantors and guarantees given
- ✚ Examine the contract and agreement with related party.
- ✚ Statement of conflict of interest from mgt and TCWG.
- ✚ Participation in unincorporated partnerships with other parties.
- ✚ Examine the confirmation from bank, legal and third parties.
- ✚ Check whether any fraud risk exists due to transaction with related party.
- ✚ Transactions under contracts whose terms are changed before expiry.
- ✚ Internal control ; whether such IC
 - Identify and disclose RPRT in accordance with AFRF.
 - AASTAA with related parties.
 - AASTAA which is ONCOB.
- ✚ Professional scepticism
- ✚ Share information with in the engagement team.

3. if related parties transaction found to **biased** then Evaluate

- ◆ Rational of transaction whether such suggest FRF or concealment of MOA.
- ◆ Term of transaction consistent with management explanation.
- ◆ Transaction accounted and disclosed in accordance AFRF.

SA 560

1. HOW TO IDENTIFY SUBSEQUENT EVENT: **IMLOL**

- Inquiry of management.
- Minutes of board meeting.
- Latest interim financial statement.
- Obtain written representation
- Latest position of pending legal cases.

2. AUDIT PROCEDURE: **ROAR**

- ✚ Reading minutes of meeting of shareholder and BOD.
- ✚ Obtaining an understanding of management procedure to identify subsequent event.
- ✚ Ask mgt and TCWG. About **THE IAS SENA**
 - ❖ There has been any development in contingency.
 - ❖ High and unusual accounting estimate.
 - ❖ Event occurred which are relevant to recoverability of assets.
 - ❖ Increase in capital or debt.
 - ❖ Any assets appropriated by government.
 - ❖ Situation which are relevant for measurement of accounting estimate or provision.
 - ❖ Sale or acquisition of assets.
 - ❖ Event occurred which question the appropriateness of accounting policies.
 - ❖ New commitment, borrowing and guarantee have been entered into?
 - ❖ Any assets have been destroyed.
- ✚ Reading the entity latest subsequent interim financial statements.

SA 570

1. INTRODUCTION

Going concern is fundamental accounting assumption as to whether entity will continue in foreseeable future in the next **one** year. It has neither intention nor necessity to liquidate or curtail the majority of operation within in next one year, that is why depreciation is provided, assets is capitalised, etc. If it is not expected to continue for foreseeable future depreciation and provision not provided, assets is disclosed at realisable value and liabilities at payable value. It is management responsibilities to determine going concern assumption is appropriate or not. Auditor has to obtain SAAE regarding appropriateness of use of GCA to ensure whether is there any material uncertainties exist. However audit report is not a guarantee toward future viability.

2. Indicator of inappropriateness of use of GOING CONCERN ASSUMPTION

I. OPERATIONAL INDICATOR.

- ✚ Labour difficulties.
- ✚ Mgt lock out.
- ✚ Loss major buyer.
- ✚ Lack of raw material.
- ✚ Emergence of new competitors.
- ✚ Sale of assets.
- ✚ Management intention to liquidate.
- ✚ Significant revision of operation.

II. FINANCIAL INDICATOR

- ✚ Adverse key financial ratio.
- ✚ Default in loan repayment.
- ✚ Non- compliance of loan agreement.
- ✚ Unable to pay creditor.
- ✚ Unable to pay dividend
- ✚ Short term borrowing used for long term purpose.

- ✚ Withdrawal of support by creditors.

- ✚ Negative operating cash flows.

III. Other indicator.

- ✚ Change in government policy.

- ✚ Natural calamities.

- ✚ Non- compliance of statutory requirement.

3. PROCEDURE TO BE APPLIED BY AUDITOR: SLICES

- ✚ Subsequent events after the balance sheet date.

- ✚ Latest position of pending Legal cases.

- ✚ Interim financial statements.

- ✚ Cash flow statements.

- ✚ Examine Minutes of BOD & shareholder

- ✚ Status of Debt compliance and applying analytical procedure.

4. AUDITOR REPORT:

- ✚ UNQUALIFIED: when GCA is appropriate.

- ✚ ADVERSE: If GCA is inappropriate.

- ✚ UNQUALIFIED WITH EOM PARA: GCA appropriate but resolved by mgt explanation.

- ✚ QUALIFIED: When mgt explanation found to be inadequate.

SA 580:

OBTAIN WRITTEN REPRESENTATION FOR – RSS in UPLC & TT

1. *Related parties*
2. *Subsequent event*
3. *Selection and application of accounting policies,*
4. *Uncorrected misstatement either individually or in aggregate immaterial.*
5. *Preparation and presentation of financial statement.*
6. *Litigation claim.*
7. *Compliance with ALRR.*
8. *Transaction recorded is reflected in financial statement.*
9. *Title of Assets subject to lien and consignment.*

SA 600

1. **Introduction**

Principle auditor express opinion on financial statement, if entity consist of one or more component then principle auditor uses the work of auditor of component (Other auditor) because principle auditor is responsible for the audit opinion on the whole of the group financial statement.

COMPONENT CONSIST OF ABSDJ

- ✚ Associate

- ✚ Branch

- ✚ Subsidiary companies
- ✚ Division
- ✚ Joint venture

2. AUDIT PROCEDURE- VIPCAPTAIN

- ✚ Visit component if auditor thinks it is necessary.
- ✚ Instruct reporting requirement
- ✚ Principle auditor has right to examine books of account and other records of components.
- ✚ Consider significant finding of other auditor.
- ✚ Advising the other auditor about the use of his work and ensuring co-ordination.
- ✚ Principle auditor will be responsible for his opinion on the entity as a whole and should indicate division of responsibility with the other auditor in the report.
- ✚ The principle auditor should obtain SAAE to ensure adequacy of work of other auditor.
- ✚ Advising significant account requirement reporting requirement.
- ✚ In planning whether to use work of another auditor Professional competencies of other auditor should be consider if other auditor other than CA.
- ✚ Nature, timing and extent of audit procedures to be understood.

SA 610 USING THE WORK OF INTERNAL AUDITOR

◆ Internal audit function includes GIR

- Governance
- Internal control process: I am CFO
 - ✓ **Internal control:** IAF may assigned to review control, evaluate operation and recommend improvement
 - ✓ **Compliance with law and regulation:** IAF may assigned to review compliance with L&R.
 - ✓ **Financial and operating information:** IAF may assigned to review the means to identity, recognise, measure, classify and report FAOI.
 - ✓ **Operating activity:** IAF may assigned to review economy, efficiency & effectiveness of operating activities.
- Risk management

◆ Using the work of internal auditor :

Determining the nature and extent of work of the internal audit function that can be used & audit procedure when using the work of internal audit function SATAI LO_{psrd}

- ✓ Systematic and disciplined approach.
- ✓ Adequate and SAAE has been obtained.
- ✓ Technical training and proficiency of internal auditor.
- ✓ Appropriateness of conclusion reached in the circumstances.
- ✓ Inconsistency, exceptional or unusual matter disclosed by internal auditor has been resolved.
- ✓ Level of competencies of internal audit function.
- ✓ Objective of internal auditor w.r.t internal audit function's organisational status and relevant policies and procedure.
- ✓ Properly planned, supervised, reviewed and documented.

Determining the nature and extent of work that can be assigned to internal auditor providing direct assistance

The external auditor shall consider

- ➡ amount of judgment involved in Planning and performing audit & evaluating the audit evidence,
- ➡ assessed ROMM and
- ➡ threats to objectivity and level of competency of internal auditor

However, external auditor will not use internal auditors to provide direct assistance in following case:

- ❖ Audit procedure involves making significant judgment.
- ❖ ROMM is high.
- ❖ Audit procedure related to work which has already been reported to TCWG/management.

Audit procedure when using internal auditor to provide direct assistance

1. Obtain written agreement from the entity that the internal auditors will allowed to follow external auditor instruction and entity will not intervene in the work of internal auditor.
2. Obtain written agreement from internal auditor that they will maintain confidentiality.
3. External auditor will direct, supervise and review to work performed by internal auditor

SA 620

Audit procedure for using the work or auditor expert.

Understand competency(cco) of Auditor expert & enter in to an agreement then evaluate relevance and reasonableness of Assumption, source data and knowledge.

1. Understanding the field of expertise of the auditor's expert. Determine NSO of expert's work and evaluate adequacy of that expert's work.
2. Competence, capabilities and objective of that expert including inquiry regarding interest and relationship that may create a threat to that expert's objectivity.
3. Auditor expert: An individual having expertise in the field other than accounting and auditing.
4. Agreement with auditor's expert regarding NSO, Role and responsibilities, NTE Of communication and confidentiality.
5. Evaluating the relevance and reasonableness of expert's finding, Assumption, Source data and knowledge of that expert

If the auditor determine that the work of the auditor's expert is not adequate for the auditor's purpose, the auditor shall agree to perform further audit procedure with that expert and perform further audit procedure.

SA 700

What is unmodified opinion?

When conclude that financial statement prepared in

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- all material respect,
- in accordance with applicable financial reporting framework.
- free from risk of material misstatement.
- It doesn't contain any reservation and qualification.

Content of Audit report. (TAIMAORS DPS)

Title, Addressee, Introduction Para, Management's Responsibilities, Auditor's Responsibilities, Opinion Para, Report on other legal and regulatory requirement, Signature of the auditor, Date & Place of Signature(Specific location where the audit report is signed).

Title
Independent Auditor's Report
Addressee
To the Members of Xyz Ltd.
Introductory paragraph
Report on the Standalone Financial Statements We have audited the accompanying standalone financial statements of Xyz Ltd. ('the Company'), which comprise the balance sheet as at 31 March 2016, the statement of profit and loss and the cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.
Management's Responsibility
Management's Responsibility for the Standalone Financial Statements The Company's Board of Directors is responsible for the matters stated in Section 134(5) of the Companies Act, 2013 ("the Act") with respect to the preparation and presentation of these standalone financial statements that give a true and fair view of the financial position, financial performance and cash flows of the Company in accordance with the accounting principles generally accepted in India, including the Accounting Standards specified under Section 133 of the Act, read with Rule 7 of the Companies (Accounts) Rules, 2014. This responsibility also includes maintenance of adequate accounting records in accordance with the provisions of the Act for safeguarding the assets of the Company and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.
Auditor's Responsibility
Auditor's Responsibility Our responsibility is to express an opinion on these standalone financial statements based on our audit. We have taken into account the provisions of the Act, the accounting and auditing standards and matters which are required to be included in the audit report under the provisions of the Act and the Rules made thereunder. We conducted our audit in accordance with the Standards on Auditing specified under Section 143(10) of the Act. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal financial control relevant to the Company's

preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the Company's Directors, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the standalone financial statements.

Opinion

Opinion

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid standalone financial statements give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India, of the state of affairs of the Company as at 31 March 2016 and its profit and its cash flows for the year ended on that date.

Report on Other Legal and Regulatory Requirements

Report on Other Legal and Regulatory Requirements

1. As required by the Companies (Auditor's Report) Order, 2016 (pp"the Order") issued by the Central Government of India in terms of sub-section (11) of section 143 of the Act, we give in the Annexure A, a statement on the matters specified in the paragraph 3 and 4 of the order.

2. As required by Section 143 (3) of the Act, we report that:

Duties to make report ----- I B₂A₃D MIS

Mnemonics	I	B	B	A	A	A	D	M	I	S
Clause	a	B	c	d	e	f	g	h	i	j

- Information and explanation-** whether he has sought and obtained all the information and explanation which to the best of his knowledge and belief were necessary for the purpose of audit and if not, the detail there of and affect of such information on the financial statement.
- Books of accounts-** whether in his opinion proper books of accounts as required by law have been kept by the company so far it appear from examination of those books and proper return adequate for the purpose of his audit have been received from branched not visited by him.
- Branch office-** Whether the report on the accounts of any branch office of the company audited by a person other than company's auditor has been sent to him and the manner in which he has dealt with it in preparing his report.
- Agreement-** Whether the company's balance sheet and profit and loss account dealt with in report are in agreement with the books of account and returns.
- Accounting Standards-** Whether in his opinion the financial statement comply with the accounting standards.
- Adverse affect-** the observation or comment of the auditors on financial transaction or matter which have any adverse affect on the functioning of the company.
- Disqualified –** Whether any director is disqualified from being appointed as a director under section 164(2).
- Maintenance of books of accounts-** any qualification, reservation or adverse remarks relating to the maintenance of accounts and other matters connected therewith.
- Internal financial control-** whether the company has adequate internal financial controls system in place and the operating effectiveness of such control.
- Such other matter as may be prescribed.**

Signature

for X Y Z & Co. LLP
Chartered Accountants

Firm's registration number: 00000000 WWWWW <i>Partner</i> Membership number: 000000	Date and place of signature
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SA 705

1. INTRODUCTION

Modify opinion when financial statement not free from material misstatement or fails to obtain sufficient appropriate audit evidence. Three types of modification QO,AO,DOO

QO: Subject to reservation.

AO: Financial doesn't show true and fair view.

DOO: Unable to obtain SAAE.

2. TYPES OF MODIFIED REPORT ON RESPECTIVE CIRCUMSTANCES

Circumstances	Material but not pervasive	Material and Pervasive
Misstatement	Qualified opinion	Adverse opinion
Fails to obtain sufficient appropriate audit evidence	Qualified opinion	Disclaimer of opinion

First give **basis of QO, AO & DOO** then opinion paragraph as follows:

QO: Except for the effect of matter described in the basis for qualified opinion paragraph, financial statement prepared in all material respect and in accordance with AFRF.

AO: in the auditor's opinion because of significant of matters described in the basis of adverse opinion paragraph. Financial statement have not prepared in all material respect in accordance with AFRF when reporting in accordance with compliance framework.

DOO: Because of significant of the matter's described in the basis for disclaimer of opinion paragraph, the auditor's has not able to obtain SAAE to provide basis for auditor opinion. The auditor doesn't express opinion on the financial statement.

SA 706

1. INTRODUCTION

EOM or OM Para given after the Opinion Para when some additional explanatory Para required, Although it doesn't affect unqualified opinion.

- EOM:** It is used for Matter adequately presented in financial statement but in auditor opinion it is of such importance that it specially requires attention of user of financial statement. It is fundamental to user understanding.

3. **OM:** It is used for assertion not made in financial statement but in auditor's opinion it is relevant to user understanding.
4. **EXAMPLE:**
 - 📌 EOM paragraph: We draw our attention to note no xxx to the financial statement which describe uncertainty related to outcome of law suit filed against the company by xyz ltd. Our opinion is not qualified in respect of this matter.
 - 📌 OM Paragraph: We didn't audit the financial statement of certain subsidiaries, whose financial statement reflect total assets (net) as on march/ 31/2016 total revenue (net) etc whose report furnished to us by management and our opinion is based solely on the report of other auditor. Our opinion in not qualified in respect of this matter.

SA 710

MEANING AND INTRODUCTION

Corresponding figure: Prior period report included as integral part, Intended to read only in relation to the amounts and other disclosure. Auditor Express opinion only for Current year.

Comparative Financial Statement: Prior period report is not included as integral part rather it is attached to current period financial statement for comparison. Auditor express opinion on both years if audited.

SCOPE AND OBJECTIVE

It describes auditor responsibilities with regard to comparative information in an audit of financial statement, when pervious financial statement audited by predecessor auditor or not audited.

AUDIT PROCEDURE TO BE FOLLOWED BY THE AUDITOR: PAAAW

1. Professional scepticism should be adopt where doubt about material misstatement.
2. Accounting policies consistently applied.
3. Agreement of comparative information with the amounts and other disclosures presented in the prior period.
4. Applicable financial reporting framework had been followed while preparing comparative information and such information is classified appropriately.
5. Written representation for all period should be obtained.

REPORTING RESPONSIBILITIES OF THE AUDITOR FOR CORRESPONDING FIGURES.

1. **When the prior period audit reports are clean:** Then do not refer in opinion Para.
2. **When the prior period audit reports are modified:** Then refer in opinion Para and also modify current year audit report. No need to refer when such matter has been resolved.
3. **When the prior period financial statements are materially misstated:** Then write in opinion Para that Prior period financial statement audited by predecessor auditor and corresponding opinion.
4. **When prior period financial statement not audited:** Write in OM Para that Corresponding figure unaudited.

REPORTING RESPONSIBILITIES OF THE AUDITOR FOR COMPARATIVE FINANCIAL STATEMENT.

1. **When the prior period audit reports are modified:** Auditor's opinion refer to each period.
2. **When auditor's has different opinion for prior period:** In OM Para write suitable reason.
3. **When the prior period financial statements audited by predecessor auditor :** Write in OM Para Predecessor auditor and their opinion.
4. **When prior period financial statement not audited :** Write in OM Para that comparative Financial Statement unaudited.

SA 720

INTRODUCTION AND BACKGROUND

Other information: Some time with audit report other information like director report, financial highlight, financial ratio, speech, etc are included.

REQUIREMENT OF THE STANDARDS

1. **Reading other information:** Read other information with a view to identify to any material inconsistency but auditor is not expected to verify other information.
2. **Identify the material inconsistency:** If it is found Prior to audit report then follow **SA 705**. If it is found subsequent to audit report Request management to make Revision of other information. If management deny then appropriate legal action should be taken or take advise from auditor legal council.

SA 800

INTRODUCTION

Some time financial statements are prepared in accordance with Special Reporting Framework rather than General Reporting framework for Specific user.

Objective of the standards

Provide guidance as regard to acceptance, planning, performance of engagement and forming opinion.

Requirement to be followed by auditor

1. Following point should be consider when accepting the engagement

SA 210, Purpose, Intended user, Management step to determine acceptability of AFRF, Financial Reporting established by authorised organisation and conflict between the financial reporting standards and the additional legislative requirement.

2. Consideration when planning and performing the audit

Application of all SA relevant to audit, Entity selection and application of accounting policies and communication with previous auditor.

3. Forming an opinion and reporting considerations

In addition to SA 700 refer description of AFRF, purpose of intended user, Management responsibilities regarding acceptability of AFRF, write in EOM Para that this audit report is not suitable for other purpose.

SA 805

Introduction

Single financial statement : for example Cash flow statement, Stock Statement, Etc.

Specific Elements: Cash and Bank balance, Account Receivable, Inventory, Provision for income tax.

Applicable on Single financial statement or specific element , when it is prepared in accordance with General Purpose Framework or Special Purpose Frameworks.

Requirement to be followed by auditor / Engagement acceptance consideration

1. Following point should be consider when accepting the engagement

SA 210 require compliance of all AS, Relevant ethical requirement, Acceptability of FRF, Agreeing the term of audit engagement as per SA 210 and consider expected form of opinion in circumstances.

2. Consideration when planning and performing the audit

Apply all SAs as necessary in the audit of FS, Obtain sufficient appropriate audit evidence, If Auditor of complete set of financial statement is same as auditor of single financial statement, then he can

use evidence obtained during audit of complete set of financial statement, but separate opinion on each.

3. Forming an opinion and reporting considerations

- Apply SA 700, as necessary.
- If also engaged to report on full FS, express separate opinion on each engagement.
- If expressed Adverse or Disclaimer of opinion on complete set of financial statement then do not express unmodified opinion on single financial statement, however for Elements consider whether unmodified opinion is necessary if no then modify opinion if yes then express unmodified opinion but it should not published together with A.R. on whole financial statement.

SA 810

1. WHAT IS **SUMMARY FINANCIAL STATEMENTS**?

Financial statement derived from full set of financial statement, presented in considerable less than detail than complete financial statement.

2. Special point to be mentioned by auditor in his audit report

- ✚ A.R on SFS always accompanied with AR on FS.
- ✚ Date on SFS should not earlier than AR on FS.
- ✚ Give reference to SA 810.
- ✚ A Caveat should be given that reading abridge FS is not a substitute of for reading the detail AFS.
- ✚ Reference to framework followed in preparing SFS.
- ✚ OPINION that the abridge financial statement which is derived from audited Financial statement are fair summary of AFS.
- ✚ If the AR on AFS contain QO,AO,DOO, EMP or OMP then the AR on SFS should also contain such.

SA 2400 & 2410

SRE 2400 Applicable when review is conducted by independent practitioner (Other than companies Statutory auditor).

SRE 2410 Applicable when review is conducted by Statutory auditor of companies.

Procedure applied under review of financial statement. ***O W don't IRRITATE for 2400***

- ✚ Opinion paragraph- negative assurance as follows
Based on our review nothing has come to our attention which causes us believe that the accompanying financial *information* do not give true and fair view of the statement of affairs of the entity and its CFS in accordance with AFRF.
- ✚ Written representation for TOTAL RSS in UPLC.
- ✚ Inquiry related to the entity's business, transactions, Contingencies and commitments.
- ✚ Ratio analysis.
- ✚ Read report of other practitioner/ auditor of component.
- ✚ Inquiry about the procedure for accounting.
- ✚ To compare the financial statement with the anticipated result.
- ✚ Accounting policy followed.
- ✚ To compare the financial statement with the previous period.

🌈 Enquiry concerning action taken in shareholder and BOD meeting.

SAE 3400:

2. Consideration before accepting the engagement

- ❖ Intended user
- ❖ Distribution
- ❖ Assumption realistic or not
- ❖ Period cover

3. Audit procedure: AMU examine KMP Stability, Maintain of WP and express opinion

- ✓ Assumption
- ✓ Method used for making the forecast
- ✓ Underlying data
- ✓ Knowledge of entity and environment.
- ✓ Management judgement and experience
- ✓ Previous audit report
- ✓ Stability of business.
- ✓ Maintain working paper: source of information, basis of forecast, assumption audit plan, NTE, WR.
- ✓ **OPINION (NEGATIVE ASSURANCE):** forecast (**PROJECTION**): *Based upon our examination and explanation given to us, nothing has come to our observation that causes us to believe that best estimate assumption (**HYPOTHETICAL ASSUMPTION**) which are basis for preparation of forecasted financial statement (**PROJECTED FINANCIAL STATEMENT**) are not realistic in nature. The forecasted FS (**PROJECTED FINANCIAL STATEMENT**) have been prepared as per financial reporting framework which is consistently followed from the previous period.*
*This is neither audit nor review. Hence, no opinion or assurance is given on forecasted financial statement (**PROJECTED FINANCIAL STATEMENT**). We have only validated the best estimate assumption.*

SAE 3402.

1. TYPE 1 AND TYPE 2 REPORT OF SERVICE ORGANISATION'S AUDITOR

TYPE 1 REPORT	TYPE 2 REPORT
<u>Description of IC are designed properly</u>	<u>Description of the IC are designed Properly and operating efficiently & effectively.</u>
Description of SO system prepared by mgt.	Description of SO system prepared by mgt.
Opinion of SO's auditor about the description of SO's system and suitability of design	Opinion of SO's auditor about the description of SO's system and suitability of design
At specified date.	Throughout the specified period
-----	<u>Description of operating effectiveness of IC.</u>
-----	<u>Description of TOC performed by SO's auditor.</u>

SAE 3420

Assurance engagement to report on compilation of pro forma financial information included in a prospectus.

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2. Proposed form of financial information shown together with the adjustments **to illustrate the impact of an event or transaction** on *unadjusted financial information* as if the event had occurred or the transaction had undertaken at earlier date.
3. Factor to be considered before accepting such assignment. **IPMC₃S**
 - i. Initially evaluate wording of ALRR & Relevant law or regulation to determine expected form of opinion.
 - ii. Practitioner his own capabilities & competence to perform the engagement.
 - iii. Management accept its responsibilities. **CPT**
 - Compilation of proforma financial information
 - Providing the practitioner with
 - ✓ Access to all information
 - ✓ Additional information
 - ✓ Access to those with in the entity and entity's advisor.
 - To disclose and describe the applicable criteria.
 - iv. Consideration of type of modified opinion expressed on AFS where UFI is extracted from AFS.
 - v. Consider whether the sufficient understanding of **entity** and its accounting and financial reporting practice can be obtained if **entity's HFS** has never been audited.
 - vi. Consider whether the sufficient understanding of **acquire** and its accounting and financial reporting practice can be obtain if **acquirer's HFS** has never been audited.
 - vii. Suitability of applicable criteria.
4. **HOW TO PLAN AND PERFORM SUCH ENGAGEMENT.**
 - a. Assessing the suitability of applied criteria.
 - b. Materiality
 - c. Understanding the compilation of pro forma financial information
 - d. Obtaining evidence about appropriateness of source of information use to pre PFI.
 - e. Obtaining understanding about pro forma adjustment.
 - f. Source from which it has been extracted

SRS 4400

Here auditor called accountant/ practitioner. No any independency required.

AUDIT PROCEDURE: *visualise following steps --- only **CA** & **CA** appointed to conduct agree upon procedure of*

ACC*ounts*

-  Client engages an auditor to perform agreed upon procedure on a particular area.
-  Auditor sends engagement letter to confirm scope of work.
-  Client approves engagement letter.
-  Auditor performs agreed upon procedure.
-  Auditor submits report on factual finding to client.
-  Client makes rectification in case of required.

🚧 Client then submits the financial statement to statutory auditor.

Reporting some extract

Title: report on factual finding.

Auditor's responsibility: Our responsibility is to apply agreed upon procedure and give observation.

Disclaimer: this is neither audit nor review; hence no any opinion or assurance will be given

SRS 4410

AUDIT PROCEDURE: *visualise following steps-----* CP hour is for CP (Ca in Practice) not for IPC students

- 🚧 Client engages a practitioner to compile financial statement.
- 🚧 Practitioner sends engagement letter to confirm scope of work.
- 🚧 Client approves the engagement letter.
- 🚧 Practitioner collects, classify, summarise & compiles the financial statements based on books and records as per AFRF & ALRR.
- 🚧 Inquiry of management to assess the reliability and completeness of information provided, assess the internal control prevailing in the entity, verification,
- 🚧 Practitioner submits report on unaudited financial statements to the client.
- 🚧 Client submits the financial statement to statutory auditor for the audit purpose.

If there is some non- compliance of ALRR, AS, Etc, then report to management to adjust, if management refused to adjust then report it to notes to account.

MANAGEMENT RESPONSIBILITIES: CMPSE

1. Completeness and accuracy of underlying data and complete disclosure of all material and relevant information to the accountant.
2. Maintaining adequate accounting record and other record and internal control and selecting and applying appropriate accounting policies.
3. Preparation and presentation of financial statements in accordance with applicable law and regulation, in any.
4. *Establishing control to* Safeguard the assets of entity and preventing and detecting fraud or other irregularities.
5. Establishing control for ensuring that the activities of the entity are carried out in accordance with the applicable law and regulation and preventing and detecting and non-compliance.

Chapter -3 Other Chapter

CH-1 Companies audit section 123-147

Section	Particular		
DECLARATION AND PAYMENT OF DIVIDEND			
2(35)	Meaning of dividend		
	Dividend refers to that portion of profit which is distributed among shareholder. Dividends mean final dividend and interim dividend. Final dividend declared after closing of book that is after closing of financial year whereas interim dividend means dividend distributed in between two AGM. To declare dividend, first it is recommended by board than it require approval of share holder in general meeting. Declaration of dividend is an item of ordinary resolution. Member at AGM may declare dividend at lower than rate or amount recommended by board but they cannot increase it. AOA which authorise to declare dividend at higher than rate recommended by board is void.		
123	Condition for declaration and payment of dividend		
	Dividend can be distributed out of current year profit, brought forward profit, and grant from government. Carry forward and unabsorbed losses to be set off before declaration of dividend. There is no any condition to transfer to general reserve before declaration of dividend, A company may transfer such appropriate percentage of profit to reserve as it may deem fit. If in current year there is loss, then there is no any condition for declaration of dividend out of carry forward surplus in profit of loss, but there are following condition for declaration of dividend out of free general reserve:- - Dividend rate should be less than average rate of dividend declared in 3PFY. - Maximum permissible withdrawal from general reserve is 10% of (paid up share capital + free reserve). - First set off carry forward losses from above withdrawal reserve. - Balance in the general reserve should not be less than 15% of paid up share capital.		
123(3)	Interim dividend can be declared by board out of surplus in P&L account or Profit of current financial year. Rate of dividend should be less than average rate of dividend declared in 3PFY.		
205A to 205C	<table border="1"> <tr> <td>Unpaid dividend and investor education protection fund.</td><td>DADU GII (Deposits, Application money, Debenture, Unpaid, Grant, Interest of DADU, Interest or other income)</td></tr> </table>	Unpaid dividend and investor education protection fund.	DADU GII (Deposits, Application money, Debenture, Unpaid, Grant, Interest of DADU, Interest or other income)
Unpaid dividend and investor education protection fund.	DADU GII (Deposits, Application money, Debenture, Unpaid, Grant, Interest of DADU, Interest or other income)		
	Transfer to DADU GII to IEPF if it remains unpaid for 7 year. Deposits due but remain unpaid Application money pending for refund. Debenture due but remain unpaid. Unpaid dividend. Grant due for refund. Interest of DADU Interest or other income A dividend remaining unpaid or unclaimed for 30 day or more shall be transferred to separate bank account known as unpaid dividend account with in 7days. Interest @ 12% payable by company for delay in making above transfer.		
126	Dividend, etc to be held in abeyance		
	If transfer is pending and transferor has not authorised to transferee to receipt dividend it		

	shall be kept in abeyance
127	Failure to distribute dividend within 30 days.
	Dividend shall be transfer to separate bank account within 5 days from date of declaration of dividend, and it should be paid within 30 days from date of declaration of dividend. If company failed to pay within 30 days then company would be liable to pay interest @ 18% pa. If director is knowingly a party of default then he would be liable for penalty not less than 1000 per day during which failure continues & imprisonment which may extend to 2 year. If dividend transferred to separate bank account remains unpaid for 30 days then transfer to unpaid dividend account within 7 days. If it remains unpaid for 7 year in unpaid dividend account then transfer it to IEPF. However there is no default if NODAD not paid within 30 days. NODAD (Non- Payment without co. Default, Operation of any Law, Disputed, Adjusted against any due, Direction give to the companies but same has not been complied and it is communicated to shareholder)

ACCOUNTS OF COMPANIES																																																																							
128	Location, manner, period of maintenance and inspection of books of accounts																																																																						
	The book of accounts shall be kept at registered office; however it may be kept at other place but should be informed to ROC within 7 days. The books of accounts shall be maintained on accrual basis and double entry accounting system should be followed. Maintained in a manner so as to give true and fair view. It shall be kept and maintain for 8 year. Book of accounts can be maintain in electronic mode in a manner as prescribed in rule- 3 BRICKS ➡ Books of accounts remain accessible in INDIA. ➡ Retain in a form in which it is originally generated. ➡ Information receipt from branches should not be altered. ➡ Capable of being displayed in a legible form. ➡ Keep proper system of storage, retrieval, Display and printout. ➡ Server should also be physically located in INDIA. Intimate to registrar NIL on annual basis. (Name of service provider, IP Address, Location of Service provider) INSPECTION OF BOOKS OF ACCOUNTS The books of accounts can only be inspected by director during business hour. Member / shareholder is not entitle to inspect books of accounts even hold entire share capital unless authorised by board, member in general meeting or article of association provides.																																																																						
129	Financial Statement																																																																						
	It consist B/S, SPL, CFS, Statement of change in equity and annexure forming part of above. It should be complied with accounting standards, if departure from accounting standards then deviation, reasons and effect should be disclosed. It should be signed by Chairperson it he authorised otherwise two director one of whom shall be managing director and also by CEO,CFO and CS (if appointed).																																																																						
134 (3)	<u>Content of Boards report</u> <table><tr><th colspan="18">END FDN ELRS in RDMC & RCE</th></tr><tr><td>Mnemonics</td><td>E</td><td>N</td><td>D</td><td>F</td><td>D</td><td>N</td><td>E</td><td>L</td><td>R</td><td>S</td><td>R</td><td>D</td><td>M</td><td>C</td><td>R</td><td>C</td><td>E</td></tr><tr><td>clause</td><td>a</td><td>b</td><td>c</td><td>ca</td><td>d</td><td>e</td><td>f</td><td>g</td><td>h</td><td>i</td><td>j</td><td>k</td><td>l</td><td>m</td><td>n</td><td>o</td><td>p</td></tr></table> (Extract of annual return, Number of board meeting, Director Responsibilities Statement, Fraud Reported by auditor, Declaration given by independent auditor, Nomination remuneration committee, Explanation on every qualification reservation or adverse remarks makes by auditor or CS, Loan, Related parties, State of companies affairs, Reserve created, Dividend recommended, Material change and commitment, Conservation of energy-technology absorption-foreign exchange earnings and outgo, Risk management policy, Corporate Social Responsibilities, Evaluation by board it own performance.)																	END FDN ELRS in RDMC & RCE																		Mnemonics	E	N	D	F	D	N	E	L	R	S	R	D	M	C	R	C	E	clause	a	b	c	ca	d	e	f	g	h	i	j	k	l	m	n	o	p
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clause	a	b	c	ca	d	e	f	g	h	i	j	k	l	m	n	o	p																																																						
134(5)	<u>Director Responsibilities Statements</u> Director responsibilities statement shall disclose : AAJ PG ka/ ID <table><tr><td>Mnemonics</td><td>A</td><td>AJ</td><td>P</td><td>G</td><td>I</td><td>D</td></tr><tr><td>Clause</td><td>a</td><td>b</td><td>c</td><td>d</td><td>e</td><td>f</td></tr></table> (Accounting Standards, Accounting policies, Judgments and estimates, Proper and Sufficient care, Going concern basis, Internal financial control, Devised proper systems to ensure compliance)																	Mnemonics	A	AJ	P	G	I	D	Clause	a	b	c	d	e	f																																								
Mnemonics	A	AJ	P	G	I	D																																																																	
Clause	a	b	c	d	e	f																																																																	
135	Corporate Social Responsibilities.										App- N/N/T-5/500/1000 Duties-FRMI, Not CSR- NPO,																																																												

	Responsibilities to expenses 2% percentage of net profit made during 3 immediate PFY for welfare of social, education, force, sports, technology, etc. Applicability:- If company have Net profit, Net worth & Turnover -5/500/1000 Crore respectively in any of the financial year. Ones applicable will continue to apply unless company cease to full all the above criteria for consecutive 3FY. Duties of CSR committee:- FRMI Formulate CSR policy, Recommend the amount to be expenses on CSR activity, Monitor CSR policy & Institute transparent monitoring policy. Activity not amounting to CSR activity:- NPO₂ Normal course of business, political party, outside INDIA, own employee.	
136	Circulation of financial statement.	21/14 Days
	Circulate FS, CFS, Auditor's report within 21/14 days to every member, trustee and other who entitled to receipt. <i>14 day for u/s 8 co, and for other 21 days.</i>	
137	Filling of financial statement and other with the registrar.	30/180 Days
	Every company shall file financial statement with the ROC within 30 days of AGM irrespective of AGM held, not held, adjourned, etc. However in case of one person company it is 180 days	
138	Internal audit.	App- DPBT-25/50/100/200
	DEFINITION Independent management function of examination of financial, operation and administrative aspect for evaluation of internal control, risk management, value addition to TCWG. Applicability For every listed company, every unlisted public company having DPBT- 25/50/100/200 <i>respectively</i> crore or more at any point of time during PFY. (DPBT (<i>D profit before tax</i>): Deposit, Paid up capital, borrowing, turnover) Eligibility Chartered accountant or cost accountant.	

AUDIT AND AUDITORS

139

Appointment, Reappointment and rotation of auditor.

Every company shall appoint Auditor at first AGM and on subsequent AGM when previous auditor completed his tenure or on vacancies for every financial year.

Concept of rotation of auditor

Concept of rotation of auditor applicable on for listed company and **certain prescribed company** (all unlisted public company having PUSC of Rs. 10 crore of more; all private limited company having PUSC of Rs. 20 crore or more and company other than above but having borrowing from financial institution of Rs 50 core or more). Rotation of auditor means a company is required to change his auditor on completion of specified period of time for certain period of time. Currently maximum period for which an individual can be appointed a auditor of a company is one term of 5 consecutive year and firm for two term of 5 consecutive year, there after such auditor (individual or firm) would not be eligible for appointment in the same company for 5 year, it is known as cooling period of 5 year.

However appointment is not made for 5/10 year that is it would be ratified at every AGM for every year but tenure of office of auditor doesn't expire on the last date on which AGM was due to be held, so if AGM is not held auditor can continue his office.

Procedure for appointment of auditor

1. Qualification and experience of proposed auditor will be consider by board or audit committee (in case co. Require to constitute AC)
2. Board or audit committee shall regard to any order passed or proceeding pending for professional misconduct against the proposed Auditor.
3. In case the company is not required to constitute audit committee board shall consider and recommend an individual or firm as auditor to member in AGM.
4. In case company is required to constitute to audit committee
 - ➡ Audit committee shall consider and recommend an individual or firm as auditor to board.
 - ➡ Board shall consider the recommendation of AC and make their own further recommendation if agrees.
 - ➡ If board disagree then refer back the recommendation to AC for consideration by citing reason.
 - ➡ If board continue to disagree then AC record reason for disagreement and send it own recommendation for consideration at AGM.
 - ➡ If board agrees then shall recommend the name of individual or firm at AGM as recommended by Audit committee.

Time period

Appointment of first auditor				
	By CAG	By BOD	By Share holder	Total
Government Co.	Within 60 days	Next 30 days, Where CAG failed to do so.	Next 60 days	150 days,
Other then Govt. Co.	NA	Within 30 days,	Next 90 days	120 days,

Appointment of Subsequent auditor	Time limit
Government Co.	Within 180 days from commencement of the financial year.
Other then Govt. Co.	

	Filling of casual vacancies.																						
		By CAG	By BOD																				
	Government Co.	Within 30 days	Next 30 days, Where CAG failed to do so.																				
	Other then Govt. Co.	NA	Within 30 days,																				
In case casual vacancies arise due to resignation of auditor, the appointment by the board shall be approved by share holder in general meeting convened within 3 month of the recommendation of board. FURNISHING OF CERTIFICATE AND CONSENT BY AUDITOR ON APPOINTMENT. 1. Furnish written consent for such appointment. And 2. A certificate stating auditor satisfied criteria as prescribed in sec 141. & appointment is made in accordance with rule-4. Rule-4 LPP Eligible. ◆ List of proceeding pending against the proposed auditor for professional misconduct disclosed in certificate. ◆ Proposed appointment is as per the term provide under the Act, ◆ Proposed appointment is within the limit laid down by or under the authority of the Act, ◆ Eligible for appointment and is not disqualified for appointment under this Act or CA Act,1949																							
140	Removal, resignation of auditor and giving of Special notice.																						
	140(1): removal For removal of auditor board shall pass a board resolution, then make application to CG for taking approval in form ADT-2, On receipt of approval from CG, within 60 days of approval Hold general meeting pass Special resolution. However before taking any action of removal a ROOBH shall be given. <i>ROOBH(Reasonable opportunity of being heard)</i> 140(2)(3): resignation of auditor An auditor is required to file ADT-3 on resignation within 30 days to Company, ROC , CAG (If govt, co). Failure to which auditor punishable with a fine which may extend to Rs. 50000 but shall not exceed Rs. 500000. 140(4): Special notice. A special notice require to remove an auditor providing expressly that retiring auditor shall not appointed and appointing some other person in place of retiring auditor. However special notice not require if he has completed consecutive tenure of 5 year/ 10 year.																						
141	Eligibility, qualification and disqualification of auditor.																						
	Qualification – Chartered Accountant Section 141(3) : Disqualification:- BOP & SIG ne mil kar BRFC kar dia 144 laga kar <table><tr><td>Mnemonics</td><td>B</td><td>O</td><td>P</td><td>SIG</td><td>B</td><td>R</td><td>F</td><td>C</td><td>144</td></tr><tr><td>Clause</td><td>a</td><td>B</td><td>c</td><td>d</td><td>e</td><td>f</td><td>g</td><td>h</td><td>i</td></tr></table> a) Body corporate other than LLP b) Officer or employee of the company c) Partner or person in employment of such officer or employee of the company d) Security, indebtedness and guarantee ▪ A person who or his relative or partner is holding any security of CHASS (except share held by all relative up to face value of 1 lakh, if at any time after			Mnemonics	B	O	P	SIG	B	R	F	C	144	Clause	a	B	c	d	e	f	g	h	i
Mnemonics	B	O	P	SIG	B	R	F	C	144														
Clause	a	B	c	d	e	f	g	h	i														

*appointment share held by relative exceed 1 lakh, then take corrective action within next **60** days so as to maintain the limit.)*

- A person who or his relative or partner is indebted in excess of 5 lakh to CHASS.
- A person who or his relative or partner has given a guarantee or provided any security to CHASS.

(CHASS- Company, Holding company, Associate Company, Subsidiary, Subsidiary of such holding company.)

e) **Business relationship** in the nature of commercial transaction other than

- Commercial transaction which are in the nature of professional services.
- Commercial transaction which are in ordinary course of business of the company at ALM(arm's length price) company engage in HATH(Hospital, Airline, telecommunication and hotel & such other similar business.

With CHASS including a subsidiary of such associate company.

f) **Relative** is director or key managerial person (CEO,CFO, CS, WTD)

g) A person who is in **full time employment** elsewhere. Or holding audit of more than 20 companies (excluding one person company, small company, dormant companies and private companies having paid up share capital less than Rs. 100 crore.)

h) A person who has been **convicted** by a court of an offence involving fraud and 10 year has not been lapsed from date of such conviction.

i) Any person (ca) whose subsidiary, associate company or any other form of entity is engaged as on the date of appointment in consulting and specialised services as provided in sec **144**. *(however section 144 restriction is for service to company, holding company & subsidiary company; so if on the date of appointment this service is being provided to other company there is no any objection)*

Relative means father, mother, brother, sister, son, daughter, wife of son and husband of daughter, including above step except step daughter.

141(4) – If subsequent to appointment any disqualification occur then vacate his office.

142	Remuneration of auditor										
	It shall be decided and fixed only at general meeting , however in case of first auditor it shall be fixed by board. It consists of audit fees, reimbursement of expenses and any facilities extended to auditor.										
143 (1)	Duties to make inquiry							LTILPC			
	Mnemonics	L	T	I	L	P	C				
	Clause	A	b	c	d	e	f				
	a. Loan and advance made on the basis of securities properly secured, and term on which they have agreed not prejudicial to interest of company. b. Transactions represented merely by book entries are prejudicial to interest of company. c. Investment - if company is not an investment company or banking company whether so much of assets consisting of share, debenture or other securities sold at a price less than at which it has been purchased. d. Loan and advance made by the company have been shown as deposit. e. Personal expenses have been charged to revenue. f. Cash is received for share allotted for cash, if not then account balance shown is correct and not misleading										
143(3)	Duties to make report							I B₂A₃D MIS			
	Mnemonics	I	B	B	A	A	A	D	M	I	S
	Clause	a	b	c	d	e	f	g	h	i	j
	a) Information and explanation - whether he has sought and obtained all the information and explanation which to the best of his knowledge and belief were necessary for the										

	purpose of audit and if not, the detail there of and affect of such information on the financial statement. b) Books of accounts- whether in his opinion proper books of accounts as required by law have been kept by the company so far it appear from examination of those books and proper return adequate for the purpose of his audit have been received from branched not visited by him. c) Branch office- Whether the report on the accounts of any branch office of the company audited by a person other than company's auditor has been sent to him and the manner in which he has dealt with it in preparing his report. d) Agreement- Whether the company's balance sheet and profit and loss account dealt with in report are in agreement with the books of account and returns. e) Accounting Standards- Whether in his opinion the financial statement comply with the accounting standards. f) Adverse affect- the observation or comment of the auditors on financial transaction or matter which have any adverse affect on the functioning of the company. g) Disqualified – Whether any director is disqualified from being appointed as a director under section 164(2). h) Maintenance of books of accounts- any qualification, reservation or adverse remarks relating to the maintenance of accounts and other matters connected therewith. i) Internal financial control- whether the company has adequate internal financial controls system in place and the operating effectiveness of such control. j) Such other matter as may be prescribed.
143(12)	Reporting of fraud by auditor
	When an auditor comes to knowledge or reason to believe that fraud has been committed or is being committed against the company by any employee of officer, the auditor is required report immediately but not later than 2 days to the board or audit committee. Board or audit committee will submit their reply or observation within 45 days to auditor. Then Auditor shall report to central government in form ADT-4 within 15 days of receipt of reply from board or audit committee, by speed post or Registered post with acknowledgment due. However if fraud amount is less than Rs. 1 crore then report only it to Board/ Audit committee & disclosure require in board report. Report consists of following particular: NPA 1. Nature of fraud with description 2. Parties involved. 3. Approximate amount involved. AND such disclosure would not amount breach of any of his duties.
144	Auditor not to render certain services
	The auditor shall not provide any of the following services directly or indirectly to company, holding company or subsidiary company. Investment advisory services. Actuarial services. Design and implementation of any financial information system Accounting and book keeping service. Internal audit Investment banking service Management service Rendering of outsources financial services. <i>Any other as may be prescribe</i>

	Not prescribed any service yet.							
145	Auditor to sign audit report.							
	Audit report shall be signed by the person who is appointed as auditor.							
146	Auditor to attend general meeting.							
	It is compulsory for an auditor to attend general meeting either himself or through his representative (ca in practice that should be qualified to be an auditor).							
147	Punishment for contravention							
	FOR AUDITOR for contravention of section 139,143,144 or 145 i.e for (ARNS- Appointment, Remuneration, Not to render certain services, Signature) 25,000-5,00,000 If knowingly 1,00,000-25,00,000 And maximum imprisonment may be 1 year. The auditor shall be liable to refund remuneration received from the company.	<table><tr><th colspan="2">FOR COMPANIES & OFFICER IN DEFAULT <u>Section 139-146</u></th></tr><tr><th>Company</th><th>Officer in default.</th></tr><tr><td>25,000-5,00,000</td><td>10,000-1,00,000 and maximum imprisonment may be one year</td></tr></table>	FOR COMPANIES & OFFICER IN DEFAULT <u>Section 139-146</u>		Company	Officer in default.	25,000-5,00,000	10,000-1,00,000 and maximum imprisonment may be one year
FOR COMPANIES & OFFICER IN DEFAULT <u>Section 139-146</u>								
Company	Officer in default.							
25,000-5,00,000	10,000-1,00,000 and maximum imprisonment may be one year							

CH-2 AUDIT IN A COMPUTER INFORMATION SYSTEM

1. INTRODUCTION, DEFINITION AND SCOPE OF CIS AUDIT.

It is an examination of CIS system to ascertain system efficiency, system effectiveness and safeguard of assets & IS resources, to ensure authorised and correct input, correct processing of data, availability of information to authorised person, protection of IS resources, segregation of duties and DIO of IT control.

2. APPROACH OF AUDIT IN AN COMPUTERISED ENVIRONMENT

✚ Auditing around the computer

Here auditor not actively involved in examining computer, computer is used only for taking print out, and audit is done on whatever report generated by computer. It is also known as black box approach. In BBA auditor is not require expert knowledge of computer, programming skill or internal structure.

✚ Auditing through the computer

Here auditor actively involved examining CIS, the audit is conducted on CIS. Here auditor takes helps of different CAATs, software, expert. It is also known as white box approach, in WBA auditor is require expert knowledge of CIS, Programming skill, internal structure and coding. Here auditor verify input, processing, storage and output.

3. RISK AND INTERNAL CHARACTERISTICS IN CIS ENVIRONMENT

There is no any TRANSACTION TRAIL & SEGREGATION, but UNIFORM PROCESSING & ERROR happens, there is AUTOMATIC TRANSACTION & OTHER CONTROL but also require MANAGEMENT SUPERVISION & CAAT.

- TRANSACTION TRAIL- lack of transaction trail
- SEGREGATION- lack of segregation of duties.
- UNIFORM PROCESSING- uniform processing of data.
- ERROR- systematic error is executed.
- AUTOMATIC TRANSACTION- Automatic transaction performed without human intervention.
- OTHER CONTROL- require other control
- MANAGEMENT SUPERVISION- there should be adequate management supervision.
- CAAT- Computer assisted audit technique require.

4. ROLE OF COMPUTER ASSISTED AUDIT TECHNIQUE IN A CIS ENVIRONMENT

CAAT is technique applying through computer which is used to verifying the data processed by it.

- CAAT is used when lack of audit trail, lack of visible output and absence of input.
- CAAT is used to perform Substantive procedure, test of detail and analytical procedure, Sampling

5. FACTOR TO BE CONSIDERED WHETHER USE CAAT OF NOT: CAAT

- Computer knowledge.
- Availability of CAAT.
- Amount of cost effectiveness
- Timing: certain transaction available for very short time of span and may not be available in machine readable form, auditor should make adequate arrangement for the retention of such data.

6. Online real time system and batch processing system

- i. Online real time system
 - Costly
 - Continuous updation
 - Transaction processes concurrently.
 - Huge internal control require

- No audit trail.
- ii. Batch processing system
 - Processed in a lot
 - Cheaper
 - Easy
 - Outdated information

7. Characteristics of an effective audit programmed system

8. VENDOR se SAMPLING le kar PROCESSING karne me AASU nikal ate hai.

- ADAPTIBILITY: The system should be compatible for various types of computer.
- ACCEPTABILITY: it should be acceptable to both auditor and computer center.
- SIMPLICITY
- UNDERSTABILITY

9. Specific problem which may arise in implementation of internal control in CIS system- DAS_3

- Delegation
- Adequate document and record
- Security
- Segregation of duties
- Supervision

10. Effect of computer on auditing

Change in evidence collection

Change in evidence evaluation.

11. Characteristics of online computer system

- Online access
- Validation check
- Processing control
- Programme access.

12. Major class of control used in CIS to enhance it reliability. A_4E_3CPR

- Accuracy control
- Authenticity
- Audit trail
- Assets safeguard
- Existence
- Effectiveness
- Efficiency
- Completeness
- Privacy
- Redundancy

13. Control which operate over data moving in to or throughout the computer.

Or review of check and control in a CIS environment.

IAR SOPDO

✓ Input control **2C 2R 3F**

- **Check digit** – Error made in transcribing and keying the data can have a serious consequence, control employed against this types of error is check digit.

- **Completeness:** control employed to avoid loss of data is known as completeness control.
 - **Record-** Record check employed to determine which sign is valid for numeric field and to determine maximum length to record data.
 - **Reasonableness-** reasonableness check employed to determine whether result is suitable and reasonable as per expectation.
 - **Form-** Pre printed form to be used for repetitive nature transaction.
 - **Field** – Certain check employed in the field to determine format of data, alpha or numeric character and allowable range.
 - **File-** validation check is used to determine right data/file is being processed
- ✓ Access control: **ACCESS**
- Access control- access allowed to authorised personnel.
 - Call back-
 - Computer application control.
 - Entry log
 - Encryption
 - Software & hardware access control
 - Segregation
- ✓ Record control
- ✓ Storage control **ABCDEF**
- Against eraser
 - Beginning table.
 - Cryptography
 - Data base backup
 - External level
 - File backup
- ✓ Output control
- ✓ Processing control **PROCS**
- Processing run
 - Range
 - Overflow
 - Cross footing
 - Sign.
- ✓ Documentation control
- ✓ Organisation Structure control

CH-3: INVESTIGATION & DUE DILIGENCE

A. Investigation

7. **Definition:** Critical and in depth examination to obtain conclusive audit evidence. There may be specific purpose to establish statement of fact. It is analytical in nature and require questioning, alert, very active person and mind being capable of observing, collecting and evaluating fact, that is very curious to go in depth.

8. **Types of investigation:** 1. Statutory (inspector, SFIO) 2. Non- statutory

Central government may order investigation in to the affair of the companies only after considering:

TRIPS

- Tribunal order/ court order
- Registrar of companies report.
- Inspector's report
- Public interest consideration.
- Special resolution passed by companies for investigation.

9. **Investigation of higher sale but declining net profit.**

- PVR
- Variable cost
- Fixed
- Selling price
- High debt equity ratio.

10. **investigation of abnormal wastage of raw material**

- short supply
- labour negligence
- lack of control
- new product
- Frequently shutdown.

11. **Investigation of hidden liabilities. CATCH CRAWL**

- Contingent liabilities not shown in books.
- Any show cause notice.
- Tax liabilities under direct tax and indirect tax.
- Claim against the companies including third parties claims.
- High future lease liabilities.
- Claim of labour under negotiation.
- Retirement benefit of employee which are unfunded.
- Agreement to buy back share at stated price.
- Warranty & product liabilities.
- Long pending sales tax assessment

12. **Investigation of overvalued assets. ARABIAN PM**

- Assets under litigation
- Risk of obsolete plant and machinery.
- Assets value which have impaired due to sudden fall in market value.
- Baseless and useless project expenditure.
- Investment carrying very low rate of return.

- Assets which are fictitious in nature.
- Non- moving inventories, Unused assets
- Physical verification
- Market value and Fair market value.

13. Investigation on behalf of incoming partner.

- History of partner
- CPTFILE

14. Investigation on behalf of the bank for proposed advance

- The purpose for which loan is required
- Credit worthiness and reputation of BOD
- MOA /AOA
- Empower to borrow the money
- Historical background of company director and promoter.
- For company provision of Section 180(1)(c) has been duly complied.

15. DUE DILIGENCE

16. Definition: This term is used in case of corporate restructuring. Due diligence is performed to check whether is it desirable or feasible to acquire or merge in case of corporate restructuring. Whether any synergy will result from merger or not.

17. Type of due diligence. CPT FILE

- Commercial due diligence
- Personnel due diligence
- Technical due diligence
- Finance due diligence
- Information system due diligence
- Legal due diligence
- Environmental due diligence

18. Key area to be covered in due diligence : **FCA of HP has checked TLP**

- Financial statement
- Cash flow statement
- Accounting policies
- History
- Project report
- Tax
- Legal
- Personnel

19. Content of due diligence report : **TOBA_{CPTFILE}SE**

- Term and scope of verification
- Objective of due diligence
- Brief history of company and promoter.
- Assessment of
 - Commercial due diligence
 - Personnel due diligence
 - Technical due diligence
 - Finance due diligence

- Information system due diligence
- Legal due diligence
- Environmental due diligence
- SWOT analysis and suggestion
- Executive summary.

CH-4 Companies (Auditor's Report) Order, 2016

1. Exempted class of companies

- Banking companies
- Insurance companies
- u/s 8 companies
- one person companies
- small companies
- private companies (not being subsidiary or holding of public companies) and following condition should be satisfied:
 - ◆ Paid up Share capital + **Reserve and Surplus*** ≤ 1 crore
 - ◆ Borrowing ≤ 1 Crore
 - ◆ Turnover** ≤ 10 Crore (including revenue from discontinuing operation)

*Including revenue reserve

** excluding sales tax, excise duty, sales return and commission.

2. Paragraph 3 of CARO, 2016

Every audit report made by auditor u/s 143 of companies Act, 2013 shall contain the matter specified in paragraph 3 and 4. If answer to matter referred in paragraph 3 is unfavourable or qualified then auditor shall state the basis of such unfavourable or qualified answer as the case may be. If Auditor is unable to express opinion, then disclose the such fact together with reason, why unable to express an opinion.

16 clause of paragraph 3 of CARO 2016

For clause 3(i) to 3(viii)

F I L L – DCS & make no DEFAULT IN REPAYMENT OF LOANS & BORROWINGS.

(Fixed assets, inventories, Loan from parties u/s 189, Loans- Investments guarantees and securities U/s 185 & 186, Deposits, Cost Records U/s 148), Statutory Dues.

For clause 3(ix) to 3(xvi)

I listen FM Nidhi but with Related parties Prefer Non-cash transaction to finance it from NBFC.

(IPO, Fraud, Managerial Remuneration, Nidhi Companies, Related parties transaction, Preferential allotment, Non Cash Transaction, NBFC)

Clause 3

(i) F – FIXED ASSETS

(a) Whether the company is maintaining **proper records** showing full particulars, **including quantitative details and situation of fixed assets**,

(b) Whether these fixed assets have been **physically verified** by the management **at reasonable intervals**; whether any material **discrepancies** were noticed on such verification and if so, whether the same have been **properly dealt** with in the books of account.

(c) Whether the **title deeds** of immovable properties are held **in the name of the company**. If not, provide the details thereof.

(ii) I – Inventories

- a. Whether **physical verification** of inventory has been conducted **at reasonable intervals** by the management.

- b. Whether any **material discrepancies** if any, were noticed and if so, whether they have been **properly dealt** with in the books of accounts.

(iii) L – Loans outstanding from parties covered U/s 189:

- a. Whether the company has **granted any loans**, secured or unsecured to companies, firms, Limited Liability Partnerships or other parties covered in the register maintained under section 189 of the Companies Act, 2013. If so, **the number of parties and the amount** involved in the transaction.
- b. whether the **terms and conditions** of the grant of such loans are **not prejudicial** to the company's interest;
- c. whether the **schedule of repayment** of principal and payment of interest has been **stipulated** and whether the repayments or receipts are **regular**;
- d. if the amount is **overdue**, state the total amount overdue for more than **ninety days**, and whether **reasonable steps** have been taken by the company for **recovery** of the principal and interest;

(iv) L- Loans, Investments guarantees and securities U/s 185 & 186

- a. In respect of loans, investments, guarantees, and security whether provisions of **section 185 and 186 of the Companies Act, 2013 have been complied with**. If not, provide the details thereof.

(v) D –Deposits:

a. In case, the company has accepted deposits, whether the directives issued by the Reserve Bank of India and the provisions of sections 73 to 76 or any other relevant provisions of the Companies Act, 2013 and the rules framed there under, where applicable, have been **complied with**? If not, the nature of such contraventions should be stated; If an order has been passed by Company Law Board or National Company Law Tribunal or Reserve Bank of India or any court or any other tribunal, whether the same has been complied with or not?

(vi) C- Cost Records U/s 148 of Companies Act 2013:

Whether maintenance of **cost records** has been **prescribed** by the Central Government under sub-section (1) of section 148 of the Companies Act, 2013 whether such accounts and records have been **made and maintained**.

(vii) Statutory Dues:

(a) whether the company is **regular in depositing undisputed statutory dues** including provident fund, employees' state insurance, income-tax, sales-tax, service tax, duty of customs, duty of excise, value added tax, cess and any other statutory dues to the appropriate authorities and **if not, the extent of the arrears of outstanding statutory dues as on the last day of the financial year concerned for a period of more than six months from the date they became payable, shall be indicated by the Auditor**.

(b) In case dues of income tax or sales tax or service tax or duty of customs or duty of excise or value added tax have **not been deposited on account of any dispute, then the amounts involved and the forum where dispute is pending shall be mentioned**. (A mere representation to the concerned Department shall not be treated as a dispute).

(viii) Default in repayments of Loans or Borrowings:

Whether the company has **defaulted** in repayment of loans or borrowing to a financial institution, bank, government or dues to debenture holders? **If yes, the period and the amount of default to be reported.** (in case of defaults to banks, financial institutions, and government, lender wise details to be provided).

(ix) IPO

Whether **moneys raised** by way of initial public offer or further public offer (including debt instruments) and term loans were **applied for the purposes for which those are raised.** If not, the details together with delays or default and subsequent rectification, if any, as may be applicable, to be reported.

(x) Fraud

Whether any fraud **by** the company or any fraud **on** the Company by its officers or employees has been **noticed or reported during the year; If yes, the nature and the amount involved is to be indicated.**

(xi) Managerial Remuneration – Compliance of section 197 of Companies Act 2013

Whether managerial remuneration has been paid or provided **in accordance** with the requisite approvals mandated by **the provisions of section 197 read with Schedule V to the Companies Act?** **If not, state the amount involved and steps taken by the company for securing refund** of the same.

(xii) Nidhi Companies – Compliances of Nidhi Rules 2014:

- a. Whether the Nidhi Company has complied with the Net Owned Funds to Deposits in the ratio of **1: 20** to meet out the liability.
- b. Whether the Nidhi Company is maintaining **ten per cent** unencumbered term deposits as specified in the Nidhi Rules, 2014 to meet out the liability.

(xiii) Related parties transaction Compliances with Section 177 & 188 for:

Whether all transactions with the related parties are in compliance with section 177 and 188 of Companies Act, 2013 where applicable, and the details have been disclosed in the Financial Statements etc., as required by the applicable accounting standards.

(xiv) Preferential allotment and private placement Compliance with section 42 for:

Whether the company has made any preferential allotment or private placement of shares or fully or partly convertible debentures during the year under review and if so, as to whether the requirement of section 42 of the Companies Act, 2013 have been complied with and the amount raised have been used for the purposes for which the funds were raised. If not, provide the details in respect of the amount involved and nature of non-compliance.

(xv) Non Cash Transaction Compliance with section 192 for:

Whether the company has entered into any non-cash transactions with directors or persons connected with him and if so, whether the provisions of section 192 of Companies Act, 2013 have been complied with.

(xvi) NBFC Compliance with section 45-IA of RBI Act

Whether the company is required to be registered under section 45-IA of the Reserve Bank of India Act, 1934 and if so, whether the registration has been obtained.

CH-5 COST AUDIT

1. Introduction

Verification of cost required to ensure that adherence to cost accounting Standards, principle, plans and objective. It is examination of costing record, costing statement and other related data to ascertain true and fair view of cost records. It is conducted by CMA.

2. **ADVANTAGE OF COST AUDIT.**

To management

- Reliable data
- Check on wastage
- Inefficiency identified
- Corrective action can be taken
- It facilitates management by exception
- Valuation of closing stock
- Detection of error or fraud.

To society

- Fixation of price
- Increase in price with increase in cost production appropriately

To shareholders

- To ensure that the proper record audit kept for material wages oh etc
- Optimum utilisation of there resources.
- Fair valuation of closing stock
- Ensure fair return

To government

- Cost plus contract
- Fixation of ceiling price
- Protection to certain industry.
- Settlement of disputes
- Promoting healthy competition in industry.

3. *Programme for cost audit: following matter should be included in cost audit programme*

TBS₃M₄

- Treatment of interest & royalty.
- Basis of allocation of overhead to cost centre.
- System of recording salary wages overtime
- System of budgetary control
- System of internal auditing
- Method of costing in used
- Method of accounting of raw material, wastage,
- Method of accounting of depreciation
- Method of stock taking and its valuation.

4. **Verification of cost statement and other data.**

- Licence installed capacity
- Utilisation capacity
- Reconciliation with financial book

5. *In determining True and fair view of cost production following point to be considered CMA PAPA*

- Costing principle applied on consistent basis.
- Material item have been considered while arriving at cost
- Accepted cost accounting principle have been applied while arriving at the cost.
- Prescribed form has been followed while preparing cost sheet.

- Abnormal losses ingnored in determination of cost
- Prior period adjustment has been eliminated in cost sheet
- Adherence to cost record and audit rule 2014

6.

148	Power of central government to order maintenance of cost records and conduct of cost audit					
	Maintenance of cost records is compulsory for domestic or foreign company engage in specified industry/sector/product/service as listed in table of rule 3. Conduct of cost audit is mandatory for classes of company engage in specified industry/sector/product/service as per rule 4. Companies (cost record and audit) rule,2014 ➡ Maintenance of cost record 1. Company should engaged in any one of 39 industries as specified in table of rule 3. 2. Overall turnover Rs. 35 crore or more (including turnover unspecified product) ➡ Cost audit as per rule 4. <table><tr><th>For industries engage in table (A) regulated sector</th><th>For industries engage in table (B) non-regulated sector</th></tr><tr><td> ➤ Overall turnover Rs. 50 crore or more. ➤ Turnover of covered product under table A/B of rule 3, is 25 crore or more </td><td> ➤ Overall turnover Rs. 100 crore or more. ➤ Turnover of covered product under table A/B of rule 3 is Rs. 35 crore or more. </td></tr></table> Table A – Regulated sector-Telecommunication FD in GPS (6) ➤ Telecommunication Services ➤ Fertilizers ➤ Drugs and pharmaceuticals ➤ Generation, transmission, distribution and supply of electricity. ➤ Petroleum product ➤ Sugar and industrial alcohol. Table B –Unregulated sector- other 33 industries. Out of 33, 6 sector is mentioned below: T₂M₂ CS ➤ Turbo jets and turbo propellers ➤ Tyres and tubes ➤ Machinery and mechanical appliance for defence. ➤ Medical devices- production, import, supply, trading ➤ Cement ➤ Steel		For industries engage in table (A) regulated sector	For industries engage in table (B) non-regulated sector	➤ Overall turnover Rs. 50 crore or more. ➤ Turnover of covered product under table A/B of rule 3, is 25 crore or more	➤ Overall turnover Rs. 100 crore or more. ➤ Turnover of covered product under table A/B of rule 3 is Rs. 35 crore or more.
For industries engage in table (A) regulated sector	For industries engage in table (B) non-regulated sector					
➤ Overall turnover Rs. 50 crore or more. ➤ Turnover of covered product under table A/B of rule 3, is 25 crore or more	➤ Overall turnover Rs. 100 crore or more. ➤ Turnover of covered product under table A/B of rule 3 is Rs. 35 crore or more.					

CH-6: AUDIT OF PUBLIC SECTOR UNDERTAKING.

1. *Propriety audit*

- Prudence
- Proper sanction
- General benefit
- No special incentive
- Financial moraliecty

2. *Propriety audit elements in companies act 2013*

- Loan and advance
- Transaction by book entry
- Personal expenses
- Cash

3. *Comprehensive audit:* **COMPERIR**

It is for assessing the effectiveness and efficiency of public sector enterprises

Capacity utilisation

Operational efficiency

Measure of cost

Planning, produce minimum wastage

Economy and efficiency

Research and development

Internal control operating effectively on continuous basis

Repair and maintenances programme on timely basis

4. **Performance audit:** It is an objective and systematic examination to provide independence assessment of the performance of government department, organisation, programme, activity or function to ensure:-
- ✓ The provisions of the Central government or statement government Act complied, adequate and enforced properly to safeguard the revenue of the State;
 - ✓ An internal control mechanism existed in the Government Department and was adequate and effective to prevent leakage of revenue.
 - ✓ Efficiency and effectiveness in government department.

It includes economy audit, efficiency audit and effectiveness audit.

❖ Economy audit

- Resources used in an economical manner.
- Minimising the cost of resources.
- Unnecessary expenses should be avoided.
- Proper quotation should be obtained from different employer.
- Reason for the uneconomical practice.

❖ Efficiency audit.

- Efficient utilisation of resources without any wastage.
- Duplicate of work should be avoided.
- Planning should be proper.
- Sound procurement practice.
- Reason for inefficient practice.

❖ Effectiveness audit.

- Whether programme achieved their objective.
- Identify way to make programme better.
- Assess the compliance of law and regulation.
- Reason for ineffective practice.

CH-7 AUDIT OF COOPERATIVE SOCIETY.

1. *Special area to be examined in case of cooperative society.* **COOPERATIVE**

- Cooperative principle
- Overdue debt
- Overdue interest
- Profit distribution
- Evaluation certification of bad debt
- REPORT-Special report **PMFDR**
 - *Personnel profiteering*
 - *Mis-management*
 - *Fraud*
 - *Disproportionate advancing*
 - *Reckless advancing*
- Schedule to the report – IDSC
 - Irregularities in expenses and realisation of money.
 - Doubtful/ bad debt.
 - Sum received but not brought in to accounts.
 - Contrary transaction.
- Award of the classes
- The act and the rule
- Initially draft report should be discussed
- Verification of assets and liabilities
- Examination of passbook of member.

2. Maintain Book of account in case of multi state *cooperative society* in respect of following.

- All sum of money received and expended.
- All sale and purchase.
- All assets and liabilities.
- Utilisation of material and labour if engage in manufacturing.

CH-8 AUDIT OF MEMBER OF STOCK EXCHANGE

1. *Why margin*

- Due to fluctuation
- It is deposited with clearing house of stock exchange.
- To restrict excessive speculation

2. *Types of margin*

- **Volatility margin**- to curb excessive volatility, it prevent building of excessive o/s, it may be on particular security
- **Gross exposure margin** - % of net cumulative o/s position calculated on continuous basis on all security.
- **MTM margin**- to cover loss of the day, notional loss, if diversified portfolio,

3. Dematerialised security- two demate accounts are opened one for hold and other for sold. Security first transfer to pull then from pull account to client account.

4. Settlement system- rolling settlement system-T+2 days , Trades of single days settle with in two business days.

5. Order matching rule- order is first numbered then best buy order matched with best sell order, if it is matched then it is called active order and if not then it is passive order.

6. *Type of market*

- Normal market- only regular lot size share traded.
- Odd lot market- only odd lot size share (other than regular lot size) traded.
- Spot market- pay in and pay out takes on place on same date
- Auction market- it is initiated by stock exchange to meet out shortage and bad delivery.

7. *Order book SARSO*

- Stop loss book
- Auction book
- Regular lot book
- Spot book
- Odd lot book

8. *SEBI check list for audit in respect of contract note issued by stock broker*

- Issue to client within 24 hour
- Brokerage shown separately
- Stamp, sign , duplicate

9. Circuit filter – it is the price bond with in which fluctuation allowed,

10. *Order type and condition*

- **Time related condition- Day order** valid only for the day if it is not matched then immediately cancelled. **Immediate or cancel order**- open for few moment allowed buy sale as order released if not matched then immediately cancelled if partial matched then remaining cancelled.
- **Price related condition- limit price order**- facilitates to specify the price at which agree to buy or sell, **market price order**- demand supply determined the price, **stop loss price order**- facilitates to specify maximum and minimum price at which order should be released.
- **Quantity related condition- disclosed quantity**- allowed to disclosed a portion of actual quantity, **short sell**- selling security without having it have to squared off on the same day.

CH- 9 - SPECIAL ASPECT

A.ENVIRONMENT AUDIT

1. *Factor to be considered while environment audit* **ENVIRONMENT**

- Environment safety:
- No wastage
- Very hygienic : availability of proper system to eliminate industrial unhygienic state.
- Information and reporting
- Regulation
- Occupational health
- No damage to society
- Medical facilities
- EIA es suggestion: environmental impact assessment are prerequisites to start an industry
- No pollution
- Total layout and design of pollution control equipment to meet regulatory authorities' requirement.

2. **Environmental statement :- N DCP G Q DPA**

- Name and address
- Date of last environment audit
- Consumption of water and other raw material in CY & PY.
- Pollution generated in air and water along with output, type of pollution and the deviation from standards.
- Generation of hazardous waste in CY & PY.
- Quantity of solid waste generated in CY & PY.
- Disposal practice to dispose different type of waste.
- Practice in operation for conversion of natural resources.
- Additional investment proposal for environment protection including abatement of pollution.

B. ENERGY AUDIT

- a. **Definition:** an activity to assess pattern of using energy by an equipment or factory, compare it with the standards & identify energy saving opportunity.

b. **Method of energy audit**

- ❖ Preliminary energy audit : **PAPA V Data** collection djsxsA

- ✓ Plant visit.
- ✓ Audit plan.
- ✓ Portable equipment.
- ✓ Analysis of data.
- ✓ Validation of installed equipment
- ✓ Data collection.

- ❖ Detailed energy audit: **Studies ROAD & F** Focus on cost reduction

- ✓ Studies the major energies consuming equipment.
- ✓ Recommending improvement.
- ✓ Optimize the usage of energy.
- ✓ Advise to replace the high energy consuming machine with more efficient and effective equipment.
- ✓ Detailed analysis.
- ✓ Focus on cost reduction.

CH- 10 Non Banking Financing Companies (NBFC)

1. **Definition:** one whose principle business is to accepting deposit and granting loan that is of financial institution but other than bank, including investment, hire purchase, and equipment leasing company but excluding agricultural and Construction Company. NBFC do not issue cheque and demand draft, NBFC can't accept demand deposit and retail deposit. Minimum required capital for NBFC is 2 crore.
2. There are seven **categories of NBFC** companies:- Assets finance company, loan company, investment companies, infrastructural finance company, core investment company, investment debt fund and NBFC- Micro.
3. **NBFC** governed by RBI, and require prior registration; however following companies have been exempted from obtaining registration. **HIV SaNaM Chited me.**
 - ✓ Housing finance company.
 - ✓ Insurance company.
 - ✓ Venture capital Company.
 - ✓ Stock Broking Company.
 - ✓ Nidhi Company.
 - ✓ Merchant banking company.
 - ✓ Chit Fund Company.

3. **Check list for equipment leasing company, hire purchase company, loan company : CITI V DWANA gSA**

- Credit appraisal
- Internal control
- Term and condition
- Instalment
- Verify share and Security held by NBFC.
- Direct payment to vendor has been made or not.
- Written representation
- Analytical review procedure
- Non- performing assets
- Accounting.

4. Audit of investment companies. ICAI audit investment of INDIA

- Investment certificate physically verified
- Capital gain on sale of securities.
- Authorisation for sale purchase of investment
- Income recognition
- Interest
- No loan grant on security of its own share
- Dividend on investment has been received or not.
- Inspect list of subsidiary group companies
- Accounting standards 13 compliance

CH-11 BANK

3. Principle governing bank audit:- CCC of IB₃P₂S₃ at Rbi.

- *Companies' act 1956, companies act 2013.*
- *Cooperative society act, 1912*
- *Credit information companies regulation act (CICRA), 2005*
- *Information technology act.2000*
- *Banking regulation act, 1949*
- *Banking companies (acquisition and transfer of undertaking) Act,1970*
- *Banking companies (acquisition and transfer of undertaking) Act,1980*
- *Prevention of money laundering Act,2002*
- *Payment and settlement System act, 2007*
- *State bank of india act, 1955*
- *State bank of india (Subsidiaries banks) Act,1959*
- *Securitisation and reconstruction of financial assets & enforcement of security interest Act,2002 (SARFAESI)*
- *RBI Act,1934.*

4. Non-performing assets

- **Term loan**- interest & instalment remain overdue for a period of more than 90 day.
- **Agriculture**- if loan in respect short duration crop remain overdue for 2 crop season & in respect of long duration crop if overdue for 1 crop season. Short duration crop means crop season less than one year and long duration crop means crop season one year or more.
- **Working capital / Cash credit** –
 - If out of order for 90 days or more.
 - when debit exceed credit balance, no any credit takes place for 90 days & credit balance not enough to cover even interest.

5. Classification of advance

- Standard (.4%, real estate 1%, Agricultural advance- .25%, real estate housing- .75%)
- Sub standard – (NPA for 1 year)(secure 15%, unsecure 25%)
- Doubtful – NPA for beyond 1 year(unsecure 100%, secure for 1year 25%, 1-3 year 40%, >3year 100%)
- Loss(100%)

6. Income recognition

Generally accrual basis, NPA cash basis, income from MF cash basis.

7. Reversal of income

Advance becomes NPA at close of the year. Income recognised during the year should be reversed.

8. Verification of advance/loan : FINALIST

- Follow up
- Insurance
- NPA
- Authority of bank to sanction
- Loan document
- Interest calculation
- Security hypothecation/ stock statement
- Turnover in account

9. SCOPE OF CONCURRENT AUDIT: verification of activity or transaction concurrently as its takes place. It is mandatory to cover at least 50% of total advance & 50% of total deposit. While selecting consider large branches, special branch, large problem branch, other branches at his discretion. Following area to be covered in concurrent audit:-

- KYC
- Advance
- Housing loan

- Vehicle loan
- TDS
- Locker
- Cash
- Interest
- Forex
- Information system
- Cash credit
- NPA
- Housekeeping
- Customer dealing
- Privacy
- Security
- Segregation of duties
- Charges

10. Classification of investment- HTM (Held to maturity)/ HFT (Held for trading)/AFS (Available for sale)

HTM: Maximum investment in this category is 25% of total investment however excluding **RBI**

- Recapitalisation bond
- Bond, debenture & long term loan.
- Investment in subsidiary and joint venture.

Profit from sale of HTM investment transferred to capital reserve whereas loss to statement of profit and loss.

HFT: This investment is kept for trading purpose and held for not more than 90 days. Value it at lower of **cost** or **realisable value**. Generally this investment valued at once in a month. Gain is recognised in investment fluctuation reserve.

AFS: Those investments which do not fall under HTM and HFT are classified as AFS. Value it at lower of **cost** or **realisable value**. Generally this investment valued at once in a 3 month. Gain is recognised in investment fluctuation reserve.

11. Tool for controlling inflation.

✚ **Cash reserve ratio**-it refers to that portion of investment which is require to kept with RBI. Currently it is 4% of demand and time liabilities (DTL).

✚ **Statutory liquidity ratio (SLR)**- bank will maintain reserve 20%-40% of DTL with it self in the form of cash, gold and unencumbered securities. Currently it is 21.25%. Compliance of SLR should be checked on 12 odd dates in a year on the last Friday of second preceding fortnight of every month, this dates are prescribed by RBI.

- ✓ **DTL**- it is a sum of deposit in Saving bank a/c, CC and FD.

CH-12 GENERAL INSURANCE COMPANIES

1. **INSURANCE:** It is contract of indemnity where by insurer cover the risk against adverse circumstances in consideration of premium received. There should be no risk assumption without receipt of premium. Minimum capital requirement for re-insurance business is 200 crore and for other insurance business is 100 crore.
2. **REINSURANCE:** Agreement between the ceding companies and reinsurance companies where in ceding company agree to cede and reinsurance companies agree to accept certain specified share of risk or liabilities upon term set out in the agreement.
3. **FACULTIVE REINSURANCE:** separate contract entered for each particular risk. Negotiations at each stage of acceptance.
4. **TREATY REINSURANCE:** one contract is entered for all the risk with the in the scope of treaty. Following two types of treaty reinsurance:-
 - ❖ Proportional treaties- all the risk is shared in proportion to premium. Four types of PT- Quota share treaties, surplus treaty, auto-fac treaty, pools
 - ❖ Non-proportional treaties- here loss amount is predetermined and liability is distributed in between the ceding company and reinsurance company on the basis of losses. Four types of NPT- Excess of loss treaty, excess of loss cover on prevent basis, excess of loss cover on non-proportionate basis and stop loss treaties.
5. **CHECK LIST FOR REINSURANCE INWARD AND REINSURANCE OUTWARD; AICP LC BAA**
 - **Agreement** – Cession and acceptance should be in accordance with agreement.
 - **Internal control-**
 - **Commission-** commission has been calculated as per the term of agreement.
 - **premium**
 - **Loss intimation-** on regular basis loss is accounted and claimed.
 - **Claim share** – verify outstanding claim by list of outstanding claim.
 - **Balance confirmation** – confirm the balance of individual account to ensure whether any provision require.
 - **As -11**
 - **Arrangement**
6. **CO- INSURANCE;** one business risk shared by more than one insurance company among them one is designated as leader who is responsible for issue of certificate and receive premium and for other administrative conveyance. Here agreement between insurance companies to share loss is also known to insured, whereas in reinsurance it was known to only insurance company.

Incoming coinsurance: other insurance company receive their share of premium from leader and credit in their account. Auditor should see that the premium account is credited on the basis of statement received from leading insurer.

Outgoing coinsurance: leader insurer distribute premium to other co-insurer. Auditor should scrutinise the transaction relating to outgoing business.
7. **Commission:** commission to authorised agent at appropriate rate, Standard rate of commission is 10%. Verify TDS, INTERNAL CONTROL, account treatment of O/S Commission and confirmation.
8. **Claim:** auditor verify
 - a. Provision for the unsettled claim not exceeding the ensured amount
 - b. Sanction
 - c. Reason for delay
 - d. Coinsurance for fair proportion
 - e. Intimation of loss within the reasonable time.

9. *premium*

- a. Internal control
 - b. Due date of collection
 - c. Credited to separate account.
 - d. Service check
 - e. No risk assumption without receipt of premium
10. **Unexpired risk Reserve** on premium for marine hull **100%** other (fire, marine cargo, marine freight and miscellaneous) **50%**.
11. **Solvency margin:** it means excess of assets over liabilities at all time. Solvency margin to be maintained is **50% of minimum capital (for reinsurance-100 & for other 50).**
12. **Investment policy for insurance company as per IRDA guideline.**

Rule – 3	1. 20% in govt. Securities. 2. 30% in govt. Securities including other approved. 3. 5% in housing 4. 10% in infrastructure and social structure. 5. 55% in other unapproved
Rule-2	Higher of following: 1. 10% of total assets OR 2. 2% of share capital & debenture of concerned company.
Rule-3	Investment in other than approved investment can be upto 25%.

CH-13 Internal audit, management and operational audit

A. Internal audit:

5. **Introduction:** it is an independent management function of examination, evaluating and monitoring the adequacy and effectiveness of Internal control. Internal audit is independent management function which involves continuous and critical appraisal of the functioning of entity with a view to

- Suggest improvement
- Add value and strengthen the governance mechanism
- Strategic risk management.
- Improvement in internal control.

6. **Applicability:**

- ✓ All listed companies
- ✓ Unlisted public company 25/50/100/200 – DPBT respectively.
- ✓ Every private company 100/200- BT respectively.

1. **Scope of internal auditor's work:** CEO taken internal audit service from IS officer SE

- Compliance with policies, plan and procedure.
- Evaluation of various operation of an entities.
- Organisation structure of the enterprises and its congruence with its objectives.
- Internal control system and procedure
- System regarding custodian and safeguard of assets
- System of collecting data both monetary and non-monetary.
- Efficient and economical use of various resources.

7. **Essential future of good internal audit report**

- Objectivity
- Clarity
- Conciseness
- Accuracy
- Recommendation
- Summary
- Readable
- Timeliness

B. Management audit.

1. **Introduction**

Management audit concern itself with whole field of activities of concern, from top to bottom, primarily concerned with whether the general management is functioning smoothly and satisfactorily. It is an audit of management.

2. **Need for management audit: PADH us ds fy,**

- Problem of public sector undertaking.
- Assist the organisation in accomplishing desired objectives.
- Detecting and overcoming current problem

- Helpful for sick industries.

3. **Planning and organising management audit. D LAST Frequency.**

- Devising the statement of policies.
- Location of audit function within the organisation.
- Allocation of personnel
- Staff training programme
- Time and other aspect.
- Frequency

4. **Management audit report . Interim ORS**

- Interim written report.
- Oral report.
- Regular written report.
- Summary written report.

5. **Behavioural aspect encountered in management audit.**

Causes:-

- Staff/ line conflict: Superiority feeling, lack of cooperation.
- Control: report may have adverse affect, fear of criticism, fear of changes.
- Resistance to change.

Solution:-

- ✓ Create friendly atmosphere.
- ✓ Review finding before final submission.
- ✓ Minimum interface with regular work.
- ✓ Work for constructive benefit.
- ✓ Reporting method should be participative.

C. OPERATIONAL AUDIT.

1. "Operational audit undertaken at the instance of management for providing it with information and appraisal of operational and activities." It is extension of internal audit in to operational areas.
2. **Broad objectives of operational audit.**
 - Appraisal of controls
 - Evaluation of performance
 - Appraisal of objectives and plans
 - Appraisal of organisational structure.

CH-14 PEER REVIEW

1. **SCOPE / FOCUS OF PEER REVIEW**

Compliance with EPT

Quality of reporting.

Office systems and procedures with regard to compliance of attestation services.

Training programme for staff

Compliance with guideline with regard to article assistants.

2. **REVIEWER ELIGIBILITY**

10 year dh practice dk declaration nsxkk ij dksbZ GOD ufg gksuk pkfg,s Guilty, offence and obligation & disciplinary action should not be initiated against by Institute.

3. **Following are not regarded as assurance services (Exception to assurance service). RTP ME CD ufg gS**

- Representation before various authority
- Taxation matter
- Preparing any information (IT return)
- Management consultancy Engagement.
- Expert as a witness, Expert as providing expert opinion on point of principle.
- Compilation of financial statement
- Due diligence

4. **Procedure for selection of practice unit.**

Board inform to practice unit along with three name of reviewer, practice unit choose any one of them with in 7 days. Now board inform such selected practice reviewer. Reviewer will give his consent with in 7 days to Board. Board will give reviewer consent to practice unit. Now practice file questioners & list of last three year client. Reviewer with in 15 days plan for site visit. on site.co-ordination with the practice unit and review so that it can be complete within 90 days from the date of initiation of review.

Reviewer performs compliance and substantive procedure.

Compliance procedure: Review the general control in respect of I AM CS

- ❖ Independence
- ❖ Administration office
- ❖ Maintenance of professional skill and standard
- ❖ Consultation outside
- ❖ Staff recruitment, supervision and development

Substantive procedure: review working paper & documentation to ensure work has been carried out as per EPT (Ethical, professional and technical standards).

Collection of evidence by peer reviewer – IOI (Inspection, Observation & Inquiry.

Inspection of documentation.

Observation at site on performance and function of audit engagement.

Inquiry from Partner or proprietor, it may originate from documentation or questionnaire.

CHAPTER 15 CORPORATE GOVERNANCE

1. Corporate governance

Share holder is the owner of company, they appoint BOD to manage the company. So it is the responsibility of senior manager to monitor and control every function and activity of the organisation to achieve stakeholder objective. However management may misuse the resources for their personal benefit, that is why concept of corporate governance has been introduced.

Corporate governance is the system by which companies are directed and governed by the management in the best interest of the stakeholders and other ensuring better management, greater transparency and timely financial reporting.

The Indian corporate governance depends on listing agreement and disclosure requirement 2015 (LADR) & Companies act 2013.

2. Applicability

All listed companies except:

- (a) Companies with a **paid up capital up to 10 crore** and **net worth up to 25 crore**.
- (b) Companies whose equity share listed on SME / SME-ITP Platform.

3. ROLE OF AUDIT COMMITTEE MIRROR

- ✓ **Making inquiry about the performance of internal auditor** and discussing with them on significant finding.
- ✓ **Inquiry about the company's financial and risk management policies**, whistle blowers mechanism and scrutiny of inter corporate loans and advances.
- ✓ **Recommend the appointment and removal of external auditor.**
- ✓ **Review of company's financial reporting process.**
- ✓ **Other aspects** related to adequacy of internal controls, internal audit function and analyzing the reasons for defaults in payment of depositors, debenture holders, and dividend.
- ✓ **Review the annual financial information** before submission to the boards. Focusing on **AAJ PG ka/ ID**.
- ✓ **Approval of related party transaction.**

4. Disclosure

Report on corporate governance require following disclosure.

MD and IPS ij RAD₂ ckj iMk

- Management of subsidiaries companies.
- Disclosure of resignation of director.
- Information related to related party transaction

- Proceed from public issue, right issue, preferential issues etc.
- Shareholder information.
- Remuneration of director
- Accounting treatment
- Disclosure of formal letter of appointment.
- Disclosure in annual report.

Meeting of Audit committee

Four audit committee meeting in a year the gap between two board meeting should not exceed 120 days. Quorum for audit committee meeting is 2 or $\frac{1}{3}^{\text{rd}}$ of member of audit committee whichever is greater.

CH-16 AUDIT UNDER FISCAL LAW (TAX AUDIT)

Tax audit is compulsory for following assessee under section 44AB of income tax act 1961.

1. If gross turnover* of business exceed 100 lakh in any previous year.
2. If gross receipt of profession exceed 25 lakh in any previous year.
3. Assessee falling under presumptive taxation but declaring profit at lower than the presumptive prescribed income rate. U/s 44AD-8%, 44AE- Rs. 7500 pm, 44BB-10%, 44BBB-10%.

*excluding sales return, trade discount, discount allowed on sales invoice.

Who can conduct tax audit

A chartered accountant can do tax audit up to 60 assessee, excluding assessee falling under presumptive taxation.

Form for tax audit

Form 3CA	For the assessee whose account is require to be audited under any law. For example – company, co-operative society, bank.
Form 3CB	For the 1. assessee who is not required to get his account audited under any law. 2. For the assessee whose accounting year is different from financial year.
Form 3CD	Annexure to above audit report, it is containing 41 clause.

Form 3CD.

1	Name of the assessee.
2	Address of the assessee.
3	PAN
4	Liable to pay indirect tax like sales tax, Service tax, sales tax, custom duty etc, if yes then furnish registration number .
5	Status of the assessee. (individual, huf, company, etc.)
6	Previous year
7	Assessment year
8	Relevant clause of 44AB under which audit is conducted. (a- for business, b- for profession, c- for 44AE, 44BB&44BBB, AND clause d- for 44AD)
9	Partnership firm/AOP- 1. Name and PSR. 2. Any changes in PSR.
10	Nature of business and any changes there to.
11	Books of accounts. Prescribed, maintained and examined.
12	Business falling under presumptive taxation. (44AD, 44AE, 44B, 44BB, 44BBA, etc.)
13	Method of accounting, any changes in such and detail thereof.
14	Method of valuation of closing stock. & if deviate from 145A then affect thereof.
15	Capital assets converted in to stock in trade.
16	Amount (income) not credited to profit and loss account. (sec 28, refund of tax, escalation claim, capital receipt, any other exempted income.)
17	Land or building or both transferred at less than SDV. Taxable U/s 50C or 43CA.
18	Particular of depreciation.

19	Amount admissible under specific section of income tax act and debited, short debited or not debited to profit and loss.
20	1. Bonus, commission paid to an employee as profit or dividend. 2. Contribution received from an employee under various fund.
21	Amount debited to profit and loss in the nature of following item. 1. Advertisement, capital or personnel expenditure. 2. Contribution to political party. 3. Club expenses. 4. Fines and penalty 5. Other fines and penalty. 6. Expenses prohibited by law. 7. TDS. 8. Interest on capital 9. Partnership firm 10. Payment of expenditure in cash exceeding 20000/35000. 11. Payment to opening creditor. 12. Provision for gratuity. 13. Contribution to unrecognised employee and provident fund. 14. Contingent liability. 15. Expenses on exempt income. 16. Interest on capital borrowed.
22	Amount inadmissible under section 23 of the Micro Small and Medium Enterprises Development Act,2006
23	Payment to specified person U/s 40A(2)(b)
24	Deemed profit/ gain U/s 32AC, or 33AB or 33ABA or 33AC.
25	Remission / cessation of trading liabilities, recovery of already allowed deduction.
26	Section 43B deduction allowed only on payment basis for bonus, interest, tax, employer contribution, leave encashment.
27	CENVAT credit, prior period item debited to profit and loss.
28	Share without inadequate consideration covered u/s 56(2)(viiia) taxable as IFOS.
29	Consideration for share issued exceed FMV covered u/s 56(2)(viib) taxable as IFOS.
30	Amount borrowed / repaid otherwise account payee cheque (on hundi, bill of exchange . u/s 69D
31	1. Loan deposit taken/ accepted in cash exceeding 20000 other wise than by account payee cheque u/s d269SS. 2. Repayment of loan/ deposit in cash exceeding 20000 other wise than by account payee cheque u/s 269 T.
32	Detail of brought forward loss, depreciation, speculation loss.
33	Section wise deduction claimed under chapter VIA or Chapter III(Sec 10A,10AA)
34	TDS
35	In case of trading concern mention detail of GOODS and RAW MATERIAL.
36	Detail of dividend distribution tax U/s 115O.
37	If Cost audit then mention of qualification and disqualification and detail thereof.
38	If audit conducted under central excise act then mention of qualification and disqualification and detail thereof.
39	If service tax audit then mention of qualification and disqualification and detail thereof.
40	Detail of accounting ratio. (total turnover, gross profit/turnover, net profit/ turnover, stock in trade/ turnover, material consumed/ finished goods produced)

41	Detail of demand, refund under any tax law other than income tax and wealth tax.
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Accounting standards under income tax act, 1961

ICDS(Income computation disclosure standards) for assessee chargeable under head of PGBP or IFOS & follow MERCANTILE BASIS OF ACCOUNTING.

Accounting standards	ICDS(Income computation disclosure standards)
1,2	I,II
7	III
9,10,11,12,13	IV,V,VI,VII,VIII
16	IX
29	X
Difference between AS and ICDS	
ACCOUNTING STANDARDS – 1 DISCLOSURE OF ACCOUNTING POLICIES	
SELECTION OF ACCOUNTING POLICIES Selection of accounting policies should be made in following order: 1. Select such accounting policies, so as to give true and fair view. 2. Consider prudence, substance over form and materiality.	The concept of materiality and prudence omitted from here.
Conservatism concept is followed. Expected loss should be recognised	Expected loss shall not be recognised unless permitted by ICDS.
All accounting policies followed in preparation and presentation of financial statement should be separately disclosed at one place separately. Accounting policies means accounting principle and method of applying those principles adopted in the preparation and presentation of financial statement.	It is not mentioned where the accounting policies would be disclosed.
ACCOUNTING STANDARDS -2 VALUATION OF INVENTORIES	
Determination of cost Following method is used in determining of cost 1. Actual cost Cost of purchase including cost of conversion and other cost to bring the inventories in current location and position. 2. Standards cost 3. Retail selling price – Profit %	ICDS doesn't permit Standard cost.
Valuation: Finished goods and WIP should be valued at lower of cost or Net realisable value. Raw material should be valued at cost, however if	In case of dissolution of partnership inventory should be valued at net realisable value.

entered for speculation purpose then Premium (difference between exchange rate and forward) should not be considered. Only on sale the difference between contract rate and sale rate will be recognised in the profit and loss account.	settlement.
PARA 13: Foreign currency monetary item should be reported as closing rate on balance sheet date, the difference transfer to exchange difference and such exchange difference to Statement of Profit and Loss accounts.	No mark to market. All gain or losses shall be recognised only on settlement.
ACCOUNTING STANDARDS-12 GOVERNMENT GRANT	
Recognition: Government grant should be recognised when subsidies received from government or certain to receive. Grant may be in many forms their types and recognition is given as follows. Income grant, Expenses grant or bailout grant: Credited to statement of profit and loss. Grant for promoter contribution or for situation in backward area: Credited to capital reserve. Grant for non-depreciable assets: Credited to capital reserve. Grant for Depreciable assets: It is having two optional treatments either net method or gross method. <i>Net method: initially grant is deducted from assets and assets net of grant is depreciated over life of assets.</i> <i>Gross method: Grant is deferred over life of assets in the ratio of depreciation.</i>	Government grant should be treated as either revenue receipt or as reduction from cost of fixed assets based on purpose for which grant is given. Recognition of grant shall not be postponed beyond the date of actual receipt.
ACCOUNTING STANDARDS-13 ACCOUNTING FOR INVESTMENT	
INVESTMENT: Investment means assets held for earning income or appreciation.	Include securities held as stock in trade.
ACCOUNTING STANDARDS-16 BORROWING COST	
FOREIGN EXCHANGE LOSS DUE TO BORROWING Recognise exchange loss on foreign borrowing but to the extent of difference between estimated cost of local borrowing and Actual borrowing cost. This exchange loss in addition to borrowing cost.	Borrowing cost will not include exchange difference.
Qualifying assets means, Assets which takes substantial period of time to get ready to use or sale, that is exceeding 12 month.	Qualifying assets means 1. Land, building, machinery, plant or furniture, being tangible assets. 2. Know-how, patent, copyrights, trademarks, licences, franchises or any other business or

	commercial of similar nature, being intangible assets. 3. Inventory that require a period of exceeding 12 month to a saleable condition.
SUSPENSION OF CAPITALISATION OF BORROWING COST Capitalisation of borrowing cost is suspended when active development is not taking place in due to abnormal reason in extended period.	It is removed.
<u>ACCOUNTING STANDARDS – 29 PROVISION, CONTINGENT ASSETS AND CONTINGENT LIABILITIES</u>	
Provision is present obligation arising during the past event settlement of which result in an outflow of resources embodying economic benefit and which can be measured using substantial degree of estimation. Provision should be made in books of accounts for such.	A provision can be recognised when it is reasonably certain that an outflow of economic resources will be required to settle an obligation.
CONTINGENT ASSETS Neither any disclosure in financial statement nor any provision is required to be made. However, it is usually disclosed in report of approving authority.	Contingent assets can be recognised when there is reasonable certainty of realisation.

Relevant section of direct tax only for knowledge and understanding purpose no need to remember for audit.

50C	<u>SPECIAL PROVISION FOR FULL VALUE OF CONSIDERATION IN CERTAIN CASES</u> For Capital Assets being land, building or both if FVCR is less than the SDV then SDV to be taken as FVCR. If SDV exceed FAIR VALUE then Assessing Officer may refer to Valuation Officer. Where values determined by Valuation officer exceed SDV then SDV should be taken as FVCR.				
43CA	<u>SPECIAL PROVISION FOR FULL VALUE OF CONSIDERATION IN CERTAIN CASES FOR OTHER THAN CAPITAL ASSETS</u> For IMMOVABLE PROPERTY BEING land, building or both held as stock in trade if FVCR is less than the SDV then SDV to be taken as FVCR. If SDV exceed FAIR VALUE then Assessing Officer may refer to Valuation Officer. Where values determined by Valuation officer exceed SDV then SDV should be taken as FVCR. PTBR : Where Date of Agreement and Date of Registration is not same then option to take SDV as of Date of agreement, if prior transaction is on Date of Agreement in other than cash. <u>This option is available to seller who involved in Real estate.</u>				
SECTION	ASSESSEE	ASSETS GIFTED	MODE	TAXABILITY	ASSESSABLE VALUE (IFOS)
56(2)(vii)	Individual and HUF (*Here assessee has option to take SDV of as on date of agreement if initially full or part consideration received in other than cash as on DOA or prior to DOA.	MONEY	Without consideration	If >50000	Whole
		IMMOVABLE PROPERTY	With consideration	If SDV exceeds Purchase price by more than 50000	SDV-Purchase Price
			Without* consideration	If SDV* > 50000	Whole
		MOVABLE PROPERTY (only ISJADPSAB)	With consideration	If Fair value exceeds Purchase price by more than 50000	Fair value-Purchase Price
			Without consideration	If Fair value > 50000	Whole
56(2)(viiia)	Closely held company (other than widely held, eg. public)	Share	With consideration	If Fair market value exceeds Purchase price by more than 50000	Fair market value-Purchase Price
			Without consideration	If Fair market value > 50000	Whole

56(2)(viib)	Closely held company (other than widely held, eg. public)	Consideration for issue of share	NA	Applicable when issue price exceed face value	Consideration – fair market value
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SECTION	CONTENT
28	Taxable income under head of PGBP
29	Computation of profit and loss u/h of PGBP considering section 29 to 43B
Admissible Expenditure	
30	Rent, Rates, tax, Repair and insurance of building
31	Repair and insurance of plant and machinery and furniture.
32(1)(ii)	Depreciation
32(1)(ia)	Additional Depreciation
35	Expenditure on Scientific research
35ABB	Amortisation of telecom licence fee
35AC	Expenditure on eligible project Scheme
35AD	Deduction of expenditure on specified business
35CCA	contribution to association or institution for carrying out RDP.
35CCC	Expenditure on Agricultural extension project
35CCD	Expenditure of Skill development project
35DDA	Amortisation of expenditure on VRS.
35D	Preliminary expenses
36	Other deduction as specified
37(1)	deduction of other genuine business expenses
Inadmissible expenditure	
37(2B)	Contribution to political party or amount paid on violation of law
40(a)(i)	Amount paid to Non-resident without deducting tax
40(a)(ia)	Amount paid to resident without deducting tax
40(a)(ii)	Payment of income tax
40(a)(ia)	Payment of wealth tax
40(a)(iii)	Payment made to non-resident as salary without deducting TDS
40(a)(iv)	Payment to provident fund without secure that TDS will be deducted therefrom.
40(a)(v)	Payment of taxes in respect of non monetary perquisites
40(b)	Deduction in respect of payment to partner
40(ba)	Disallowance applicable to AOP/BOI
40A(3)	Expenses not deductible under certain circumstances
Certain taxable income	
41	Profit chargeable to tax
41(1)	Taxability of Recovery of Expenditure and Remission and cessation of trading liabilities
43A	Foreign exchange fluctuation
43B	Disallowance of unpaid liability
Actual cost of assets acquire and WDV	
43(1)	Actual cost of assets
43(6)	WDV
Audit and accounts	
44AA	Compulsory maintenances of accounts

44AB	compulsory Audit
Presumptive taxation	
44AD	Presumptive income of person engage in business other than transport
44AE	presumptive income of person engage in business of transport
Certain deduction and exemption	
Deduction under section 80	It is deducted from gross total income
Exemption under section 10	It doesn't form part of gross total income

28	Taxable income under head of PGBP
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Memory technique : BPSC DPS PINK

B- Benefit and perquisites arising from business or profession.

P- Profit and gain of any business or profession.

S- Sale of import entitlement licence.

C- Cash compensatory support.

D- Duty Drawback.

P- Profit on the transfer of duty entitlement passbook.

S- Self contributories and Self Beneficiary (Trade Association, RWA, Club, etc) , income from Specific Services.

P- Profit on duty free replenishment certificate.

I- Interest, Salary, Bonus, Commission or remuneration received by partner to the extent allowed u/s 40(b).

N- Not Carrying out any activity.

K- Key man insurance policy.

35AC	Expenditure on eligible project Scheme
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35AD	Deduction of expenditure on specified business
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150% or 100% deduction of capital expenditure on specified business or 100% deduction of revenue expenditure of specified business, incurred before commencement of business.

150% for following:

Memory technique : H2PWC

H- Housing project under affordable housing scheme.

H- Hospital with at least 100 beds facilities.

P- Production of fertilizer.

W- Warehousing facilities.

C- Cold chain facilities for agricultural produce.

Presumptive taxation

44AD	Presumptive income of person engage in business other than transport
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Applicable to sole proprietor, individual, HUF and firm carrying any business having a gross turnover not exceeding rupees one crore. No any deduction of expenditure, deduction under section 30 to 38 deemed to have been allowed. However, deduction under section 40(b) would be available to firm.

Presumptive rate of income is **8%** of gross turnover/gross receipt.

44AE	presumptive income of person engage in business of transport
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For assessee engage in the business of plying, hiring, leasing goods carriage vehicle not owing exceeding 10 goods carriage vehicle.

Presumptive rate of income is rupees 7500 per month per vehicles.

43B	Disallowance of unpaid liability
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Following are certain expenditure in respect of which deduction allowed only on payment basis.

Memory technique: BITEL

B- Bonus or commission payable to employee.

I- Interest payable on any loan or borrowing.

T-tax, due or cess.

E- Employer contribution to retirement fund.

L- Leave encashment.

CH- 17 AUDIT OF CONSOLIDATED FINANCIAL STATEMENT

1. Definition

The financial statement of a group presented as those of a single entity. Preparation and presentation of consolidated financial statement (CFS) is the responsibilities of Parent's management. Parent is an entity that has one or more subsidiaries. As per section 129 of Companies Act, 2013 Subsidiaries includes joint venture associates. Consolidated financial statement consist of Consolidated balance sheet, consolidated statement of profit and loss, Consolidated cash flow statement , notes to accounts and annexure forming part of financial statement.

2. Auditor's responsibilities: **PARENTS**

- Planning the audit of consolidated financial statement.
- Analyse the accounting policy of parent company, subsidiary, associates and joint venture.
- Review the investment in other entities and procedure followed by parent company to identify the subsidiary company, associate and joint ventures.
- Examine the statutory report of parent companies.
- Nature, extent and timing of audit procedures.
- To review the working papers of prior period related to subsidiary associates and joint venture.
- Study and rely on work of other auditors and ensure co-ordination.

3. Permanent consolidated adjustments.

There are some adjustment which is required to be made on first occasion of preparation of consolidated financial statement:-

- Preparation of cost of control to determine goodwill and capital reserve. It is the difference between cost of investment and true value of investment.
- Determination of minority interest at the date on which investment is made on subsidiary.

4. Current period consolidated adjustment.

There are some adjustments that are made in every accounting period for consolidated financial statement is prepared:-

- Determining the minority share in post acquisition profit.
- Cancellation of contra item.
- Elimination of unrealised profit on intercompany transaction.
- Harmonisation of accounting policies.

CH- 18 SUMMARY OF Q&A ACCOUNTING STANDARDS

For Detail understanding please refer my ACCOUNTING STANDARDS SUMMARY, earlier uploaded in CA CLUB INDIA.

AS-1

1. Review accounting policy every financial year / periodically (AS) irrespective of change in the basis or accounting or not.

AS-2

1. Value inventory at lower of cost or net realisable value, valuing inventory at realisable value inclusive of profit and export cash incentive is not correct.
2. Work in progress mandatorily to value at lower of cost or net realisable value. Entity contention of difficult to value or not possible to value will not be tenable.
3. Value by product or scrap at NRV at reduced profit from it from cost of joint cost of main product. Entity cannot ignore it even it insignificant.

AS-4

1. Provide for the loss occurred after the balance sheet date but before approval of account, if contingency exist on the balance sheet date.
2. Increment in salary sanction retrospectively after the reporting period but before approval of account, which was in negotiation since last 3 year – it should be provided because contingency of it exist on the balance sheet date.
3. Dividend declared after the reporting period but before approval of account should be provided as per AS whereas it cannot be treated as liability because its obligation is not existing at that time.
4. A fire broke out after the reporting period but before approval of account cannot be provided because it contingency not exist on balance sheet date.

AS-5

1. Amount was less charged by insurance company, such less amount called in current year and it paid by entity, it is prior period item it should be provided.
2. Pending assessment or suit for damaged decreed in current is year cannot be regarded as prior period item
3. Financial affect resulting from Revision of accounting estimate like provision for doubtful debt, etc & change in decision that last year inventory which is classified as obsolete now in current year it is usable cannot be regarded as prior period item.
4. Financial affect resulting from Revision in period of amortisation is not regarded as prior period item.

AS-6

1. Depreciation is mandatory charges it must be provided irrespective or assets is well maintained, entity doesn't want to charges, assets value increasing due to use, not in use during whole year, etc.

AS-7

1. Where flat after construction sold to clients, then this AS-7 is not applicable, AS-2 AND AS-9 applicable.
2. For construction contract completed method not allowed to recognise revenue.

AS-9

1. In case of sales return is certain to the extent of certain percentage on the basis of past record, Revenue should not be recognised to the extent of sales return.
2. When there is uncertainty regarding revenue collection then revenue should be recognised.
3. Amount is due from a client, who gave a fixed assets in full settlement of his dues. When fixed assets is acquired in exchanged then recognised fair value of assets given or obtained whichever more clearly evident.
4. Abnormal cost should not be included because it is not directly attributable to fixed assets, Abnormal loss means- detention charges paid to custom authority, etc.
5. A person ready to pay 1 lacs for an obsolete assets, however entity decision not to sell and neglect its value in financial statement.—entity can ignore its value because revaluation based on a bid is not proper and adequate.
6. Accumulated loss and unabsorbed losses should not be adjust against revaluation reserve. However amount to the extent of additional depreciation on account of revaluation can be transfer from revaluation reserve to profit and loss.
7. An assets sold whose cost records is not available, Auditor's view - first of all it is not possible to calculate profit or loss on sale without cost record, So entity should made effort to reconstruct old record and find WDV, if auditor satisfied with it then well, otherwise qualified opinion.

AS-18

1. All transaction with related parties including transaction in NCOB at ALP with related parties is required to be disclosed. And disclosure would be N₃DTV.

AS-26

1. Expenditure incurred during research phase or before it should not be capitalise, it should be recognised as expenses when it is incurred.
2. Expenditure on internally generated brand should not be capitalised.
3. Recognised intangible assets when future economic benefit is probable and cost can be measured using substantial degree of estimation. All intangible assets should be amortised within the finite year or maximum 10 year. If entity has not amortised then qualify report.

AS-29

1. On warranty, guarantee, replacement if certain % expenditure is incurred then provision is required to be made for such.
2. Law suit file against the company, if auditor found uncertainty then direct to make provision.

CH-4 Generally used audit words

Use these words to complete sentence these are the golden audit words. You may also use it to provide solution for the question out of your memory.

SAAE (Sufficient appropriate audit evidence), ROMM(Risk of Material Misstatement), NTE (Nature timing extent) of audit, NCOB (Normal course of business), FFR(Fraudulent financial reporting), MOA(Miss appropriation of Assets), RPRT (Related Party Relationship transaction),AFRF(Applicable financial reporting framework), FRF(Fraud risk factor), NSO(Nature Scope Objective of audit), ALRR(Applicable Legal regulatory requirement), LER(Legal ethical requirement), RLR(Regulatory Legal requirement) , PS(Professional scepticism), MPAE(More persuasive audit evidence), ABCD(Account Balance classes of transaction and disclosure),AASTAA(Authorise approve significant transaction and arrangement),Management & TCWG, Relevance, Reliability, Reliable audit evidence (RAE), Review and appraisal, Planning and performing audit (PAPA), Deficient, Future viability, Alert, Other audit procedure, Oversight of management and TCWG, Unusual, Due diligence, Design and implementation, Design implementation and operation, Relevant to financial reporting, Significant, Justifiable, Pervasive to financial Statement (PTFS), Test of

Control- Substantive Procedure, Compliance Procedure, Potential consequence, Existence and condition of inventory, Event and condition, More persuasive audit evidence, Effectiveness of control, Integrity, Susceptible, Contradict, corroborative, Relieve, On use of type-1 or type-2 report reference to SO in report doesn't diminish the user's auditor responsibilities for that opinion, Consider reliability of Written Representation, Compliance with applicable legal and regulatory requirement, Assess, evaluate , Adequate, Reasonable assurance, Extend audit procedure, Individual or in aggregate, Complete set of financial statement, Single financial statement, Unless required by law and regulation, Standards on Review Engagement (SRE), Standards of assurance engagement (SAE), Standards of related services (SRS), At assertion level, At financial Statement Level, Conclude, EOV (Existence, ownership & valuation), CAE (Contradictory Audit Evidence), AET(Audit Engagement Team), TOAE (Term of Audit Engagement), Internal audit function(IAF), U TEA OOFS(Unable To Express An Opinion On Financial Statement), DIO (Design, Implementation & Operation), GAAP (Generally Accepted Audit Procedure)

Internal Financial Controls / internal control definition

The plan of an organisation and all the method and procedure adopted by management of an entity to assist an achieving management objectives of ensuring as far as practicable the orderly and efficient conduct of its business, including adherence to company's policies, the safeguarding of its assets, the prevention and detection of frauds and errors, the accuracy and completeness of the accounting records, and the timely preparation of reliable financial information.

Please do not praise me, tell me deficiency and thanks to Allah.

All Praise to be only of Allah, the Cherisher and sustainers of the world. The creator of the world and master of the day of judgment.

55 The Compassionate ar-Rahman

In the name of God, the Gracious, the Merciful.

- 1 The Compassionate.
- 2 Has taught the Quran.
- 3 He created man.
- 4 And taught him clear expression.
- 5 The sun and the moon move according to plan.
- 6 And the stars and the trees prostrate themselves.
- 7 And the sky, He raised; and He set up the balance.
- 8 So do not transgress in the balance.
- 9 But maintain the weights with justice, and do not violate the balance.
- 10 And the earth; He set up for the creatures.
- 11 In it are fruits, and palms in clusters.
- 12 And grains in the blades, and fragrant plants.
- 13 So which of your Lord's marvels will you deny?
- 14 He created man from hard clay, like bricks.
- 15 And created the jinn from a fusion of fire.
- 16 So which of your Lord's marvels will you deny?
- 17 Lord of the two Easts and Lord of the two Wests.
- 18 So which of your Lord's marvels will you deny?
- 19 He merged the two seas, converging together.
- 20 Between them is a barrier, which they do not overrun.
- 21 So which of your Lord's marvels will you deny?
- 22 From them emerge pearls and coral.
- 23 So which of your Lord's marvels will you deny?
- 24 His are the ships, raised above the sea like landmarks.
- 25 So which of your Lord's marvels will you deny?
- 26 Everyone upon it is perishing.
- 27 But will remain the Presence of your Lord, Full of Majesty and Splendor.
- 28 So which of your Lord's marvels will you deny?
- 29 Everyone in the heavens and the earth asks Him. Every day He is managing.
- 30 So which of your Lord's marvels will you deny?
- 31 We will attend to you, O prominent two.
- 32 So which of your Lord's marvels will you deny?
- 33 O society of jinn and humans! If you can pass through the bounds of the heavens and the earth, go ahead and pass. But you will not pass except with authorization.
- 34 So which of your Lord's marvels will you deny?
- 35 You will be bombarded with flares of fire and brass, and you will not succeed.
- 36 So which of your Lord's marvels will you deny?
- 37 When the sky splits apart, and becomes rose, like paint.
- 38 So which of your Lord's marvels will you deny?
- 39 On that Day, no human and no jinn will be asked about his sins.

- 40 So which of your Lord's marvels will you deny?
 41 The guilty will be recognized by their marks; they will be taken by the forelocks and the feet.
 42 So which of your Lord's marvels will you deny?
 43 This is Hell that the guilty denied.
 44 They circulate between it and between a seething bath.
 45 So which of your Lord's marvels will you deny?
 46 But for him who feared the standing of his Lord are two gardens.
 47 So which of your Lord's marvels will you deny?
 48 Full of varieties.
 49 So which of your Lord's marvels will you deny?
 50 In them are two flowing springs.
 51 So which of your Lord's marvels will you deny?
 52 In them are fruits of every kind, in pairs.
 53 So which of your Lord's marvels will you deny?
 54 Reclining on furnishings lined with brocade, and the fruits of the two gardens are near at hand.
 55 So which of your Lord's marvels will you deny?
 56 In them are maidens restraining their glances, untouched before by any man or jinn.
 57 So which of your Lord's marvels will you deny?
 58 As though they were rubies and corals.
 59 So which of your Lord's marvels will you deny?
 60 Is the reward of goodness anything but goodness?
 61 So which of your Lord's marvels will you deny?
 62 And beneath them are two gardens.
 63 So which of your Lord's marvels will you deny?
 64 Deep green.
 65 So which of your Lord's marvels will you deny?
 66 In them are two gushing springs.
 67 So which of your Lord's marvels will you deny?
 68 In them are fruits, and date-palms, and pomegranates.
 69 So which of your Lord's marvels will you deny?
 70 In them are good and beautiful ones.
 71 So which of your Lord's marvels will you deny?
 72 Companions, secluded in the tents.
 73 So which of your Lord's marvels will you deny?
 74 Whom no human has touched before, nor jinn.
 75 So which of your Lord's marvels will you deny?
 76 Reclining on green cushions, and exquisite carpets.
 77 So which of your Lord's marvels will you deny?
 78 Blessed be the name of your Lord, Full of Majesty and Splendor.

MOTIVATION- oil of engine.

- ❖ I guaranteed if you are slow or unable to get remember then no problem, only you need to be steady, keep remember **river cuts the rocks not through his hardness but through his consistency.**
- ❖ Do you know your mind has infinite capabilities to remember even all the book available in the world, but the problem of recall and reproduce, more practice we will made in recalling and reproducing more i will be able to recall and reproduce.
- ❖ Harder the conflict more glorious the triumph. As difficult as something to remember, as long as retention.
- ❖ Success comes from passion and enthusiasm only, So create it keep it sustain.
- ❖ The day you determined to become Chartered accountant, you are a chartered accountant. Declaration of result is just a confirmation of your expectation, what you expected to be true. You are you what you deserve and strongly believe, not what the world says about you.
- ❖ Nature of life- whatever we look- think about same- imagine same- mind release the same related chemical in to our body- our body tends to do and become same- Ultimately become same.
- ❖ The result of your action depends on your INTENTION. Action is no more important than your intention. Keep your intention very true, neat, clean and positive with respect to Action.
- ❖ Nothing is impossible, only something is difficult, which i have never done before.
- ❖ To success you must have single minded devotion, undivided concentration.
- ❖ Unite your mind, heart, conscious & subconscious thinking while study.

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