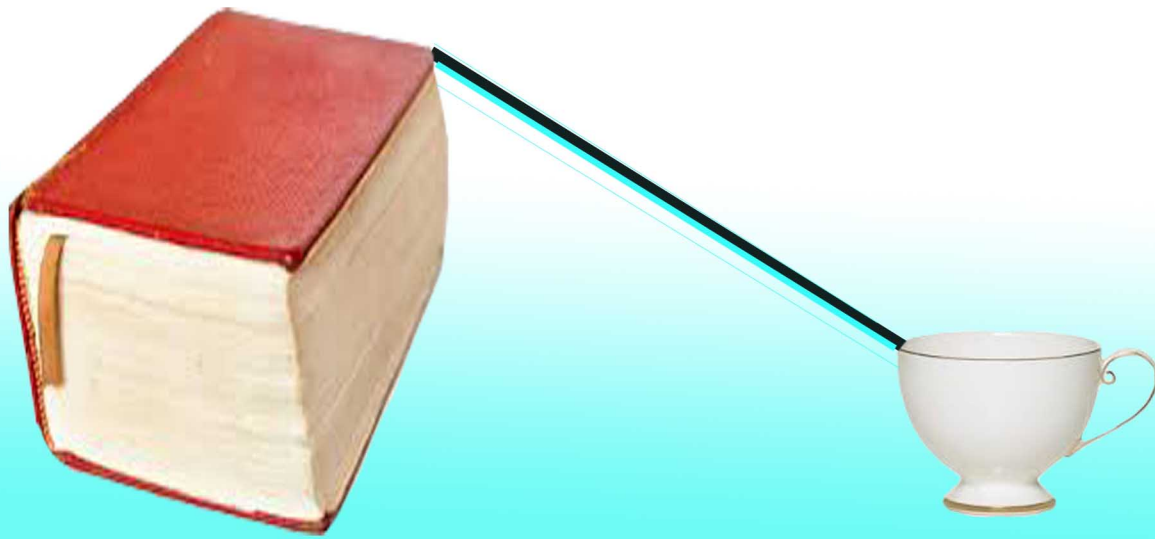


The concept compiler

A book my CA MD IMRAN.
An author, translated the Sea
in to just a cup of Tea.



Advanced Auditing and
Professional Ethics

CA FINAL MAY – 18

Enjoy your study

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Audit of co-operative society not applicable for new course.

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Disclaimer

CA FINAL 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.

This is mnemonics book it will help your answer to become perfect to score full marks. Because after reading out more than 2500 pages of audit book that is covering more than 25000 possible question we forget everything i could not lay down perfect answer of even a single question. When we will answer in exam paper it will look like general answer from a person who have never studied book and answering randomly. But major problem is that more of the time in CA FINAL some of the question unexpected that no one can Predict so it may be possible that whatever mnemonics we had remembered that question would have not been asked by ICAI then what?. We have to keep patience think normally as we are auditor now answer question by using Out of box Game plan.

How to use this book:-

1. First of read entire book in detail ignoring mnemonics and visualise as your are playing video in your mind to whatever text written, and understand very well in detail.
2. Then to retain in your mind answer of every question perfectly use mnemonics and remember entire books with the help of mnemonics.
3. Remember every line and word of this notes very accurately and perfectly. In exam i have write whatever specifically asked, not merely what do i know. In exam have a patience to understand what is specifically asked, it is not like university exam, it is CA FINAL EXAM, Use analytical power to understand what is actually asked, What game is being played in question. This exam different from the other world because it is like game, question is asked not merely what is given in book but also for what is not given in books.
4. Remember CARO and CA Act accurately and as it is.
5. Remember important clause of form 3CD perfectly.
6. Our handwriting is not a benchmark for marking, but every benchmark for marking is set on the basis of readable writing so write only in readable writing. Writing fails benchmarks fails then We will get trapped in the crowd of average marking.
7. This is book is divided in three section recall to test your result, recall to revise & detail book.

Recall to Test your Result – Recall and Test from here after Remember and understand in detail.

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a	b	c	ca	d	e	f	g	H	i	j	k	l	m	n	o	p									
Clause	a	b	c	d	e	f																			

FURNISHING OF CERTIFICATE AND CONSENT BY AUDITOR ON APPOINTMENT.**Rule-4****140- Removal, resignation of auditor, giving of Special notice & direction by Tribunal to change auditor in case of fraud.****Section 141(3) : Disqualification:-**

clause	a	b	c	d	e	f	g	h	i

142- Remuneration of auditor- fixed only at general meeting.**143(1) Duties to make inquiry.**

clause	a	b	c	d	e	f

143(3) Duties to make report -

Clause	a	b	c	d	e	f	g	h	i	j

143 (12) – Reporting of fraud by auditor.

Report consists of following particular:

144 Auditor not to render certain services**145- Auditor to sign audit report.****146- Auditor to attend general meeting.****147- Punishment for contravention.****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				
	Every Listed co.				
	Every Unlisted public co.				
	Every Private Co.	NA	NA		
			Profit	Before	Tax
			Paid up share capital	Borrowing , loans, debenture & deposit	Turnover

	177	Audit committee			
	178	Nomination Remuneration Committee			
	149	Independent Director			
		Every Listed co.			
		Unlisted public co.			
	149	Women director			
		Every Listed co.			
		Unlisted public co.		NA	
	204	Secretarial audit			
		Every Listed co.			
		Unlisted public co.		NA	
	XBRL	XBRL rule 2015			
		Every Listed co.			
		Unlisted public co.		NA	
		Private Co.		NA	
			Net profit	Net worth	Turnover
	135	Corporate social responsibilities			
	136	Circulation of financial statement	NA		
	CARO 2016	1. Exempted class of companies			
Law meaning ≥ means should not be less than. ≤ means should not exceed. < means less than > means more than.					
All the above prescribed criteria for every section is independent, that is section would be applicable if any criteria is satisfied, that is read as “or”					
2.	Audit in a computer information system				
	1. INTRODUCTION, DEFINITION AND SCOPE OF CIS AUDIT				
	2. APPROACH OF AUDIT IN AN COMPUTERISED ENVIRONMENT				
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	❏ Auditing through the computer				
	3. RISK AND INTERNAL CHARACHTERISTICS IN CIS ENVIRONMENT				
					
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	5. FACTOR TO BE CONSIDERED WHETHER USE CAAT OF NOT:				
	6. Online real time system and batch processing system				
	7. Characteristics of an effective audit programmed system				
					

	8. <i>Specific problem which may arise in implementation of internal control in CIS system-</i> 9. <i>Effect of computer on auditing</i> 10. <i>Characteristics of online computer system</i> 11. <i>Major class of control used in CIS to enhance it reliability.</i> 12. <i>Control which operate over date moving in to or throughout the computer.</i> <i>Or review of check and control in a CIS environment.</i> ✓ Input control ✓ ACCESS CONTROL ✓ Storage control ✓ Processing control
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4.	CARO- 2016
	16 clause of paragraph 3 of CARO 2016 <i>For clause 3(i) to 3(viii).....</i> <i>For clause 3(ix) to 3(xvi).....</i>
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programme

4. Verification of cost statement and other data

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

6. Cost audit- Sec- 148

Maintenance of Cost record	Audit of cost record	
	Table-A	Table – B

Table A – Regulated sector-.....

Table B –Unregulated sector- other 33 industries.

Out of 33, 6 sector is mentioned below:

Exemption from cost audit

6. Audit of public sector undertaking.

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2. Propriety audit
3. Propriety audit elements in companies act 2013
4. **Comprehensive audit:**
5. Performance audit
 - ❖
 - ❖
 - ❖

7. Audit of cooperative society

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

REPORT-Special report

Schedule to the report –.....

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

8. Audit of member of stock exchange

1. **Why margin**
2. **Types of margin**
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 -
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3. Dematerialised security
4. Settlement system
5. Order matching rule
6. **Type of market**
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	➤ ➤ 7. Order book SARSO 8. Contract note 9. SEBI check list for audit in respect of contract note issued by stock broker 10. Circuit filter 11. 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
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	7. SCOPE OF CONCURRENT AUDIT 8. Classification of investment- 9. Tool for controlling inflation-
12.	GENERAL INSURANCE COMPANIES
	1. INSURANCE 2. REINSURANCE 3. FACULTIVE REINSURANCE 4. TREATY REINSURANCE: 5. CHECK LIST FOR REINSURANCE INWARD AND REINSURANCE OUTWARD; 6. CO- INSURANCE : Incoming coinsurance, Outgoing coinsurance 7. Commission 8. Claim 9. Premium 10. Unexpired risk Reserve 11. Solvency margin 12. Investment policy for insurance company as per IRDA guideline.
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	Internal audit 1. Introduction: 2. Applicability: 3. Scope of internal auditor's work: 4. Essential future of good internal audit report: Management audit 1. Introduction 2. Need for management audit: 3. Planning and organising management audit. 4. Management audit report 5. . Behavioural aspect encountered in management audit. – Causes & Solution. A. OPERATIONAL AUDIT. 1. Introduction 2. Broad objectives of operational audit. ○ Appraisal of controls- ○ Evaluation of performance ○ Appraisal of objectives and plans ○ Appraisal of organisational structure
14.	Peer review
	1. SCOPE / FOCUS OF PEER REVIEW..... 2. REVIEWER ELIGIBILITY..... 3. Following are not regarded as assurance services (Exception to assurance service). 4. <u>Procedure for selection of practice unit.</u> 5. Compliance procedure: Review the general control in respect of 6. 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.)

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17.	Audit under fiscal law
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18	<u>SUMMARY OF Q&A ACCOUNTING STANDARDS</u>
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	The auditor shall evaluate whether The auditor shall conclude whether The auditor shall ascertain whether The auditor shall assess whether The auditor shall inquire whether The auditor shall perform audit procedure The auditor shall perform additional audit procedure The auditor shall perform audit procedure as require. The auditor shall take in to account the extent of risk The auditor shall request management to provide written representation The auditor shall reconsider the The auditor shall re-evaluate The auditor shall re-assess The auditor shall revise materiality The auditor shall take appropriate action The auditor shall obtain SAAE The auditor shall express The auditor shall discuss the matter with management & TCWG The auditor shall communicate The auditor shall inspect The auditor shall obtain an understanding of The auditor needs to consider whether Including whether Whether Assess Verify Evaluate Confirm Adequate
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Recall to Remember – 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
	For CA in	Practice	Service	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 ENGAGE 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 or DISREPUTE the PROFESSION OR INSTITUTE				

<i>Clause 11, part 1 of first schedule.</i>				
<i>Regulation 190A</i>				
<i>Occupation for which permission is generally granted : Authorship of ALL PRINCES</i>				
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				
SQC (Standard on quality contol)				

	1	Quality Control for firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements.
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
CH-2: SQC, SA, SRE, SAE		
		SQC (Standard on quality control)
	1	Quality Control for firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements.
		Requirement of SQC : HEAL ME
		SA(standards on auditing)
Sl.No,	SA	Particular
1	200	Overall objective of Independent Auditor & Conduct of an audit in accordance with SA
		Overall objective Financial statement consist of – <u>BPCSNR</u> Ethical requirement - <u>IOPCP IA₄ORS</u> , <u>Risk- Inherent risk, control risk, detection risk, audit risk</u> <u>RISK</u> – At financial Statement Level- <u>PICK</u> , At assertion Level – <u>FACT₂</u> Professional scepticism Professional judgment Inherent Limitation of Audit
2	210	Agreeing the Term of Audit Engagement.
		<u>1. Precondition for an audit</u> <u>2. Factor which make it appropriate to revise the term of the audit engagement: RMC₆</u> 3. Audit procedure when management request change in TOAE. 4. Audit Engagement Letter 5. Content of Audit engagement letter- 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).
3	220	Quality Control for Audit of FS
		Requirement of sa 220 - HEAL ME
4	230	Audit Documentation.

		1. Introduction 2. Purpose of audit documentation: 3. Matter to be specifically documented DIDI 4. PERMANENT AUDIT FILE: 5. CURRENT AUDIT FILE 6. Factor affecting amount of working paper ISCA N₃	
5	240	The Auditor's responsibilities Relating to Fraud in as audit of FS	
		1. FRAUD verification procedure <u>ONPDW</u> 2. RAP (Risk Assessment Procedure): <u>ATMOF(F-</u> Fraud risk factor- HOTEL TIPS) 3. RESPONSES TO FRF- At financial statement level(PAIE), At assertion level Change in NTE(SA 330) 4. UNABLE TO CONTINUE - 240/ 140(2)/ CARO Clause 3(x)/ 143(12)	
6	250	Consideration of Law and Regulations in an Audit of FS	
		1. Introduction 2. Audit Procedure - GO and follow procedure INQUIRY, INSPECTION, PROFESSIONAL SCEPTICISM, WR & WP 3. Management Responsibilities with respect to compliance with laws and regulation.- MEMBER 4. Indicator of non- compliance of laws and regulation – <i>IMIPS and not a LOL</i>	
7	260	Communication with Those Charged With Governance (TCWG)	
		Matter to be communicated to TCWG- IFRS	
8	265	Communicating Deficiencies in Internal Control to TCWG and management	
		Deficiency, significant deficiency & COMMUNICATION	
9	299	Responsibility of JOINT AUDITORS	
		3. Audit Procedure-JOINT AUDITOR DEVIDE WORK & COORDINATE share RESPONSIBILITIES and may DIFFERENCE OF OPINION 4. <u>JOINTLY RESPONSIBLE FOR joint audior got NP of NBFC</u>	
10	300	Planning an audit of financial statement	
		4. Introduction 5. Following are the steps in planning 6. Following factor should be consider in developing overall audit plan:- TRAINING DAYS	
11	315	Identifying and Assessing the Risks of Material Misstatement (ROMM) through understanding the entity and its environment	
		6. RAP & Related activity- ○ RAP ○ Use obtained information ○ Consider change ○ Discussion of engagement partner 7. Understand entity and its environment,	

		8. Components of internal control - <u>CRCIM</u> Introduction Control environment: Risk assessment Process: evaluate entity has a process for IEAA Control activity: Information & communication: TRIPS Monitoring 9. Risks that require special audit consideration <u>DCR</u> of <u>TT</u> 10. Revision of risk assessment.
12	320	Materiality in Planning and performing an audit
		3. Introduction 4. Audit procedure to determine performance materiality :-<u>REFERENCE</u>
13	330	The Auditor's Responses to Assessed Risks
		Introduction Responses to assessed ROMM - NTE Factor that may warrant retest of control <u>D₃PSC</u>
14	402	Audit Consideration relating to an Entity using a Service Organization
		1. Understand how user entity uses the service of service organisation including <u>DN₃</u> 2. Sub-service organisation 3. Source of information about nature of service provided by SO. <u>I M RUSTAM</u>
15	450	Evaluation of Misstatements identified during the Audits
		1. <u>Introduction</u> 2. <u>Audit Procedure to evaluate identified and uncorrected misstatement. ACCECWD</u> 3. Evaluating the effect of uncorrected misstatement. <u>C I A of T A T A</u> 4. Misstatement may result from - IOWAI
16	500	AUDIT EVIDENCE
		INTRODUCTION Method to Obtain audit evidence - <u>ICAI Obs Rep</u> Audit Procedure- RAP, Compliance Procedure and Substantive Procedure (Test MPCOVER for ABCD). Evaluation of Management Expert work: CCO/Obtain understanding/Evaluate ASK Reliability of Audit evidence – External, Written, Directly & Original.
17	501	AUDIT EVIDENCE - Specific considerations for selected items (inventory/litigation & claim/ segment information)
		INTRODUCTION Inventory Audit Procedure- Auditor responsibility is to examine EOv (Existence, ownership and valuation)

		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. <u>Litigation and claim audit procedure- IMLOL</u> Segment information audit procedure - IAS is a segment UPSC
18	505	External Confirmations
		INTRODUCTION External confirmation process: <u>DSDSRR</u> The auditor should consider the following factors before Designing the confirmation request- PLASTIC
19	510	Initial Audit Engagements - Opening balances
		INTRODUCTION Audit procedure when previous year audit report unaudited - <u>O₂ C₂A</u> Obtain confirmation Audit procedure when previous year audit report audited by previous year auditor.
20	520	Analytical Procedures
		INTRODUCTION Type of analytical review procedure- Ratio analysis, Trend analysis, Comparison method & Reasonableness. Audit consideration while analytical procedure: <u>SRED</u>
21	530	Audit Sampling
		INTRODUCTION Choose Sample selection technique-<u>HRSM</u> Sampling Risk Non- sampling risk Tolerable misstatement
22	540	Auditing Accounting estimates, including Fair value accounting estimates, and related disclosures
		INTRODUCTION Procedure applied by auditor: <u>TREAT MICRO</u>
23	550	Related Parties
		5. INTRODUCTION 6. HOW TO IDENTIFY RELATED PARTIES: <u>IMIPS</u> 7. AUDIT PROCEDURE :O related parties <u>U LOVE & RESPECT IPS</u> 8. if related parties transaction found to biased then Evaluate- Rational of transaction, term of transaction & Accounting and disclosure of transaction.
24	560	Subsequent Events

		INTRODUCTION HOW TO IDENTIFY SUBSEQUENT EVENT: <u>IMLOL</u> AUDIT PROCEDURE: <u>ROAR</u> Ask mgt and TCWG. About <u>THE IAS SENA</u>
25	570	Going Concern
		<u>INTRODUCTION</u> <u>Indicator of inappropriateness of use of GOING CONCERN ASSUMPTION</u> OPERATIONAL INDICATOR. FINANCIAL INDICATOR Other indicator <u>PROCEDURE TO BE APPLIED BY AUDITOR: SLICES</u> <u>AUDITOR REPORT & Corresponding Opinion.</u>
26	580	Written Representations
		INTRODUCTION OBTAIN WRITTEN REPRESENTATION FOR – <u>RSS</u> in <u>UPLC & TT</u>
27	600	Using work of - Another Auditor
		4. INTRODUCTION 5. COMPONENT CONSIST OF - <u>ABSDJ</u> 6. AUDIT PROCEDURE- <u>VIPCAPTAIN</u>
28	610	Using work of - Internal Auditors
		INTRODUCTION Internal audit function includes <u>GIR</u> - Internal control process: <u>IamCFO</u> Using the work of internal auditor <u>SATAI LOpsrd</u> Determining the nature and extent of work that can be assigned to internal auditor providing direct assistance - The external auditor shall consider - However, external auditor will not use internal auditors to provide direct assistance in following case: Audit procedure when using internal auditor to provide direct assistance
29	620	Using work of - an Auditor's Expert
		<u>INTRODUCTION</u> <u>Audit procedure for using the work or auditor expert.</u> Understand competency (cco) of Auditor expert & enter in to an agreement then evaluate relevance and reasonableness of Assumption, source data and knowledge.
30	700	Forming an Opinion & Reporting on Financial Statement
		What is unmodified opinion? Content of Audit report - TAIMAORS DPS
31	705	Modifications to the opinion in Independent Auditor's Report
		2. INTRODUCTION 2. Modified Opinion- QO/DOO/AO

		3. 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
32	706	Emphasis of matter paragraphs and other matter paragraphs in Independent Auditor's Report		
		INTRODUCTION EOMP/OMP		
33	710	Comparative information - corresponding Figures & comparative FS		
		INTRODUCTION AUDIT PROCEDURE TO BE FOLLOWED BY THE AUDITOR: <u>PAAAW</u> REPORTING RESPONSIBILITIES OF THE AUDITOR FOR CORRESPONDING FIGURES. REPORTING RESPONSIBILITIES OF THE AUDITOR FOR COMPARATIVE FINANCIAL STATEMENT		
34	720	The Auditor's Responsibility in Relation to other information in documents containing audited FS		
		INTRODUCTION		
35	800	Special Consideration - Audits of FS prepared in accordance with Special purpose Framework		
		Procedure to be applied by auditor while Accepting Engagement planning and performing the audit Forming an opinion		
36	805	Special Consideration - Audits of Single purpose FS and specific Elements, Accounts or items of a FS		
		Procedure to be applied by auditor while Accepting Engagement planning and performing the audit Forming an opinion		
37	810	Engagements to Report on Summary Financial Statement		
		Special point to be mentioned by auditor in his audit report - SFS ROAD		
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		
		Procedure applied under review of financial statement- <u>O W don't IRRITATE for 2400</u>		
SAE (Standards on assurance engagement)				
40	3400	The Examination of Prospective Financial Information		
		2. 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.		
42	3420	Assurance engagement to report on compilation of pro forma financial information included in a prospectus.		
		1. Introduction		

		2. Factor to be considered before accepting such assignment - <u>IPMC_{3S}</u> 3. Audit procedure a. Assessing the suitability of applied criteria. b. Understanding how responsible party has compiled the pro forma financial information. c. Obtaining evidence about appropriateness of source of information used to prepare PFI. d. Obtaining understanding appropriateness of Source from which it has been extracted. e. Obtain written representation.
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
44	4410	Engagements to Compile Financial Information
		AUDIT PROCEDURE: ----- <u>CP</u> hour is for <u>CP</u> (Ca in Practice) not for <u>IPC</u> students Practitioner Responsibilities - HEAL ME MANAGEMENT RESPONSIBILITIES: CMPSE

Chapter-3 Other Chapter

1.	Companies audit section 123-147																																																			
	123- Condition for declaration and payment of dividend out of reserve in case of inadequate profit. Rate <3PFY / withdrawal ≤ 10% / set off c.f.losses /Balance in GR ≥ 15% 124- Unpaid dividend and investor education protection fund. 125- DADU GI SIR Should be transfer to IEPF if it remains unpaid for 7 year. 126- Dividend, etc to be held in abeyance 127- Failure to distribute dividend within 30 days. NODAD not default, if dividend not paid within 30 days 128- Location, manner, period of maintenance and inspection of books of accounts. Book of accounts can be maintain in electronic mode in a manner as prescribed in rule- 3 BRICKS & Intimate to registrar NIL on annual basis. <u>129- Financial Statement-</u> B/S, SPL, CFS, Statement of change in equity Rule-6 Consolidated financial statement. 130- Re-open of accounts or recast of financial statement on court or tribunal order. 131- Voluntary revision of financial statement on obtaining approval from tribunal. 133- Central government to prescribe Accounting Standards. <u>134(3) Content of Boards report</u> <table border="1"><tr><td colspan="17">END FDN ELRS in RDMC & RCE</td></tr><tr><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>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> 134(5) Director Responsibilities Statements	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
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																																				

Director responsibilities statement shall disclose : AAJ PG ka 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 , Amount- 2% percentage of Average net profit made during 3 immediate PFY

136- Circulation of financial statement - 21/14 Days

137- Filling of financial statement and other with the registrar. - 30/180 Days.

138- Internal audit - App- Listed Co., Un Listed Public Co.- DPBT-25/50/100/200, Pvt Co.- BT- 100/200.

139: Appointment, Reappointment and rotation of auditor.

FURNISHING OF CERTIFICATE AND CONSENT BY AUDITOR ON APPOINTMENT.

Rule-4 LPP Eligible.

140- Removal, resignation of auditor, giving of Special notice & direction by Tribunal to change auditor in case of fraud.

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

142- Remuneration of auditor- fixed only at general meeting.

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

143 (12) – Reporting of fraud by auditor.

Report consists of following particular: NPA Remedial

144 Auditor not to render certain services

IAD AI IMRAN

145- Auditor to sign audit report.

146- Auditor to attend general meeting.

147- Punishment for contravention.

Ceiling limit under companies act 2013

Section	Particular	Deposit	Paid up share capital	Borrowing or loan	Turnover
	Mnemonics	D	Profit	Before	Tax
138	Internal audit				
	Every Listed 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	Audit committee – 3 member majority should be independent. Nomination Remuneration Committee - not less than ½ of NRC shall be independent. Independent Director - Listed Co.- 1/3 rd of TNOD, UPC- At least two director as independent director.				
178					
149					
	Every Listed co.	1/3 rd			
	Unlisted public co.	≥10	≥50	≥100	
149	Women director				
	Every Listed co.				
	Unlisted public co.	≥100	-----	≥300	
204	Secretarial audit				
	Every Listed co.				
	Unlisted public co.	≥50	-----	≥250	
XBRL	XBRL rule 2015				
	Every Listed 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	2. 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. INTRODUCTION, DEFINITION AND SCOPE OF CIS AUDIT 2. APPROACH OF AUDIT IN AN COMPUTERISED ENVIRONMENT ✚ Auditing around the computer ✚ Auditing through the computer 3. 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> 4. ROLE OF COMPUTER ASSISTED AUDIT TECHNIQUE IN A CIS ENVIRONMENT 5. FACTOR TO BE CONSIDERED WHETHER USE CAAT OF NOT: <u>CAAT</u> 6. Online real time system and batch processing system 7. <i>Characteristics of an effective audit programmed system</i> <u>VENDOR se SAMPLING le kar PROCESSING karne me AASU nikal ate hai.</u> 8. <i>Specific problem which may arise in implementation of internal control in CIS system-</i> DAS₃ 9. <i>Effect of computer on auditing</i> 10. <i>Characteristics of online computer system</i> 11. <i>Major class of control used in CIS to enhance it reliability. <u>A₄E₃CPR</u></i> 12. <i>Control which operate over date moving in to or throughout the computer. Or review of check and control in a CIS environment.</i> <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 a. <i>Investigation</i> 1. <u>Definition</u> 2. <i>Central government may order investigation in to the affair of the companies only after considering: <u>TRIPS</u></i> 3. <u>Investigation of higher sale but declining net profit .</u> 4. <u>investigation of abnormal wastage of raw material</u> 5. <i>Investigation of hidden liabilities. CATCH CRAWL</i> 6. <i>Investigation of overvalued assets. ARABIAN PM</i> 7. <i>Investigation on behalf of incoming partner.</i> 8. <i>Investigation on behalf of the bank for proposed advance.</i> b. <i>Due diligence</i> 1. Definition:

	2. Type of due diligence. CPT FILE 3. Key area to be covered in due diligence : <u>FCA of HP has checked TLP</u> 4. 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. <i>(Fixed assets, Inventories, Loan to 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.)</i> <i>For clause 3(ix) to 3(xvi)</i> I listen FM Nidhi but with Related parties Prefer Non-cash transaction to finance it from NBFC. <i>(IPO, Fraud, Managerial Remuneration, Nidhi Companies, Related parties transaction, Preferential allotment, Non Cash Transaction, NBFC)</i>		
5.	Cost audit & section-148		
	1. Introduction 2. ADVANTAGE OF COST AUDIT. ♦ To management ♦ To society ♦ To shareholders ♦ To government 3. Programme for cost audit: following matter should be included in cost audit programme TBS₃M₄ 4. Verification of cost statement and other data 5. In determining True and fair view of cost production following point to be considered CMA PAPA 6. Cost audit- Sec- 148 <table border="1" style="width: 100%;"> <tr> <td>Maintenance of Cost record</td><td>Audit of cost record</td></tr> </table>	Maintenance of Cost record	Audit of cost record
Maintenance of Cost record	Audit of cost record		

	1. Engage in any 39 industries as specified in table A & B of Rule 3. 2. Overall T/o 35 crore or more. Table-A Overall T/O ≥ 50 Crore & T/O of Covered product ≥ 25 Crore Table – B Overall T/O ≥ 100 Crore & T/O of Covered product ≥ 35 Crore 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 Exemption from cost audit.
6.	Audit of public sector undertaking. 1. Government auditing refers to 2. Propriety audit 3. Propriety audit elements in companies act 2013 4. <i>Comprehensive audit</i>: COMPERIR 5. Performance audit ❖ Economy audit ❖ Efficiency audit. ❖ Effectiveness audit
7.	Audit of cooperative society 1. Special area to be examined in case of cooperative society. CO-OPERATIVE REPORT-Special report PMFDR Schedule to the report – IDSC 2. Maintain Book of account in case of multi state cooperative society in respect of following.
8.	Audit of member of stock exchange 1. <i>Why margin</i> 2. <i>Types of margin</i> ➤ Volatility margin ➤ Gross exposure margin ➤ MTM margin 3. Dematerialised security 4. Settlement system 5. Order matching rule 6. <i>Type of market</i> ➤ Normal market- ➤ Odd lot market ➤ Spot market ➤ Auction market 7. <i>Order book SARSO</i> 8. <i>Contract note</i> 9. <i>SEBI check list for audit in respect of contract note issued by stock broker</i> 10. <i>Circuit filter</i> 11. <i>Order type and condition</i> ➤ 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)
	ENVIRONMENT AUDIT 1. Introduction 2. <i>Factor to be considered while environment audit</i> ENVIRONMENT 3. Environmental statement :- N DCP G Q DPA ENERGY AUDIT 1. Definition 2. Method of energy audit • Preliminary energy audit : PAPA Validate installed equipment for energy audit • Detailed energy audit: Studies ROAD & Focus on cost reduction Audit of Mutual fund ◆ Information and explanation ◆ Balance sheet and Revenue Account- ◆ Accounting Policies ◆ Agreement
10.	Audit of Non-banking financing company (NBFC)
	1. Definition There are seven categories of NBFC companies: NBFC Micro provides LOAN for INVESTMENT in INFRASTRUCTURE & DEBT FUND. 2. Exempted from obtaining registration. HIV SaNaM Chited me. 3. <i>Check list for equipment leasing company, hire purchase company, loan company :</i> CITI V DWANA 4. <i>Audit of investment companies.</i> ICAI audit investment of INDIA
11.	Bank audit
	1. Principle governing bank audit:- CCC of IB₃P₂S₃ at Rbi. 2. Non-performing assets- Term loan, Agriculture & Working capital / Cash credit. 3. Classification of advance 4. Income recognition 5. Reversal of income 6. Verification of advance/loan : FINALIST 7. SCOPE OF CONCURRENT AUDIT 8. Classification of investment- HTM (Held to maturity)/ HFT (Held for trading)/AFS

	(Available for sale) 9. Tool for controlling inflation- CRR/ SLR.
12.	GENERAL INSURANCE COMPANIES
	1. INSURANCE 2. REINSURANCE 3. FACULTIVE REINSURANCE 4. TREATY REINSURANCE: 5. CHECK LIST FOR REINSURANCE INWARD AND REINSURANCE OUTWARD; AICP LC BAA 6. CO- INSURANCE : Incoming coinsurance, Outgoing coinsurance 7. Commission 8. Claim 9. Premium 10. Unexpired risk Reserve 11. Solvency margin 12. Investment policy for insurance company as per IRDA guideline.
13.	Internal audit, management audit and operational audit.
	Internal audit 1. Introduction: 2. Applicability: 3. Scope of internal auditor's work / control objective of auditor: <u>CEO</u> taken internal audit service from <u>IS</u> officer <u>SE</u> 4. Essential future of good internal audit report- <u>SMART & SOCCRU</u> Management audit 1. Introduction 2. Need for management audit: it Assist and Helpful in Detecting Problem 3. Planning and organising management audit. D LAST Frequency. 4. Management audit report . Interim ORS 5. . Behavioural aspect encountered in management audit. – Causes & Solution. B. OPERATIONAL AUDIT. 1. Introduction 2. Broad objectives of operational audit. ○ Appraisal of controls- ○ Evaluation of performance ○ Appraisal of objectives and plans ○ Appraisal of organisational structure
14.	Peer review
	1. SCOPE / FOCUS OF PEER REVIEW- TQC of CA 2. 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. 3. Following are not regarded as assurance services (Exception to assurance service). No CD RTP ME 4. <u>Procedure for selection of practice unit.</u> 5. 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 6. 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. Introduction. 2. Applicability 3. <i>ROLE OF AUDIT COMMITTEE MIRROR</i> 4. Disclosure - Report on corporate governance require following disclosure. Or Matter to be addressed in clause 49 regarding corporate governance. <u>R AD₂ on MD & IPS</u> 5. Meeting of Audit committee
16.	Audit of consolidated financial statement
	1. <u>Definition</u> 2. Auditor's responsibilities: <u>PARENTS</u> 3. <u>Permanent consolidated adjustments.</u> 4. <u>Current period consolidated adjustment.</u>
17.	Audit under fiscal law
	1. Tax audit is compulsory for following assessee under section 44AB of income tax act 1961. 2. Who can conduct tax audit, Form for tax audit- Form 3CA, Form 3CB, Form 3CD Important Clause number of form 3CD 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.
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
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 ENGAGE 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 or DISREPUTE the PROFESSION OR INSTITUTE				
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 prescribed qualifications** , 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. Provided that nothing herein contained shall be construed as prohibiting any agreement permitted in terms of item (2), (3) and (4) of this part. <i>That is, he can accept from member of any other professional bodies* or person having prescribed qualification**.</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 or organisation from time to time and secures professional work as a consequence. But no roving inquiry. Provided he shall not respond to any tender unless minimum fees for the assignment is prescribed or the areas are also open for other professional along with CA. Website is allowed to keep on pull mode & On Website, Client names and fees charged can be displayed if required by Law
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> <u>Quick response code</u> on the visiting card permitted provided code doesn't contain information which is not permitted in visited card.
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. Fund Raising Services (IPO/FPO) Debt recovery services Cost optimisation Certain management consultancy services. Any other service as decided by the council

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> <i>Regulation 190A</i> <i>Occupation for which permission is generally granted : Authorship of ALL PRINCES</i> Authorship of book and article Agricultural activity Leadership in Charitable and non commercial organisation Life insurance agency license for getting renewal commission. Private tutorship / Part time tutorship under coaching organisation of institute. Recovery consultant in the banking sector. Insurance surveyor and loss assessor Notary public, magistrate, justice of peace CA in employment under CA on practice. Editor of professional journal, Examination paper valuer & Elective public office like MP, MLA, MLC. Such other as may specified by institute.
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. <i>Note: so, only CA himself or his partner 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.</i>
*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	✘ Not being a fellow (FCA) of the Institute, acts as a fellow of the Institute; <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>
2	✘ Does not supply 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).
3	✘ 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.

Part IV

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

1	✘ Is held guilty by any civil or criminal court for an offence which is punishable with imprisonment for a term not exceeding 6 months. <i>(note: if imprisonment tenure is exceeding six month, will be covered in part III of second schedule.)</i>
2	✘ 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.

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 **IMPRISONMENT EXCEEDING 6 month**

Part I

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

1	✘ 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
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	required by any law for the time being in force. Ref 143(12)
2	✘ 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.
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 assesseees.
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) A CA cannot 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. However over all limit laid down by ICAI is 30 companies including all above.
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	
2(2)(iv)	<u>Management consultancy service – A CA in practice can provide MCS</u> Pursuant to Section 2(2)(iv) above, the Council has passed a resolution permitting a Chartered Accountant in practice to render entire range of “Management Consultancy and other Services”. The expression “Management Consultancy and other Services” shall not include the function of statutory or periodical audit, tax (both direct taxes and indirect taxes) representation or advice concerning tax matters or acting as liquidator, trustee, executor, administrator, arbitrator or receiver, but shall include the following- (i) Financial management planning and financial policy determination.* (ii) Capital structure planning and advice regarding raising finance.* (iii) Working capital management.*

- (iv) Preparing project reports and feasibility studies.*
- (v) Preparing cash budget, cash flow statements, profitability statements, statements of sources and application of funds etc.
- (vi) Budgeting including capital budgets and revenue budgets.
- (vii) Inventory management, material handling and storage.
- (viii) Market research and demand studies.
- (ix) Price-fixation and other management decision making.
- (x) Management accounting systems, cost control and value analysis.
- (xi) Control methods and management information and reporting.
- (xii) Personnel recruitment and selection.
- (xiii) Setting up executive incentive plans, wage incentive plans etc.
- (xiv) Management and operational audits.
- (xv) Valuation of shares and business and advice regarding amalgamation, merger and acquisition.
- (xvi) Business Policy, corporate planning, organisation development, growth and diversification.
- (xvii) Organisation structure and behaviour, development of human resources including design and conduct of training programmes, work study, job-description, job evaluation and evaluation of workloads.
- (xviii) Systems analysis and design, and computer related services including selection of hardware and development of software in all areas of services which can otherwise be rendered by a Chartered Accountant in practice and also to carry out any other professional services relating to EDP.
- (xix) Acting as advisor or consultant to an issue, including such matters as:
 - a. Drafting of prospectus and memorandum containing salient features of prospectus. Drafting and filing of listing agreement and completing formalities with Stock Exchanges, Registrar of Companies and SEBI.
 - b. Preparation of publicity budget, advice regarding arrangements for selection of (i) ad-media, (ii) centres for holding conferences of brokers, investors, etc., (iii) bankers to issue, (iv) collection centres, (v) brokers to issue, (vi) underwriters and the underwriting arrangement, distribution of publicity and issue material including application form, prospectus and brochure and deciding on the quantum of issue material (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
 - c. Advice regarding selection of various agencies connected with issue, namely Registrars to Issue, printers and advertising agencies.
 - d. Advice on the post issue activities, e.g., follow up steps which include listing of instruments and dispatch of certificates and refunds, with the various agencies connected with the work.

Explanation - For removal of doubts, it is hereby clarified that the activities of broking, underwriting and portfolio management are not permitted.
- (xx) Investment counselling in respect of securities [as defined in the Securities Contracts (Regulation) Act, 1956 and other financial instruments.] (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
- (xxi) Acting as registrar to an issue and for transfer of shares/other securities. (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
- (xxii) Quality Audit.
- (xxiii) Environment Audit.
- (xxiv) Energy Audit.

	(xxv) Acting as Recovery Consultant in the Banking Sector. (xxvi) Insurance Financial Advisory Services under the Insurance Regulatory & Development Authority Act, 1999, including Insurance Brokerage.
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. <i>Membership number will be allotted to you if you make an application for which fixed membership fee is require is to be paid periodically. You may have qualification of CA without having membership number. Membership number not require for job, It is require only if you are in practice.</i>

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 while speech. 3. Kept their website on other than pull made (push mode not allowed) and also portraying name of client and fees charged without any requirement of law. 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 & Fund Raising Services (IPO/FPO)</i> Debt recovery services Cost optimisation Certain management consultancy services.
11	1. Engages himself on derivative as consultant. 2. Accept appointment as MD/WTG. 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. <i>Delegate power to article to sign on production certificate under excise, stock certificate.</i> 2. <i>Issue POA to an employee who is CA to sign on reports and financial statement.</i>

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	<i>No any question</i>
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	<i>No any question</i>
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 requisite (like information about engage in other business, etc) column while applying for COP.
3	<i>No any question</i>

Part IV

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

1	<i>No any question</i>
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. Certify project report in a manner which shows that he has vouched for accuracy of forecast. 2. Certify project report which was in contravention of SAE – 3400. 3. Prepare project report in accordance with SAE – 3400 or not in accordance with 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. Note - however he would not be held guilty if <i>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. Note - however he would not be held guilty if Fails report that client maintain two set of book because of it was not in his knowledge.		
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
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Chapter – 2 Standards on auditing

SQC (Standard on quality control)

	1	Quality Control for firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements.
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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.

STANDARD ON QUALITY CONTROL

SQC -1: Quality Control for firms that Perform Audits and Reviews of Historical Financial Information, and Other Assurance and Related Services Engagements.

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 statement that financial statement prepared in all material respect and in accordance with applicable financial reporting framework and financial statement free from ROMM for that auditor obtain reasonable assurance on the basis of conclusion obtained after performing procedure in accordance with SA.
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** – Auditor must be fair and unbiased, he should not allow any biasness or prejudice 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 or required by law.
- **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 low level will not detect a misstatement that exist and that could be material either individually or when aggregated with other misstatement. If it cannot be reduced to acceptable level then auditor should express qualified opinion or disclaimer of opinion as may be appropriate.

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) : FACT₂ Inherent audit risk at ABCD : FACT₂
Professional judgment Integrity of management	Financial statement likely to be susceptible Amount of judgement involved in determining

Control Knowledge of the management.	ABCD Complex and unusual transaction Transaction ONCB. Transaction with related parties.
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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

- Management accept the responsibilities of preparation and presentation of financial statement in accordance with AFRF.
- 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

For accept an audit auditor writes an **engagement letter** to client and get it acknowledge from client. It is a letter issued by auditor to their client, containing objective and scope of audit, auditor responsibilities, management responsibilities, Peer Review and Fees detail **to confirm the scope of audit**. When audit is carried out under any law and if law itself specify scope then you may send engagement letter in such a case it would be informative in nature.

Content of Audit Engagement Letter.

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.
<i>Auditor's Responsibility</i>
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.
<i>Management's Responsibility</i>
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 <i>Chartered Accountants</i> Firm's registration number: 00000000 WWWWWWW <i>Partner</i> 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. Engagement is performed in accordance with RLR, LER, maintain proper working paper and documentation.
- **Acceptance and continuation of client relationship** – Consider integrity of client and competency of client to comply with applicable law and regulation, Relevant ethical requirement, etc.
- **Leadership responsibilities** – Engagement partner should take accountability and responsibility for engagement performance. Engagement quality control review should Plan, supervise, review the engagement performance. There should be adequate and timely communication from engagement partner to engagement team member and should resolve the conflict between team members.

- **Monitoring** – Work done by audit assistance should be properly monitored on regular basis to ensure policies procedure relating to quality control are adequate and operating effectively.
- **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 of completion of audit, 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.

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 evaluation:** it is indicator of ROMM. The auditor should discuss with engagement team. It may result from Fraudulent financial reporting or Misappropriation of Assets

Fraud risk factor - Fraudulent financial reporting - 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**

Fraud risk factor - Misappropriation of Assets

II. Fraud Risk Factors Relating to Misstatements Resulting from Misappropriation of Assets

- 1) Large amounts of cash on hand or processed.
- 2) Inventory characteristics, such as small size combined with high value and high demand.
- 3) Lack of an appropriate segregation of duties or independent checks.
- 4) Poor physical safeguards over cash, investments, inventory or fixed assets.
- 5) Lack of mandatory vacations for employees performing key control functions.

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)/ 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): 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 shall not be less than Rs. 50000 but may be extend to 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 or 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.
4. Remedial action taken.

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

SA 250

1. Introduction

Non- compliance means failure to comply or violation of applicable laws and regulation. It is an Act of omission or commission by the entity, or on its behalf, by those charged with governance, management or employees which may be intentional or unintentional which is being contrary to

the prevailing laws & Regulation. Due to non- compliance huge penalty, charges & prosecution attracted on entity, even it may leads to entity inability to going concern that's why it is necessary for auditor to obtain SAAE regarding compliance with law and regulation.

2. AUDIT PROCEDURE: 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 effect on financial statement (Fundamental impact on operation and going concern).
- **Inspection** of latest information of pending legal case, minutes and other evidence which shows non-compliance.
- **Professional scepticisms** should be maintained to identify confirmation as to compliance with applicable law and regulation.
- **Working paper**
- **Written representation** from management about possible non-compliance should be obtained.

3. Management Responsibilities with respect to compliance with laws and regulation.- MEMBER

M- Monitoring legal requirement.

E- Ensure employees complies with code of conduct.

M- Monitoring compliance of code of conduct by preparing checklist.

B- Better internal control should be designed, implemented and maintained.

E- Engaging Legal Advisor.

R-Register of Significant applicable laws and regulation should be maintained.

4. Indicator of non- compliance of laws and regulation – *IMIPS and not a LOL*

- **Inquiry of management**
- **MOA & AOA**
- **Income tax return**
- **Previous year audit report**
- **Share holder record.**
- **Latest interim financial statement.**
- **Obtain written representation**
- **Latest position of pending legal cases.**

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 LER 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 responsibilities.
- **Scope & timing of audit:** 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 DEFICIENCY: Deficiency of sufficient important that it is necessary to merit the attention of TCWG.

Indicators of significant deficiencies in internal control

- ☐ Evidence of ineffective control environment.
- ☐ Absence of risk assessment process within the entity.
- ☐ Evidence of an ineffective risk assessment process within the entity.
- ☐ Evidence of an ineffective response to identified risk.
- ☐ Misstatements detected by the auditor that were not prevented, detected and corrected by the entity's internal control.
- ☐ Evidence of managements inability to oversee the preparation of financial statements.
- ☐ Disclosure of material misstatement due to error or fraud as prior period items in the current years Statement of Profit and Loss.

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

SA 299:

✚ 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, matter found relevant to other auditor should be immediately communicated before the date of audit report.
4. **Separate responsibilities in respect of work divide.**
5. **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.

✚ **Responsibility of joint auditor when they are jointly and severally responsible in respect of audit conducted by them. joint auditor 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.
- ✚ Not divided audit engagement among the joint auditor.
- ✚ Prevailing system of internal control.
- ✚ NTE of audit procedure.
- ✚ 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.

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. Risk Assessment Procedure and related activity.**
 - **RAP: ATMOF (Refer SA 240)**
 - **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**

Introduction

Internal Financial Controls / internal control definition

The Plan, Policies and Procedure 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. Following are the component of Internal control:-

- **Control environment:** First TCWG & Management should be honest, ethical, sound character, competent, integrity, etc. he should 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-** How the significant financial reporting activity is being monitored, and how remedial action initiated for deficiency in internal control.

4. Significant 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. However there is another materiality level which is determined by auditor is known as **performance materiality** auditor has to consider such materiality level while auditing. Performance materiality

level is set by auditor, lower than the actual materiality level to ensure, aggregate of uncorrected misstatement could not exceed actual materiality set by entity.

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:

Introduction

The objective of auditor is to obtain SAAE through designing and implementing appropriate responses to the assessed ROMM.

Responses to assessed ROMM - NTE

- ◆ **Nature of the audit technique and procedure-** More audit procedure if assessed risk is high & less audit procedure if assessed risk is low.
- ◆ **Timing of audit procedure-** Full year transaction should be cover if assessed risk is high & Part of the transaction may be covered if assessed risk is low.
- ◆ **Extent of audit procedure-** Sample size should be extended if assessed risk is high & Sample size may be reduced if assessed risk is low.

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:

1. Audit procedure

Understand how user entity uses the service of service organisation including **DN₃**

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

2. Sub-service organisation

- i. Information will be obtained about DN3 at sub-service organisation
- ii. Service organisation report either include or exclude sub-service organisation relevant control objective related control. This two method name as inclusive method or carve-out method respectively. In case of it is excluded in such a case user auditor is required to apply SA 402, at sub service organisation.

3. Source of information about nature of service provided by SO. **I M 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.
-  Audit 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 immaterial, 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 effects of uncorrected material misstatement in financial statement.

2. Audit Procedure to evaluate identified and uncorrected misstatement.

ACCECWD

1. Accumulation of identified misstatements
2. Consideration of identified misstatement as the audit progresses.
3. Communication for correction of misstatement to management.
4. Evaluating the effect / Impact of uncorrected misstatement.

C I A of T A T A

C- Change in earning or other assertion as a result of such uncorrected misstatement.

I- Incorrect selection or application of accounting policies.

A-Analytical procedure used to evaluate entity's financial information.

T- Transaction with the related parties.

A-Applicable legal regulatory requirement has been followed.

T- Transaction outside the normal course of business.

A-Affect compliance with debt covenant or other contractual requirement.

5. Communication uncorrected misstatement to those charged with governance.
6. Written representation TCWG that uncorrected misstatement is trivial and will not affect financial statement or decision of user of financial statement.
7. Documentation of all misstatement identified during and whether such is rectified or not.

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. Introduction

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 / Source to Obtain audit evidence: ICAI Obs Rep

Inspection-Examining document, record, other corroborative evidence to examine EOV (Existence, ownership and valuation).

Computation- Checking mathematical accuracy.

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

Inquiry and confirmation- Questioning the management to obtain clear understanding of their intention, integrity, etc.

Observation- Looking at a procedure performed by other.

Re-performance – Independent execution of procedure or control that were originally performed by management.

3. Audit procedure:

a. **Risk assessment procedure: (ATMOF)**

b. **Other procedure**

- i. **Compliance Procedure (I.C)**- Test designed to obtain 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 Procedure (Test MPCOVER for ABCD)**: Test designed to obtain reasonable assurance as to completeness, accuracy and validity of data produced by accounting system. It also includes Analytical procedure.

M- Measurement.

P- Presentation

C- Completeness / cut off procedure.

O- Occurrence/ ownership

V- Valuation

E- Existence

R- 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 to examine EO (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 in such a case **roll forward procedure or roll backward procedure** is carried out to know the position at balance sheet 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 to obtain external confirmation, **Negative confirmation request provides less persuasive audit evidence as compare to positive 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.**

The auditor should consider the following factors before Designing the confirmation request- PLASTIC

P-Prior experience in audit.

L-Layout and presentation of confirmation.

A-Assertion to be addressed.

S-Specified identification of risk of material misstatement.

T-The method of communication.

I-Information on which confirmation is required.

C-Class of transaction to be covered.

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. If auditor unable to obtain SAAE then auditor should modify his opinion.

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 known as analytical procedure. To identify unusual, abnormal, unexpected relationship among financial and non-financial data, assertion, etc. Which

would help to identify FRF, CAE & MM. When Analytical procedure used at the timing of Planning, is Known as **preliminary analytical procedure**. When it is applied at the time of review financial statement and form a conclusion it is known as **substantive analytical procedure**.

2. Type of analytical review procedure-

- ❖ **Ratio analysis – evaluation of relationship among different assertion shown in the financial statement, for example Debt-equity ratio, Current assets ratio, etc.**
- ❖ **Trend analysis- It shows movement of assertion/ item over a period of time. Here we 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 **entire audit population** in such a manner that sample is representative of population. Perform audit procedure on selected audit sample to obtain SAAE. The process of dividing the population in to sub population is known as **stratification**.

2. Steps in sampling

i. **Defined entire population**

ii. **Choose Sample selection Method / technique- HRSM**

- ❖ **Haphazard selection sampling technique – Pick sample from population in a **unstructured way** where in each item have equal chances of selection.**

- ❖ **Random Selection sampling technique** – Use random number table generated from random number generator.
 - **Simple random sampling** - Here each item have equal chances of selection.
 - **Stratified sampling technique** – First entire population is stratified then random selection sampling technique is applied.
- ❖ **Systematic sampling technique**- Define population and select sample in a very structured manner.
 - **Block Selection technique**- Entire audit population is stratified in systematic blocks of continues item of similar characteristics, then selection of item from each blocks is done.
 - **Cluster sampling technique**- Entire audit population is stratified in number of cluster then number of cluster are randomly selected.
- ❖ **Monetary unit sampling technique** – value weighted selection technique is used.

3. Two major method in which size of the sample and the selection of individual item of the sample technique are determined.

- (i) **Statistical sampling**: This is a method of audit testing which is more scientific than testing based entirely on the auditor's own judgment because it involves use of mathematical laws of probability in determining the appropriate sample size in varying circumstances. With statistical sampling, sample items are selected in a way that each sampling unit has a known probability of being selected.
- (ii) **Non-statistical sampling**: With non-statistical sampling, judgment is used to select sample items. Because the purpose of sampling is to provide a reasonable basis for the auditor to draw conclusions about the population from which the sample is selected, it is important that the auditor selects a representative sample, so that bias is avoided, by choosing sample items which have characteristics typical of the population.

4. Sampling Risk / *risk factors you should keep in mind for sampling technique.*

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.

5. Non- sampling risk

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

6. Tolerable misstatement

It is the monetary amount set by the auditor in respect of which auditor seek to obtain an appropriate level of assurance that the actual misstatement in the population doesn't exceed monetary amount set by the auditor that is tolerable misstatement. It is the application of performance materiality, it may be the same amount or lower than the performance materiality.

SA 540

1. Introduction: It is an approximation / estimation made by management for any assertion of financial statement in the absence of precise means of measurement. It requires management to calculate fair value or management estimate, Judgement, assumption, etc. Auditor is to evaluate reasonable of such assumption and estimation and make their own judgement based on his experience and competence, compare it with mgt estimate. If difference arises 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. Introduction

Event occurring between the date of financial statements and date of audit report, and fact that became known to the auditor after the date of audit report.

2. 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.

3. 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 compulsory acquired 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 there is 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:**Introduction**

Written representation obtained by auditor from management to confirm certain matter or to support other audit evidence, but doesn't include financial statement, assertions & supporting books/ records. It is corroborative audit evidence it is not substitute of audit evidence.

Written representation letter provided by management to the auditor, if management doesn't provide then auditor itself write and get acknowledge from management. If management doesn't provide one or more requested written representation letter, the auditor shall:

- ✓ Discuss with the management.
- ✓ Re-evaluate the integrity of management.
- ✓ Determine the effect of opinion.

OBTAIN WRITTEN REPRESENTATION FOR – RSS in UPLC & TT

1. *Related parties*
2. *Subsequent event*
3. *Selection and application of accounting policies,*
4. *Uncorrected misstatement individually and 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 two 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 LOpsrd

- ✓ 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 the work performed by internal auditor

SA 620

Some time to obtain audit evidence auditor uses work of audit expert. Auditor expert is an expert having expertise in the field other than accounting and auditing. Lawyer, valuer, engineer, Actuaries, etc are example of auditor expert. Expert appointed by management is known as management expert it is covered in SA 500.

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 used, 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

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

Opinion

In order to form that **opinion**, the auditor shall conclude as to whether the auditor has obtained reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error. That conclusion shall take into account:

(a) The auditor's conclusion, in accordance with SA 330, whether sufficient appropriate audit evidence has been obtained;¹³

(b) The auditor's conclusion, in accordance with SA 450, whether uncorrected misstatements are material, individually or in aggregate;¹⁴ and

(c) The evaluations required by paragraphs 12-15.

12. The auditor shall evaluate whether the financial statements are prepared, in all material respects, in accordance with the requirements of the applicable financial reporting framework. This evaluation shall include consideration of the qualitative aspects of the entity's accounting practices, including indicators of possible bias in management's judgments. (Ref: Para. A1-A3)

13. In particular, the auditor shall evaluate whether, in view of the requirements of the applicable financial reporting framework:

(a) The financial statements adequately disclose the significant accounting

(b) The accounting policies selected and applied are consistent with the applicable financial reporting framework and are appropriate;

(c) The accounting estimates made by management are reasonable;

(d) The information presented in the financial statements is relevant, reliable, comparable and understandable;

(e) The financial statements provide adequate disclosures to enable the intended users to understand the effect of material transactions and events on the information conveyed in the financial statements; and (Ref: Para. A4)

(f) The terminology used in the financial statements, including the title of each financial statement, is appropriate.

14. When the financial statements are prepared in accordance with a fair presentation framework, the evaluation required by paragraphs 12-13 shall also include whether the financial statements achieve fair presentation. The auditor's evaluation as to whether the financial statements achieve fair presentation shall include consideration of:

(a) The overall presentation, structure and content of the financial statements; and

(b) Whether the financial statements, including the related notes, represent the underlying transactions and events in a manner that achieves fair presentation.

15. The auditor shall evaluate whether the financial statements adequately refer to or describe the applicable financial reporting framework. (Ref: Para. A5-A10)

Two financial reporting frameworks

As indicated in paragraph A8, the financial statements may be prepared in accordance with **two financial reporting frameworks**, which are therefore both applicable financial reporting frameworks. Accordingly, each framework

is considered separately when forming the auditor's opinion on the financial statements, and the auditor's opinion in accordance with paragraphs 35-36 refers to both frameworks as follows:

(a) If the financial statements comply with each of the frameworks individually, two opinions are expressed: that is, that the financial

statements are prepared in accordance with one of the applicable financial reporting frameworks (e.g., the national framework) and an opinion that the financial statements are prepared in accordance with the other applicable financial reporting framework (e.g., International Financial Reporting Standards). These opinions may be expressed separately or in a single sentence (e.g., the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in India and with International Financial Reporting Standards).

(b) If the financial statements comply with one of the frameworks but fail to comply with the other framework, an unmodified opinion can be given that the financial statements are prepared in accordance with the one framework (e.g., the national framework) but a modified opinion given with regard to the other framework (e.g., International Financial Reporting Standards) in accordance with SA 705.

Auditor's Report for Audits Conducted in Accordance with Both Auditing Standards issued by the Institute of Chartered Accountants of India (national auditing standards) and International Standards on Auditing (Ref: Para. 44)

A42. The auditor may refer in the auditor's report to the audit having been conducted in accordance with both International Standards on Auditing as well as the national auditing standards, i.e., the Standards on Auditing issued by the Institute of Chartered Accountants of India when, in addition to complying with the national auditing standards, the auditor complies with each of the ISAs relevant to the audit.

A43. A reference to both International Standards on Auditing and the national auditing standards is not appropriate if there is a conflict between the requirements in ISAs and those in the national auditing standards that would lead the auditor to form a different opinion or not to include an Emphasis of Matter paragraph that, in the particular circumstances, is required by ISAs. In

such a case, the auditor's report refers only to the auditing standards (either International Standards on Auditing or the national auditing standards) in accordance with which the auditor's report has been prepared.

43. If the auditor is required by any law or regulation to use a specific layout or wording of the auditor's report, the auditor's report shall refer to Standards on Auditing only if the auditor's report includes, at a **minimum, each of the following elements:** (Ref: Para. A41)

- (a) A title;
- (b) An addressee, as required by the circumstances of the engagement;
- (c) An introductory paragraph that identifies the financial statements audited;
- (d) A description of the responsibility of management (or other appropriate term, see paragraph 24) for the preparation of the financial statements;
- (e) A description of the auditor's responsibility to express an opinion on the financial statements and the scope of the audit, that includes:
 - A reference to Standards on Auditing and the law or regulation; and
 - A description of an audit in accordance with those Standards;
- (f) An opinion paragraph containing an expression of opinion on the financial statements and a reference to the applicable financial reporting framework used to prepare the financial statements (including identifying the jurisdiction of origin of the financial reporting framework, see paragraph 37);
- (g) The auditor's signature;
- (h) The date of the auditor's report; and
- (i) The place of signature.

Circumstances include the following:

- **Audit of a complete set of separate general purpose financial statements of an entity prepared in accordance with the requirements of XYZ Law of India under a compliance framework.**
- **The terms of the audit engagement reflect the description of management's responsibility for the financial statements in SA 210.**
- **The report is unmodified and does not include either an Emphasis of Matter paragraph or an Other Matter(s) paragraph**

Title

Independent Auditor's Report

Addressee

To the Members of Xyz Ltd.

Introductory paragraph

We have audited the accompanying financial statements of ABC and Associates, which comprise the Balance Sheet as at March 31, 20XX, and the Profit and Loss Account for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility

Management is responsible for the preparation of these financial statements in accordance with XYZ Law of India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. 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 disclosures in the financial statements. The procedures selected depend on the auditor's judgement, 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 control relevant to the Company's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control⁴¹. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, 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.

Opinion

In our opinion and to the best of our information and according to the explanations given to us, the financial statements of ABC and Associates for the year ended March 31, 20XX are prepared, in all material respects, in accordance with XYZ Law of India.

Signature
for **X Y Z & Co. LLP**
Chartered Accountants
Firm's registration number: 00000000
WWWWW
Partner
Membership number: 000000

Place of signature

Date

Audit of a complete set of standalone general purpose financial statements of a company prepared under the Companies Act, 2013 financial reporting framework.

Title

Independent Auditor's Report

Addressee

To the Members of ABC 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

- 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 branch 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.**

Rule 11

1. Disclosure of **impact of pending litigations on financial position.**
2. Provisions **for Material Forseeable losses on long term contracts** made.
3. Any **delay in transferring amounts to IEPF.**

Signature

for X Y Z & Co. LLP

Chartered Accountants

Firm's registration number: 00000000

WWWWW

Partner

Membership number: 000000

Place of signature
Date

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 Statement doesn't show true and fair view.

DOO: Unable to obtain SAAE.

2. TYPES OF MODIFIED REPORT ON RESPECTIVE CIRCUMSTANCES

<u>Nature of Matter Giving Rise to the Modification</u>	<u>Auditor's Judgment about the Pervasiveness of the Effects or Possible Effects on the Financial Statements</u>	
	Material but not pervasive	Material and Pervasive
Financial statements are materially misstated	Qualified opinion	Adverse opinion
Inability 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.

Description of Auditor's Responsibility When the Auditor Expresses a Qualified or Adverse Opinion

26. When the auditor expresses a qualified or adverse opinion, the auditor shall amend the description of the auditor's responsibility to state that the auditor believes that the audit evidence the auditor has obtained is sufficient and appropriate to provide a basis for the auditor's modified audit opinion

Description of Auditor's Responsibility When the Auditor Disclaims an Opinion

27. When the auditor disclaims an opinion due to an inability to obtain sufficient appropriate audit evidence, the auditor shall amend the introductory paragraph of the auditor's report to state that the

auditor was engaged to audit the financial statements. The auditor shall also amend the description of the auditor's responsibility and the description of the scope of the audit to state only the following: "Our responsibility is to express an opinion on the financial statements based on conducting the audit in accordance with Standards on Auditing issued by the Institute of Chartered Accountants of India. Because of the matter(s) described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion".

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.

2. **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.

5. Circumstances in Which an Emphasis of Matter Paragraph May Be Necessary

A1. Examples of circumstances where the auditor may consider it necessary to include an Emphasis of Matter paragraph are:

- An uncertainty relating to the future outcome of an exceptional litigation or regulatory action.
- Early application (where permitted) of a new accounting standard that has a pervasive effect on the financial statements in advance of its effective date.
- A major catastrophe that has had, or continues to have, a significant effect on the entity's financial position.

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 adopted 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 advice 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. For example: financial statement prepared on cash basis, to meet requirement of regulator like SEBI, etc.

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 for which financial statement is prepared
- Intended user,
- Management step to determine acceptability of AFRR,
- Consideration of the financial information need of user,
- 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 and whether special consideration require in the circumstances
 - Requirement of **SA 200** on applicability of SAs and absence condition in current circumstances
 - Requirement of **SA 315** with regard to Entity selection and application of accounting policies.
- In case of special purpose financial statement, Any thresholds agreed for materiality, irrespective of that **SA 320** will be applicable.
- Communication with the management and TCWG. However **SA 260** will not be applicable where TCWG is not responsible for overseeing the preparation of financial statement.

3. Forming an opinion and reporting considerations

In addition to SA 700 refer description of AFRR, purpose of intended user, Management responsibilities regarding acceptability of AFRR, 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 to audit, 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 detail than complete financial statement.

2. Special point to be mentioned by auditor in his audit report- **SFS ROAD**

- ✚ **Substitute**- A Caveat should be given that reading abridge FS is not a **substitute** of for reading the detail AFS.
- ✚ **Framework** - Reference to **framework** followed in preparing SFS.
- ✚ **Such**- If the AR on AFS contains QO, AO, DOO, EMP or OMP then the AR on SFS should also contain **such**.
- ✚ **Reference** - Give **reference** to SA 810.
- ✚ **OPNION** – Based on our examination and explanation given to us, SFS financial statement which are derived from financial statement are fair summary of financial statement.

- 📌 **Accompanied-** A.R on SFS always **accompanied** with AR on FS. Where SFS is not accompanied with AFS then evaluate whether describe clearly from whom or where audited financial statement available.
- 📌 **Date - Date** on SFS should not earlier than AR on FS.

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.

Review of interim financial information performed by the independent auditor of the entity. It refers to independent examination of financial information whereby only limited procedure are applied mainly ***inquiry and analytical procedure***. As per requirement of SEBI all listed companies must published interim financial information or quarterly information which has to be reviewed either by the independent auditor or practitioner.

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 RSS in UPLC & TT.** Confirmation for assertion made in financial statement.
- 📌 **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 consistently and appropriately, it should comply with applicable accounting standards**
- 📌 **To compare the financial statement with the previous period.**
- 📌 **Enquiry concerning action taken in shareholder and BOD meeting.**

SAE 3400:

1. INTRODUCTION

Forecast is for short term for one or two year, whereas projection is for longer period for more than two year or more.

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:** Obtain SAAE for assumption used in making forecast. Ensure whether it is best estimate assumption or hypothetical assumption, if it is best estimate assumption then it should not be unreasonable it should be reasonable and management should believe that situation will exist, if it is hypothetical assumption then it should be consistent with the purpose of information, here management believe that it may or may not.
- ✓ **Method used for making the forecast**
- ✓ **Underlying data**
- ✓ **Knowledge of entity and environment should be obtained to ensure all significant assumption identified and followed in preparation of prospective financial information.**
- ✓ **Management competencies and experience regarding preparation of prospective financial information.**
- ✓ **Previous audit report**
- ✓ **Stability of business.**
- ✓ **Maintain working paper: source of information, basis of forecast, assumption audit plan, NTE,WR.**

The auditor should obtain written representations from management regarding:-

(1) the intended use of the prospective financial information,

(2) the completeness of significant management assumptions and

(3) management's acceptance of its responsibility for the prospective financial information.

- ✓ **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 (HYPOTHETICAL 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
-----	<i>Description of operating effectiveness of IC.</i>
-----	<i>Description of TOC performed by SO's auditor.</i>

SAE 3420

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

1. Introduction

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.

2. 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.

3. HOW TO PLAN AND PERFORM SUCH ENGAGEMENT.

- a. Assessing the suitability of applied criteria.
- b. Understanding how responsible party has compiled the pro forma financial information.
- c. Obtaining evidence about appropriateness of source of information use to prepare PFI.
- d. Obtaining understanding appropriateness of Source from which it has been extracted.
- e. Obtain written representation.

SRS 4400

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

AUDIT PROCEDURE: visualise following steps --- only CA & CA appointed to perform agreed upon procedure of ACCounts

-  Client engages an auditor to perform agreed upon procedure on a particular area. Procedure dictated by client and that procedure limited to only that client for such assignment.
-  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

By, CA MD IMRAN (Chartered Accountant, M.com, B.com), M -9534019752, E- capassed@gmail.com BOKARO – JHARKHAND (INDIA)

Introduction

Here Chartered Accountant known as Practitioner or Accountant. Practitioner uses accounting expertise for compilation of financial information for that he collect, classify and summarise financial information as provided by client. Here independence is not required. While compiling financial information practitioner should comply with this SRS.

While compilation of financial information if practitioner comes to aware of the fact that information provided by management is incomplete, incorrect or unsatisfactory in nature, he should follow procedure as laid down below:-

- Inquiry of management
- Assess internal control
- Verify any matter
- Verify any explanation

If management refused to provide additional information then withdraws from engagement.

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.

Practitioner Responsibilities **HEAL ME**

- **Human Resources** – ensure right person are appointed to right job.
- **Engagement performance** – EQCR properly supervised and reviews the audit work. Engagement is performed in accordance with RLR, LER, maintain proper working paper and documentation.
- **Acceptance and continuation of client relationship** – Consider integrity of client and competency of client to comply with applicable law and regulation, Relevant ethical requirement, etc.
- **Leadership responsibilities** – Engagement partner should take accountability and responsibility for engagement performance. Engagement quality control review should Plan, supervise, review the

engagement performance. There should be adequate and timely communication from engagement partner to engagement team member and should resolve the conflict between team members.

- **Monitoring** – Work done by audit assistance should be properly monitored on regular basis to ensure policies procedure relating to quality control are adequate and operating effectively.
- **Ethical requirement** – complies with **IOPCP. (Integrity, Objectivity, Professional competence, Confidentiality, Professional behaviour)**

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 shareholder 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:- Rule 3 - 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.
123(5)	(a) Dividends are payable in cash. Dividends that are payable to the shareholder in cash may be paid by cheque or warrant or in any electronic mode. (b) Dividend shall be payable only to the registered shareholder of the share or to his order or to his banker. (c) Nothing in sub-section 5 of section 123, shall prohibit the capitalization of profits or reserves of a company for the purpose of issuing fully paid-up bonus shares or paying up any amount for the time being unpaid on any shares held by the members of the company.

124	Unpaid dividend and investor education protection fund.
	Dividend shall be transfer to separate bank account within 5 days from date of declaration of dividend, and it should be paid (or Post Dividend Warrant) within 30 days from date of declaration of dividend. 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 from the expiry of said period of thirty days. <i>Prepare a statement containing name, their last known address and unpaid dividend, within 90 days of making above transfer to UDA, and place it on the website of company. Interest @ 12% payable by company for delay in making above transfer.</i> Any Person claiming to be entitled to any money transferred to UDA may apply to the company for the payment of money claimed. Any money transferred to UDA remain unpaid or unclaimed for 7 year from the date of such transfer, including accrued interest, shall be transferred to IEPF(Investor Education Protection Fund) Transfer of share to IEPF- All shares in respect of which dividend has not been paid or claimed (after declaration) for 7 consecutive year or more, shall be transferred to IEPF. Provided that claimant of shares entitle to claim the transfer of share from IEPF. In case if contravention- The company shall be punishable with a fine which shall not less than 5,00,000 but which can be extend to 25,00,000 rupees, and every officer of company who is in default shall be punishable with a fine which shall not be less than 1,00,000 but which may extend to 5,00,000 rupees.
125	Investor Education Protection Fund
	Transfer to DADU GI SIR to IEPF if it remains unpaid for 7 year. Deposits matured but remain unpaid Application money pending for refund. Debenture matured but remain unpaid. Unpaid dividend. Grant due for refund. Interest of DADU Sale proceeds of fraction share Interest or other income Redemption amount of preference share.
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 in a scheduled bank 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 from 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)
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DECLARATION AND PAYMENT OF DIVIDEND			
Q.no	Question	Answer	Section
1	Whether Declaration of dividend at a rate higher than the rate proposed by board is valid?	No, it is not valid. Member at AGM may declare dividend at lower than rate or amount recommended by board but they cannot increase it	Regulation 80. Table F of Schedule-I
2	What are the liabilities of the company and director in case of non-payment of dividend within the time limit?	Company would be liable to pay simple interest @ 18% pa. For director penalty not less than 1000 per day during which failure continues & imprisonment which may extend to 2 year.	127
3	What are the consequence of payment of dividend to shareholder made after 45 days ?	Company would be liable to pay simple interest @ 18% pa. For director penalty not less than 1000 per day during which failure continues & imprisonment which may extend to 2 year.	127
4	Whether Board is entitled to revoke the interim dividend?	Interim dividend once declared, like final dividend, is a debt due from the company, Accordingly ones declared cannot be revoked unless: Declaration of dividend is ultra vires. Or where company cease to be going concern	127
5	Is it permissible to declare dividend @20% out of reserve or out of profits retained in the P&L A/c.	From out of profits retained in the P&L A/c. – can declare, no any restriction. From out of reserve - Comply with Rule 3 of the companies (Declaration and payment of dividend) Rule, 2014.	Rule-3
6	Is it permissible to declare dividend @15% out of free reserve?	From out of reserve - Comply with Rule 3 of the companies (Declaration and payment of dividend) Rule, 2014.	Rule - 3

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 if he authorised otherwise two director one of whom shall be managing director and also by CEO,CFO and CS (if appointed). Rule-6 Consolidated financial statement. Provided this rule shall not apply in respect of preparation of CFS by a company it meets ALL following condition:- 1. It is a Wholly owned subsidiary or Partially owned subsidiary and other member intimated and such person not object to the company not presenting CFS; 2. Unlisted company or not in the process of listing. & 3. Immediate or ultimate HOLDING company files CFS with the registrar.
130	Re-opening of accounts on court or tribunal order A company shall not re-open it books of accounts or recast its financial statement unless an application in this regard is made TO the court or tribunal by-

	(a) The central government (b) The income tax authority (c) The SEBI (d) Any other statutory regulatory body or authority or (e) any person concerned and an order made by court of competent jurisdictional or the tribunal to the effect that- i. Relevant earlier account prepared in <i>fraudulent manner</i>; or ii. The affairs of the company were <i>mismanaged</i> during the relevant period, because of which casting a doubt on the reliability of financial statement. Provided court or tribunal shall give a notice to the central government, Income tax authorities, SEBI and shall take in to consideration representation made by them.
131	Voluntary revision of financial statement on obtaining approval from tribunal.
	If appears to the director of company that financial statement or Board's report do not comply with section 129 or 134, they may revise financial statement or revised board report in respect of any of the three preceding financial year after obtaining approval of tribunal & an order passed by tribunal shall be file with Registrar. Reason for revision should be disclosed in board's report. Provided tribunal shall give a notice to the central government & Income tax authorities and shall take in to consideration representation made by them. Provided further that revision shall not be made more than once in a financial year.
133	Central government to prescribe Accounting Standards
	Provided until NFRA (National Financial Reporting Authority is constituted) Central Government may prescribed accounting standards on the recommendation of ICAI in consultation with and after examination by NACAS (National Advisory Committee on Accounting Standards)
134(1)	Signing
	Financial statement including consolidated financial statement if any shall be signed by least of the following before approval by borad. 1. Chairperson of the company where he is authorised. or 2. Two directors, one of whom should be managing director. and 3. Other Chief Executive Officer, if he is director in the company. 4. Chief Financial Officer and Company secretary of the company wherever they are appointed. Signing of Board report by - 1. Chairperson of the company where he is authorised. or 2. Two directors, one of whom should be managing director.

134 (3)	<u>Content of Boards report</u> <table><tr><td colspan="18">END FDN ELRS in RDMC & RCE</td></tr><tr><td>Mnemonic s</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 director, Nomination remuneration committee, Explanation on every qualification reservation or adverse remarks makes by auditor or CS, Loan-Guarantee or investment u/s 186 , 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 in case of public company having paid up share capita 25 crore or more.)																		END FDN ELRS in RDMC & RCE																		Mnemonic s	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
END FDN ELRS in RDMC & RCE																																																																								
Mnemonic s	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																																																							
134(5)	<u>Director Responsibilities Statements</u> Director responsibilities statement shall disclose as to whether : AAJ PG ka/ ID <table><tr><td>Mnemonic s</td><td colspan="3">A</td><td colspan="3">AJ</td><td colspan="3">P</td><td colspan="3">G</td><td colspan="3">I</td><td colspan="3">D</td></tr><tr><td>Clause</td><td colspan="3">a</td><td colspan="3">b</td><td colspan="3">c</td><td colspan="3">D</td><td colspan="3">e</td><td colspan="3">f</td></tr></table> Director responsibilities statement shall disclose as to whether A-- Financial Statement complies with Accounting Standards. AJ- Accounting policies is selected and applied consistently. Judgments and estimates made are reasonable and prudent. P- Proper and Sufficient care has been taken for - Maintenance of adequate accounting record. - Safeguard of assets - Prevention and detection of fraud and other irregularities. G- Annual account prepared on Going concern basis. I-- Internal financial control followed by the company are adequate and operating effectively. D- Devised proper systems to ensure compliance with all applicable law and regulation.																		Mnemonic s	A			AJ			P			G			I			D			Clause	a			b			c			D			e			f																		
Mnemonic s	A			AJ			P			G			I			D																																																								
Clause	a			b			c			D			e			f																																																								
135	Corporate Responsibilities.				Social				App- N/N/T-5/500/1000 Duties- FRMI, Not CSR- NPO ₂ .																																																															
	Composition of committee – exceeding 3 diector at lease 1 independent.																																																																							
	Responsibilities to expenses 2% percentage of Average net profit made during 3 immediate PFY for welfare of social, education, force, sports, technology, etc.																																																																							

	Applicability:- If company have Net profit, Net worth or 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:- Rule 4&6 : NPO₂ Normal course of business, political party, outside INDIA, own employee. Manner of implementing CSR activity CSR Activity can be undertaken - By company it self. - By Company itself through trust, registered society, u/s 8 Company. - Through trust, registered society, u/s 8 Company established by CG/SG/ Entity established by act of parliament or state legislature. - Through any other entity other than above but should have track record of undertaking similar project or programme.	
136	Circulation of financial statement.	21/14 Days
	Circulate FS, CFS, Auditor's report & Annexure thereto to every member, trustee and other who entitled to receipt within 21/14 days. <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 & for every unlisted private company have Borrowing / Turnover 100/200 <i>respectively</i> crore or more at any point of time during PFY. (DPBT (D profit before tax): Deposit, Paid up capital, borrowing, turnover) Eligibility Chartered accountant or cost accountant Whether in practice or not.	

ACCOUNTS OF COMPANIES

1	Whether a member holding 76% of the equity shares of the company is entitled to inspect the books of account?	No, Inspection can be made by director. 206- ROC, Authorised government officer. 212 – Officer of SFIO. MEMBER may inspect after get appointed as director by using his majority voting power.	128
2	Can a director appoint an agent for inspection of books of accounts?	Yes may appoint Vakharia vs superme general film Exchange Co.	128
3	Whether financial statement signed by two directors is valid?	No, It should be signed by Chairperson if he authorised otherwise two director one of whom shall be managing director and also by CEO,CFO and CS (if appointed).	129
4	What are the consequences of filling of financial statement after 10 months?	Every company shall file financial statement with the ROC within 30 days of AGM irrespective of AGM held, not held, adjourned, etc. If AGM adjourned then un adopted financial statement within 30 days & adopted financial statement within 30 days of AGM in which adopted. However in case of one person company it is 180 days of beginning of financial year. 403- may be filled with in next 270 days on payment of additional fees	137
5	Can a director acknowledge debt of the company to themselves?	No, The directors are the agents of the company and therefore it is not competent for the board to authorise the giving of a definite promise to pay them. (Coliseum (borrow) Ltd)	
6	Whether books of account can be kept at place other than registered office?	Yes, The book of accounts shall be kept at registered office; however it may be kept at other place by board resolution and should be informed to ROC within 7 days.	128
7	Whether books of account can be prepared on cash basis?	No, The books of accounts shall be maintained on accrual basis and double entry accounting system should be followed.	128
8	Whether unaudited financial statement can be circulated?	No, 136- Circulate FS, CFS, Auditor's report & Annexure thereto to every member, trustee and other who entitled to receipt within 21/14 days. 134- Signed copy of every financial statement will be circulated along with auditor's report and board report. It is mandatory to circulated auditor's report along with financial statement.	134 136
9	Whether unaudited financial statement can be filed?	No, Every company shall file financial statement, Consolidated financial statement, account of subsidiary and annexure forming part of above. with the ROC within 30 days of AGM irrespective of AGM held, not held, adjourned, etc. As per section 137, the auditor's report shall be attached to every financial statement.	134 137

AUDIT AND AUDITORS	
139	Appointment, Reappointment and rotation of auditor. Every company shall appoint an 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 (Rule-5 : <i>all unlisted public company having PUSC of Rs. 10 crore or 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 crore or more</i>). 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, Rule-6 maximum period for which an individual can be appointed as an 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 by Ordinary Resolution 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 Rule 3 Manner and Procedure of Selection and Appointment of Auditors 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,
The auditor so appointed shall hold the office till conclusion of first AGM.				

Appointment of Subsequent auditor**Time limit**

Government Co.	Within 180 days from commencement of the financial year.
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Tenure- up to conclusion of next AGM.

Other then Govt. Co.

By Member in AGM

Tenure- up to conclusion of 6th AGM Provided ratification by OR in intervening AGM. If no ratification by OR in intervening AGM, then BOD will appoint the Auditor. The tenure of whose is till conclusion of next AGM.

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 Transition period extended by other six month Earlier it was 3 year (01.04.2014 -31.03.2017), Now a new provision inserted that comply with the act within first AGM after three year of the commencement of this Act.
140	Removal, resignation of auditor and giving of Special notice. 140(1): removal Rule 7 Removal of Auditor before expiry of his term 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 Rule 8 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. Right to make representation Auditor entitle to make representation in writing and he may request to company to circulate representation to the member of the company. Company shall state the fact of representation in any notice of the resolution given to the member and shall send a copy of representation to every member to whom notice of the meeting is sent. If it is received too late the auditor may request to read out at the meeting Representation need not be read out if it is found that auditor abused his position. 140 (5) Direction by Tribunal to change auditor in case of fraud. if it is satisfied to tribunal that auditor of the company acted in fraudulent manner or abetted or colluded in any fraud, tribunal may pass an order suo motu or on application by CG or other, direct the company to change the auditor. Such auditor shall not be eligible for appointment as auditor (or Firms of auditor) for 5 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

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

- 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 **Rs. 1 lakh**, if at any time after appointment share held by relative exceed **Rs. 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 **Rs. 5 lakh** to CHASS.
- A person who or his relative or partner has given a guarantee or provided any security in respect of indebtedness of third parties in excess of **Rs. 1 Lakh** 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 (Rule 10)

- 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 (PUSC<50 lacs / TO <200 Lacs), 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 elapsed 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)

	<i>Relative means father, mother, brother, sister, son, daughter, wife of son and husband of daughter, wife of brother, husband of sister including above step except step daughter.</i> 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			
	Mnemonic s	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 thereof and effect 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 appears from examination of those books and proper return adequate for the purpose of his audit have been received from branch 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. Rule 11 1. Disclosure of impact of pending litigations on financial position. 2. Provisions for Material Forseeable losses on long term contracts made. 3. Any delay in transferring amounts to IEPF.	
143(12)	Reporting of fraud by auditor	
	Rule 13 Reporting of Frauds 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. 4. Remedial Action taken	
144	Auditor not to render certain services	IAD AI IMRAN
	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> <i>Not prescribed any service yet.</i>					
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, Reporting, 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.	FOR COMPANIES & OFFICER IN DEFAULT <u>Section 139-146</u> <table><tr><td>Company</td><td>Officer in default.</td></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>	Company	Officer in default.	25,000-5,00,000	10,000-1,00,000 and maximum imprisonment may be one year
Company	Officer in default.					
25,000-5,00,000	10,000-1,00,000 and maximum imprisonment may be one year					

AUDIT AND AUDITORS

Q.no	Question	Answer	Section
1	Whether appointment of an individual can be made for 10 year?	No, Rule-6 maximum period for which an individual can be appointed as an 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.	139
2	Whether auditors are liable if they rely on incorrect certificate relating to value of stock?	Yes, SA 200/500/580 Auditor has no right to rely upon other evidence, where physical verification is possible. Auditor's duties : Ensure companies has efficient recording system Verify books of accounts Reconsider the reliabilities of certificate.	

3	Whether first director of government companies can be appointed by board?	No, <table><tr><th colspan="5">Appointment of first auditor 139(6)</th></tr><tr><th></th><th>By CAG</th><th>By BOD</th><th>By Share holder</th><th>Total</th></tr><tr><td>Government Co.</td><td>Within 60 days</td><td>Next 30 days, Where CAG failed to do so.</td><td>Next 60 days</td><td>150 days,</td></tr><tr><td>Other then Govt. Co.</td><td>NA</td><td>Within 30 days,</td><td>Next 90 days</td><td>120 days,</td></tr><tr><td colspan="5">The auditor so appointed shall hold the office till conclusion of first AGM.</td></tr></table>	Appointment of first auditor 139(6)						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,	The auditor so appointed shall hold the office till conclusion of first AGM.					139(6)
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The auditor so appointed shall hold the office till conclusion of first AGM.																												
4	Whether purchase of goods of ₹ 5 lacs or more in credit by the auditor from the company results in vacation of office?	Yes, Disqualification - A person who or his relative or partner is indebted in excess of Rs. 5 lakh to CHASS.	141(3)(d)																									
5	Whether auditor can enter in to partnership with the employee of the company?	No, Disqualification - Partner or person in employment of such officer or employee of the company	141(3)(c)																									
6	Validity of decision of the companies that the auditor shall not carry out a comprehensive audit.	Invalid/void. Scope of audit is as governed by the provisions of the companies Act, 2013 and standards of auditing. Neither the board of directors not the member can restrict the scope of audit.	143																									
7	Whether auditor is entitle to inspect the minute’s book?	Yes, a) Access to books of accounts and vouchers: Every auditor of a company shall have a right of access at all times to the books of accounts and vouchers of the company, whether kept at the registered office of the company or at any other place.	143 (1)																									
8	What are the consequences of no comment made by the auditor in his audit report w.r.t matter contained in section 143(1)?	Nothing, Auditor is not required to report on the matters specified in section 143(1), unless he has any special comments to make on any of the items referred to therein.	143 (1)																									
9	Whether signing of audit report by the chartered accountant who is manager of audit firm valid if he is not a partner but employee?	Audit report shall be signed by the person who is appointed as auditor.	145																									

CH-2 AUDIT IN A COMPUTER INFORMATION SYSTEM

1. INTRODUCTION, DEFINITION AND SCOPE OF CIS AUDIT.

It is an examination of financial information in 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*

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

- **VENDOR:** Vendor should provide adequate technical support from installation to processing and also should be ready to provide after sales services.
- **SAMPLING:** Since sampling technique is applied for audit, so system should be able to perform sampling and evaluate result of sampling.
- **PROCESSING:** The package should be capable to process different types of application file and also should be able to operate under multi programming situation.
- **ADAPTIBILITY:** The system should be compatible for various types of computer.
- **ACCEPTABILITY:** it should be acceptable to both auditor and computer centre.
- **SIMPLICITY:** it should be simple to use.
- **UNDERSTABILITY:** it should be readily understandable by the member of IT staff, auditor and audit team.

8. *Specific problem which may arise in implementation of internal control in CIS system*

OR affect of computer on internal control- DAS₃

- **Delegation of authority and responsibilities:** In CIS it is very difficult to delegate responsibilities to some person, because information system is shared within organisation among different person
- **Adequate document and record:** It is require in manual system, wherein audit trail easily accessible, but in CIS transaction may IRCPT without adequate document record that's why audit trail is also missing.
- **Security:** In CIS it is very costly to provide safeguards against unauthorised access & also against loss physical hard disk, because all the information is concentrated in just hard disk, which is portable.

- **Segregation of duties:** In a manual system different person responsible for perform different duties, but in a computerised information system a person may perform from initiating of transaction till finalisation, for example raising invoice till payment.
- **Supervision:** Supervision in CIS should be built in system itself because it is not possible to supervise all the personnel who are using information system.

9. Effect of computer on auditing

Change in evidence collection

Change in evidence evaluation.

10. Characteristics of online computer system

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

11. Major class of control used in CIS to enhance it reliability. A₄E₃CPR

First auditor should evaluate preventive, detective and corrective controls then following

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

12. 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

1. **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.

2. **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.

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

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

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

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

5. **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

6. **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.

7. Investigation on behalf of incoming partner.

- History of partner
- CPTFILE

8. Investigation on behalf of the bank for proposed advance

- The purpose for which loan is required
- Credit worthiness and reputation of BOD
- Feasibility of project report, Entity ability to achieve its objective.
- 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.

9. DUE DILIGENCE

10. Definition: This term is used in case of corporate restructuring. Due diligence is performed to check whether it is desirable or feasible to acquire or merge in case of corporate restructuring- amalgamation, internal construction, merger. Whether any synergy will result from merger or not. Objective of due diligence is to give proper and adequate advice.

11. Type of due diligence. CPT FILE

- Commercial or operational due diligence- Focus on operational aspect of the company.
- Personnel due diligence- This focus on HR department of the company.
- Tax due diligence- Tax effect resulting from merger.
- Finance due diligence- Reliability of financial information.
- Information system due diligence- how effective are IT system.
- Legal due diligence- how entity comply with applicable law and regulation and statutory liability.
- Environmental due diligences- study entity's environment its flexibility and adaptiveness to acquirer entity.

12. Key area to be covered in due diligence / Financial due diligence : FCA of HP has checked TLP

- Financial statement
- Cash flow statement- To check company is financially sound, Regular realisation from debtor and payment to creditor.

- Accounting policies
- History
- Project report
- Tax
- Legal
- Personnel

13. 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 & reduction of debit balance of SPL.

** 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 to Related 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 Related 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 ignored 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		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.					

	➤ Turbo jets and turbo propellers ➤ Tyres and tubes ➤ Machinery and mechanical appliance for defence. ➤ Medical devices- production, import, supply, trading ➤ Cement ➤ Steel
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Exemption from cost audit.

1. Which is operating in SEZ (Special Economic Zone).
2. Which is engaged in generation of electricity for captive consumption.
3. Whose revenue from export, in foreign exchange exceed 75% of total revenue.

Additionally, the auditor is also required to report as per **clause (vi) to Paragraph 3 of the CARO, 2016, which is discussed below:**

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

Audit Procedures and Reporting:

The Order requires the auditor to report whether cost accounts and records have been made and maintained. The word “made” applies in respect of cost accounts (or cost statements) and the word “maintained” applies in respect of cost records relating to materials, labour, overheads, etc. The auditor has to report under the clause irrespective of whether a cost audit has been ordered by the central government.

The auditor should obtain a written representation from the management stating : whether cost records are required to be maintained for any product(s) or services of the company under section 148 of the Act, and the Companies (Cost Records and Audit) Rules, 2014; and whether cost accounts and records are being made and maintained regularly.

The auditor should also obtain a list of books/records made and maintained in this regard. The Order does not require a detailed examination of such records. The auditor should, therefore, conduct a general review of the cost records to ensure that the records as prescribed are made and maintained. He should, of course, make such reference to the records as is necessary for the purposes of his audit.

It is necessary that the extent of the examination made by the auditor is clearly brought out in his report. The following wording is, therefore, suggested:

“We have broadly reviewed the books of account maintained by the company pursuant to the Rules made by the Central Government for the maintenance of cost records under section 148 of the Act, and are of the opinion that prima facie, the prescribed accounts and records have been made and maintained.”

Where the auditor finds that the records have not been written or are not prima facie complete, it will be necessary for the auditor to make a suitable comment in his report.

CH-6: AUDIT OF PUBLIC SECTOR UNDERTAKING.

1. **Government auditing** refers to examination of financial, operational, Administrative aspect of government enterprises. Government enterprises consist of Government company, Government Corporation &, Government Department. CAG (Comptroller of Auditor General) is Supreme Authority of Government Enterprises, CAG is appointed by president . Audit of Government company & Government Corporation is headed by Committee On Public Undertaking (COPU). Audit of Government Department is headed by Public Account Committee (PAC).
2. **Propriety audit**
 - **Prudence**- The expenditure should not prima facie more than the occasion demand. Same degree of prudence should be exercise as it would exercise in respect his own money.
 - **Proper sanction**- It should proper sanctioned by Sanctioning authority.
 - **General benefit**- That funds are not utilised for the benefit of a particular person or group of person.
 - **No special incentive**- Apart from agreed remuneration and reward no other special incentive should be offered.
 - **Financial morality**- The care which is given to his own money, the same care should be given to the public money and avoid unnecessary expenditure.
3. **Propriety audit elements in companies act 2013**
 - **Loan and advance** made on the basis of securities properly secured, and term on which they have agreed not prejudicial to interest of company.
 - **Transactions represented merely by book entries** are prejudicial to interest of company.
 - **Personal expenses** have been charged to revenue.
 - **Cash** is received for share allotted for cash, if not then account balance shown is correct and not misleading
4. **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
5. **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 & state 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.

<u>Economy audit</u>	<u>Efficiency audit.</u>	<u>Effectiveness audit.</u>
1.Resources used in an economical manner. 2.Minimising the cost of resources. 3.Unnecessary expenses should be avoided. 4. Proper quotation should be obtained from different Supplier. 5. Reason for the uneconomical practice.	1.Efficient utilisation of resources without any wastage. 2.Duplicate of work should be avoided. 3.Planning should be proper. 4.Sound procurement practice. 5.Reason for inefficient practice.	1.Whether programme achieved their objective. 2.Identify way to make programme better. 3.Assess the compliance of law and regulation. 4.Reason for ineffective practice.

CH-7 AUDIT OF COOPERATIVE SOCIETY.

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

- **Cooperative principle-** it is formed by member for the welfare of member to work together and coordinate with each other and elimination of intermediaries.
- **Overdue debt-** Overdue debt should be classified as 6 month to 5 year and more than 5 year.
- **Overdue interest-** Interest on overdue debt is overdue interest it is excluded from interest outstanding and profit.
- **Profit distribution-**
- **Evaluation and certification of bad debt-** Special future is that bad debt can only be written off only when it is certified by auditor.
- **REPORT-Special report to registrar in some serious irregularities- PMFDR**
 - *Personnel profiteering- Personal Profit made by member in transaction of society which is detrimental to the interest of the society.*
 - *Mismanagement- Any decision of management against the cooperative society.*
 - *Fraud-Detection of fraud relating to expenses, purchase, property and stores of society.*
 - *Disproportionate advancing- Any disproportionate advancing to relative, group of management, and deliberate negligence about the recovery there of.*
 - *Reckless advancing-Advancing without adequate security and judging credit worthiness.*

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- how society comply with cooperative society act, rule and bye-law.
 - Initially draft report should be discussed
 - **Verification of assets and liabilities-** Ascertain existence, ownership & valuation of assets. Applicable accounting standards should be followed in valuation of assets.
 - 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 by member with clearing house of stock exchange.
- To restrict and prevent excessive speculation.
- Margin protect member by providing funds to cover anticipated fluctuation.

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** – It is calculated on an aggregate of net cumulative o/s position calculated on continuous basis on all security. Exchange will determine its own rate of gross exposure margins and additional volatility margin based on its own risk of perception.
- **MTM margin**- to cover loss of the day, notional loss if the net cumulative outstanding position were closed at different price at which it had been entered.

3. **Dematerialised security**- two demate accounts are opened one for hold and other for trade. 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 or multiple thereof are traded in the normal market. Special attributes for trading can be attached in normal market. The settlement date is T+2 days.
- **Odd lot market**- only odd lot size share (other than regular lot size) traded. Here order size is less than regular lot size. Special attributes for trading cannot be attached in normal market.
- **Spot market**- It is similar to normal market except 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. *Contract note*

It is an agreement between client and member. It is issued within 24 hour from time of transaction from member to client.

9. *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

10. **Circuit filter** – it is the price bands set the upper and lower limit within which Price of stock can fluctuate on any particular day, SEBI directed to apply circuit filter if price fluctuate more than 20%. **However now it is restricted to 10% rather than 20%** by SEBI. If Circuit filter made applicable for whole market known as market wide circuit filter.

11. *Order type and condition*

- **Time related condition- Day order** valid only for the day if it is not matched then cancelled at the end of day. **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.Introduction

It is verification of information contained in environmental report to examine environmentally related data regarding environment Risk, policies, strategies, cost, liabilities, environmental performance, etc. To express an opinion and issue compliance based report or impact based performance report. It can be performed by external agency or internal expert. Chartered Accountant can also perform environmental audit but with help of expert.

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

- Environment safety
- **No wastage** of natural resources such as water, raw material, energy, etc.
- Very hygienic- availability of proper system to eliminate industrial unhygienic state.
- Information and reporting
- Regulation
- Occupational health- Adequate safeguard should be available against hazardous.
- No damage to society
- Medical facilities for worker.
- EIA 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.

3. 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 conservation 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 Validate installed equipment** *for energy audit*
 - ✓ Plant visit- Initially Visit plant and Walk through audit of 2-3 days.
 - ✓ Audit plan
 - ✓ Portable equipment- Carry Portable equipment to check energy consumption.
 - ✓ Analysis of data obtained personally or supplied by the unit.
 - ✓ Validation of installed equipment to check whether showing proper reading.
- ❖ Detailed energy audit: **Studies ROAD & 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.

Audit of Mutual fund

The audit report should contain.

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.

Balance sheet and Revenue Account- Whether the balance sheet and Revenue Account give a true and fair view of the scheme, statement of affairs and surplus or deficit in the fund for the accounting period to which the balance sheet or as the case may be revenue accounts relates.

Accounting Policies – The statement of accounts has been prepared in accordance with the accounting policies and standards as specified in the ninth schedule.

Agreement- Whether the company's balance sheet and Revenue Account are in agreement with the books of account of the fund.

CH- 10 Non Banking Financing Companies (NBFC)

1. **Definition:** Financial institution whose principle business is to accepting deposit and granting loan that is of financial institution but other than bank, It deals in investment in share, hire purchase agreement, and equipment leasing and also deals in residual activity such as Chit fund, Mutual Fund & Nidhi company, but doesn't includes any institution whose principle business is that of 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 Rs. 2 crore.

NBFC have to obtain registration from RBI, it must transfer 20% profit before tax to Reserve fund.

2. There are seven **categories of NBFC** companies:-

NBFC Micro provides LOAN for INVESTMENT in INFRASTRUCTURE & DEBT FUND.

- **Assets finance company**- Whose principle business is to finance purchase of assets to be used for economic activity. It should finance at least 60% of total assets for purchase of such assets & at least 60% of income should come from financing of such assets.
- loan company,
- investment companies,
- **infrastructural finance company** – 75% of total investment should be in infranstructure.
- **core investment company** – 90% of total investment in equity share, debenture, preference share of group companies, out of which 60% in equity share.
- 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.

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

- 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.

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

- Investment certificate physically verified
- Capital gain on sale of securities has been recognised or not?
- Authorisation for sale purchase of investment has been obtained or not?
- 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

10. 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.*

11. Non-performing assets

An assets become NPA when it cease to generate income for bank.

- **Term loan**- interest & instalment remain overdue for a period of more than 90 day.
- **Agriculture**- A loan granted for short duration crop will be treated as NPA if the instalment of principle or interest remain overdue for 2 crop season & in respect of loan granted for long duration crop if instalment of principle or interest 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.

12. 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 – (Sub standard for 1 year) (unsecure 100%, secure for 1year 25%, 1-3 year 40%, >3year 100%)
- Loss(100%)

13. Income recognition

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

14. Reversal of income

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

15. 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

16. SCOPE OF CONCURRENT AUDIT: verification of activity or transaction concurrently as it 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

17. 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.

18. Tool for controlling inflation.

 **Cash reserve ratio**-it refers to that portion of investment which is required to be 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 20%. Compliance of SLR should be checked on 12 odd dates in different month of a financial year not being Friday. these dates are prescribed by RBI. This report sent to top management of bank and RBI. This report covers two aspects:

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

Audit procedure for SLR audit:

- Understand RBI circular regarding composition of DTL.
- Consolidation of weekly trial balance as on Friday and theses are consolidated to determine DTL.
- Verify above DTL determined by bank and also examine valuation of securities as per RBI guideline.
- Examine consolidation prepared include information in respect of all branches.
- Report number of unaudited branch in his report.

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 within 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

c. Internal audit:

1. **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 of examination of financial, operational and administrative aspect of enterprises in order to-

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

2. Applicability:

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				
	Every Listed co.P				
	Unlisted public co.	≥25	≥50	≥100	≥200
	Private Co.	----	----	≥100	≥200

3. **Scope of internal auditor's work / control objective of auditor : CEO** taken

internal audit service from IS officer SE

- ◆ Compliance with policies, plan and procedure.
- ◆ Evaluation of various operations 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.

4. Essential future of good internal audit report - SMART & SOCCRU

- Summary
- Mention membership number
- Readable
- Accuracy
- Timeliness
- Specific
- Objectivity
- Clarity

- Conciseness
- Recommendation
- Unbiased

D. 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: it Assist and Helpful in Detecting Problem

- Assist the organisation in accomplishing desired objectives.
- Helpful for sick industries to detect the problem and provide suggestion.
- Detecting and overcoming current problem
- Problem of public sector undertaking due to poor management.

3. Planning and organising management audit- basic future. D LAST Frequency.

- ***Devising the statement of policies-*** Policies should contain scope of activity to be performed by management auditor. It should be quite specific and clear.
- ***Location of audit function within the organisation-*** There should be separate department for the management auditor and should work independently without undue pressure.
- ***Allocation of personnel-*** Management auditor should have knowledge, competencies, skill.
- ***Staff training programme-*** A continuous training programme is necessary for achieving the quality in performing the audit assignment to improve auditing standards.
- ***Time and other aspect.***
- ***Frequency-*** Frequency of audit in accordance with the type of industry.

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.

E. OPERATIONAL AUDIT.

3. "Operational audit undertaken at the instance of management for providing it with information and appraisal of operational activities." It is extension of internal audit in to operational areas. Main objective of operational auditing is fulfilment of plan, sound business requirement; setting up objective, achievement is compared with performance yardsticks.
4. **Broad objectives of operational audit.**
 - **Appraisal of controls-** Result of operation is largely a matter of control, if control are effective, result can be attained will be subject of other limiting constraints.
 - **Evaluation of performance-** While performance evaluation internal auditor is heavily dependent upon availability of acceptable standards and evaluate control aspects related to performance.
 - **Appraisal of objectives and plans-** Here auditor accumulate information and obtain evidence to measure effectiveness, efficiency and economy.
 - **Appraisal of organisational structure-** organisation structure should be in conformity with the management objective. Delegation and assignment of responsibilities should be fixed, clear and should not overlap.

CH-14 PEER REVIEW

1. Introduction

The term "peer review" would mean review of work done by a professional, by another professional of similar standing

As per the Statement of Peer Review issued by the Institute of Chartered Accountants of India, Peer Review - means **an examination and Review of the systems and procedures to determine whether the same have been put in place by the Practice unit for ensuring the quality of assurance services as envisaged by the Technical, Professional and Ethical Standards and whether the same were consistently applied in the period under review. The examination and review of a practice unit would be carried out by a "reviewer", i.e., a member, selected from a panel of reviewers maintained by the Board. The term "practice unit" means members in practice, whether practising individually or as a firm of Chartered Accountants.**

Peer review doesn't heart confidentiality of information because at the time it is clearly written in engagement letter that our audit is subject to peer review.

2. SCOPE / FOCUS OF PEER REVIEW- TQC of CA

Training programme for staff

Quality of reporting.

Compliance with EPT (Ethical Profession & Technical) standards.

Compliance with guideline issued by institute with regard to article assistants, Audit assistance, fee charged, number of audit undertaken etc.

Attestation services systems and procedures.

3. REVIEWER ELIGIBILITY

Peer reviewer should be in **practice** for **10 year**, provide **declaration**. **Should not be** GOD (guilty, offence and obligation) & disciplinary action should not be initiated against by Institute.

Eligibility to be a Reviewer

Peer Reviewer shall: -

- (a) Be a member with at least **10 years** of experience in practice;
- (b) Is in Practice as per the Chartered Accountants Act, 1949.
- (c) Should have undergone the requisite **training** as prescribed by the Board.
- (d) Should furnish a **declaration** as prescribed by the Board, at the time of acceptance of Peer Review appointment.
- (e) Should have **signed the Declaration of Confidentiality** as prescribed by the Board.
- (f) Should have conducted audit of Level I Entities for at least 7 years to be eligible for conducting Peer Review of Level I Entities as referred to in Para II of this Statement.

For being a Reviewer a member should **not** have: -

- (i) **Disciplinary action** / proceedings pending against him
- (ii) been found **guilty** by the Council or the Disciplinary Board or Committee at any time.
- (iii) been **convicted by a Competent Court** whether within or outside India, of an offence involving moral turpitude and punishable with transportation or **imprisonment**.
- (iv) any **Obligation** or conflict of interest in the Practice Unit or its Partners /Personnel.

A Reviewer shall not accept any professional assignment from the Practice Unit for a period two years from the date of appointment.

4. Following are not regarded as assurance services (Exception to assurance service). RTP ME CD

- 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

5. Procedure for selection of practice unit.

Board inform to practice unit along with three name of reviewer, practice unit choose any one of them within 7 days. Now board inform such selected practice reviewer. Reviewer will give his consent within 7 days to Board. Board will give reviewer consent to practice unit. Now practice unit file questioners & list of last three year client of assurance service within 15 days to reviewer, now reviewer select any initial sample. Review inform such selected sample two week in advance.

Now execution begins after initial meeting perform off site procedure. Reviewer within 15 days plan for site visit perform on site procedure, Reviewer perform **compliance procedure** onsite for that co-ordinate with the practice unit, now Reviewer obtain SAAE by performing inspection, inquiry & observation (substantive procedure). An attempt will be to complete review within 90 days from the date of initiation of review by PRB.

Reporting to PRB by review.

Area of control for reporting stage of peer review.

Or

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

- ❖ **Independence-** Practice unit have of policy and procedure which ensure independence, objectivity and integrity, and how practice unit comply with such policy and procedure.
- ❖ **Administration office-** Does the practice unit maintain staff register, Client record and proper library containing relevant books.
- ❖ **Maintenance of professional skill and standard-** Does the practice unit have continuing education programme and programme for developing expertise in specified area.
- ❖ **Consultation outside-** Has the practice unit any policy for consulting expert and a network of consultant.
- ❖ **Staff recruitment, supervision and development-** How practice unit plan, supervise, review and documented work of audit assistant? Does the practice unit has guideline for assignment of responsibilities and accountabilities.

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 order disclosure requirement 2015 (LODR) & 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./ **Monitor end use of funds raised through the public offer,**
- ✓ **Inquiry about the company's financial and risk management policies,** whistle blowers mechanism and scrutiny of inter corporate loans and advances.
- ✓ **Recommend the appointment external auditor / Recommend the appointment and removal of internal auditor.**
- ✓ **Review of company's financial reporting process./ Related party transaction approval.**
- ✓ **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 **Director Responsibilities statement.**

4. Disclosure

Report on corporate governance require following disclosure.

Or Matter to be addressed in clause 49 regarding corporate governance.

RAD₂ on MD & IPS

- Remuneration of director
- Accounting treatment
- Disclosure of formal letter of appointment.
- Disclosure in annual report.
- 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.

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 1/3rd of member of audit committee whichever is greater.

CH- 16 AUDIT OF CONSOLIDATED FINANCIAL STATEMENT

1. Definition

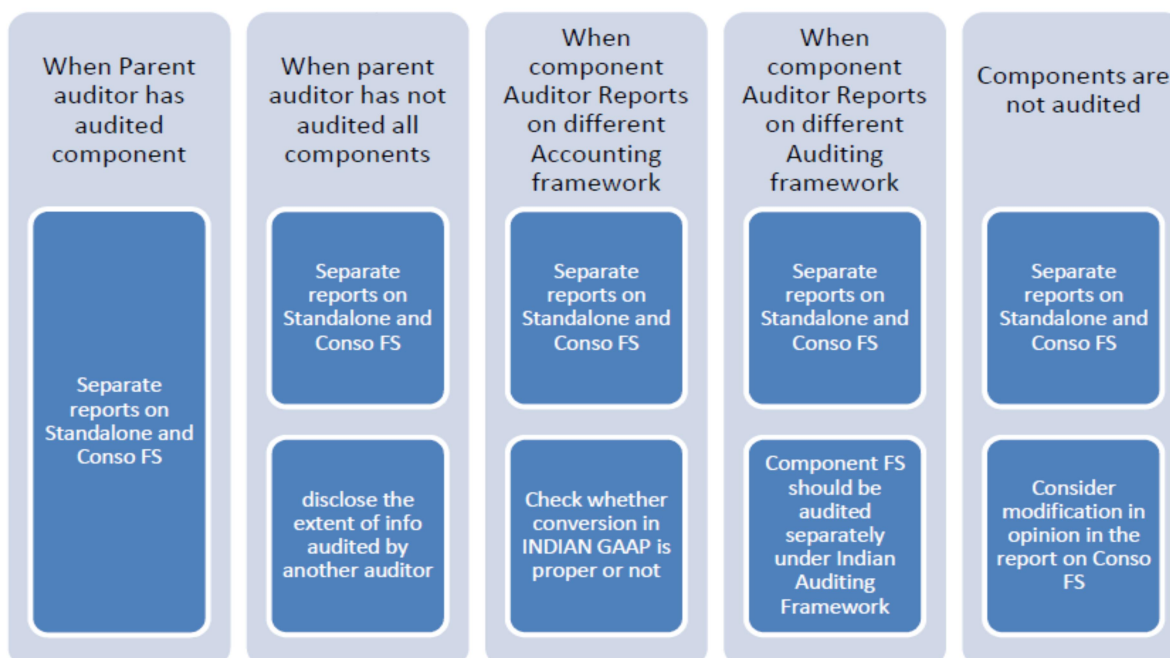
The financial statement of a group presented as those of a single entity. Preparation and presentation of consolidated financial statement (CFS) is the responsibilities of Parent's management. Parent is an entity that has one or more subsidiaries, associate or joint venture. As per section 129 of Companies 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.

No consolidation when investment is temporary because it is held for disposal in near future.

2. Auditor's responsibilities while auditing: 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. Auditor's responsibilities while reporting



4. 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.

5. 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-17 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 200 lakh (Finance Act, 2016) in any previous year. (only to assessee opting for presumptive taxation scheme under section 44AD.)
one crore rupees for assessee who don't opt for presumptive exemption.
2. If gross receipt of profession exceed 50 lakh (Finance Act, 2016) 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%, 44ADA– 50%, 44AE- Rs. 7500 pm, 44BB-10%, 44BBB-10%.

For assessee receiving payment through banking channel/digital means rate u/s 44AD is 6%.

*excluding (Deducted while determining turnover if it is already included in T/O)

- Sales return in the current of any year.
- Trade discount,
- Discount allowed on sales invoice.
- Special rebate in the nature of trade discount
- Sales proceeds fixed assets & non trade investment.
- Sales proceeds of investment unless investment company.
- Reimbursement of expenses should not form part of turnover.

Including

- Any tax collected on sales of goods. However,
- Cash discount otherwise allowed in cash invoice/ memo is in the nature of financing charges and is not related to turnover, therefore should not be deducted from turnover.

Who can conduct tax audit

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

As per section 44AB of the income tax Act 1961, the tax auditor should report whether in his opinion the particular in respect of form 3CD are true or correct. It is the primary responsibilities of assessee to prepare the information in form 3CD.

Circumstances under which chartered accountant in practice can not to do tax audit of an entity if he related to such entity in following manner:

1. Doing Accounting / book keeping.
2. Relative is having substantial interest.
3. Indebted for an amount exceeding 10000.

Section 278 of income tax act- 7 year of rigorous imprisonment for CHARTERED ACCOUNTANT on submission of false information.

Form for tax audit

Form 3CA	For the assessee whose account is require to be audited under any law. For example – company Statutory audit applicable for- company No applicable for- partnership firm, individual,
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. As per PAN,		
2	Address of the assessee. As communicated by assessee to ITD.		
3	Permanent Account Number Mandatory field without it e-filing cannot be completed		
4	Liable to pay indirect tax like excise duty, 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 has been 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, if yes then indicate the amount and relevant section. (44AD, 44AE, 44B, 44BB, 44BBA, etc.)		
13	Method of accounting, any changes in such and detail thereof.		
	Serial number	Particulars	Increase in profit (Rs.)
			Decrease in profit (Rs.)

13 (d)- Any adjustment is required to be made complying with ICDS.				
13 (e) – If yes then, Detail of such adjustment in respective ICDS.				
ICDS	Particulars	Increase in profit (Rs.)	Decrease in profit (Rs.)	Net effect (Rs.)
13 (f) – Disclosure of following as ICDS.				
14	Method of valuation of closing stock. & if deviate from 145A then affect thereof.			
	Serial number	Particulars	Increase in profit (Rs.)	Decrease in profit (Rs.)
15	Capital assets converted in to stock in trade.			
16	Amount not credited to profit and loss account. (sec 28, refund of tax, escalation claim, capital receipt, any other exempted income.)			
	(a) the items falling within the scope of section 28; (b) the proforma credits, drawbacks, refund of duty of customs or excise or service tax, or refund of sales tax or value added tax where such credits, drawbacks or refunds are admitted as due by the authorities concerned; (c) escalation claims accepted during the previous year; (d) any other item of income; (e) capital receipt, if any.			
17	Land or building or both transferred at less than SDV. Taxable U/s 50C or 43CA.			
	Details of property	Consideration received or accrued	Value adopted or assessed or assessable	
18	Particulars of depreciation allowable as per the Income-tax Act, 1961 in respect of each asset or block of assets, as the case may be, in the following form :—			
	(a) Description of asset/block of assets. (b) Rate of depreciation. (c) Actual cost of written down value, as the case may be. (d) Additions/deductions during the year with dates; in the case of any addition of an asset, date put to use; including adjustments on account of – (i) Central Value Added Tax credits claimed and allowed under the Central Excise Rules, 1944, in respect of assets acquired on or after 1st March, 1994, (ii) change in rate of exchange of currency, and (iii) Subsidy or grant or reimbursement, by whatever name called. (e) Depreciation allowable. (f) Written down value at the end of the year			
19	Amount admissible under specific section of income tax act and debited, short debited or not debited to profit and loss.			
	Section	Amount debited to profit and loss account	Amounts admissible as per the provisions of the Income-tax Act, 1961 and also fulfils the conditions, if any specified under the relevant provisions of Income-tax Act, 1961 or Income-tax Rules, 1962 or any other guidelines, circular, etc., issued in this behalf.	
	32AC			
	33AB			
	33ABA			
	35(1)(i)			

	35(1) (ii)		
	35(1)(ia)		
	35(1)(iii)		
	35(1)(iv)		
	35(2AA)		
	35(2AB)		
	35ABB		
	35AC		
	35AD		
	35CCA		
	35CCB		
	35CCC		
	35CCD		
	35D		
	35DD		
	35DDA		
	35E		

20	1. Bonus, commission paid to an employee as profit or dividend. 2. Contribution received from an employee under various fund.					
	Serial number	Nature of fund	Sum received from employees	Due date for payment	The actual amount paid	The actual date of payment to the concerned authorities

21	(a) Amount debited to profit and loss in the nature capital, personnel, advertisement expenditure etc,(Inadmissible under Income tax Act) following item:			
	Nature	Serial number	Particulars	Amount in Rs.
	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			
	(b) Amounts inadmissible under section 40(a) (c) Amounts debited to profit and loss account being, interest, salary, bonus, commission or remuneration inadmissible under section 40(b)/40(ba) and computation thereof; (d) Disallowance/deemed income under section 40A(3)			
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	Any amount of profit chargeable to tax under section 41 and computation thereof. Remission / cessation of trading liabilities, recovery of already allowed deduction.			
26	In respect of any sum referred to in clauses (a), (b), (c), (d), (e) or (f) of section 43B (Section 43B deduction allowed only on payment basis for bonus, interest, tax, employer contribution, leave encashment.), the liability for which:			
	(A) pre-existed on the first day of the previous year but was not allowed in the assessment of any preceding previous year and was (a) paid during the previous year; (b) not paid during the previous year; (B) was incurred in the previous year and was (a) paid on or before the due date for furnishing the return of income of the previous year under section 139(1); (b) not paid on or before the aforesaid date. (State whether sales tax, customs duty, excise duty or any other indirect tax, levy, cess, impost, etc., is passed through the profit and loss account.)			
27	CENVAT credit, prior period item debited to profit and loss.			
28	Whether during the previous year the assessee has received any property, being share of a company not being a company in which the public are substantially interested, without consideration or for inadequate consideration as referred to in section 56(2)(viiia) (Share without inadequate consideration covered u/s 56(2)(viiia) taxable as IFOS.), if yes, please furnish the details of the same			
29	Whether during the previous year the assessee received any consideration for issue of shares which exceeds the fair market value of the shares as referred to in section 56(2)(viib)*, if yes, please furnish the details of the same. *(Consideration for share issued exceed FMV in case of share issued at premium 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 269SS. 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.					
	Serial Number	Assessment Year	Nature of loss/ allowance (in rupees)	Amount as returned (in rupees)	Amounts as assessed (give reference to relevant order)	Remarks
33	Section wise deduction claimed under chapter VIA or Chapter III(Sec 10A,10AA)					
34	TDS					
35	In case of trading concern mention QUANTITY detail of GOODS and RAW MATERIAL.					
36	In case of domestic companies Detail of dividend distribution tax U/s 115O.					
	(a) total amount of distributed profits; (b) amount of reduction as referred to in section 115-O (1A)(i); (c) amount of reduction as referred to in section 115-O (1A)(ii); (d) total tax paid thereon; (e) dates of payment with amounts.					
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)					
	Serial number	Particulars	Previous year	Preceding previous year		
	1. Total turnover of the assessee					
	2. Gross profit/turnover					
	3. Net profit/turnover					
	4. Stock-in-trade/turnover					
	5. Material consumed /finished goods produced					
41	Detail of demand, refund under any tax law other than income tax and wealth tax.					

.....
 *(Signature and stamp/seal of the signatory)

Place : _____

Date : _____

Name of the signatory

Full address

Notes :

1. *This Form has to be signed by the person competent to sign Form No. 3CA or Form No. 3CB, as the case may be.

Accounting standards under income tax act, 1961

Sec 145 – Method of accounting and accounting standards

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	ICDS doesn't permit Standard cost.

the inventories in current location and position. 2. Standards cost 3. Retail selling price – Profit %	
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 finished goods in which such raw material is to be used, is expected to sold at lower of cost, then Raw material should valued at lower of replacement cost or Actual Cost.	In case of dissolution of partnership inventory should be valued at net realisable value.

ACCOUNTING STANDARDS- 7 CONSTRUCTION CONTRACT

Para 35: Recognise expected loss on contract entered irrespective of degree of completion, when contract cost expected to exceed contract revenue. Actual cost ##### Less: Revenue recognised ##### Actual loss up to current year ##### <u>Provision for expected loss</u> Total expected loss $\frac{\text{Current year loss}}{\text{Degree of completion}}$ ##### Less: loss recognised ##### Provision to be made #####	Anticipated losses are not allowed to be recognised. Actual loss allowed only on the basis of stage of completion. Once a contract crosses 25% revenue should be recognised.
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ACCOUNTING STANDARDS -9 REVENUE RECOGNITION

Rendering of Services: There are two method to recognise revenue from rendering of serves- Proportionate completion method and Completed Services method. <i>Proportionate Completion Method:</i> It is used when services provided in more than one act. <i>Completed Services Method:</i> It is used when services provided in single act.	Only <i>Proportionate Completion Method</i> allowed.
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ACCOUNTING STANDARDS – 10 ACCOUNTING FOR FIXED ASSETS	
Cost of fixed assets in case of exchange: Fair value of assets given or obtained whichever is more clearly evident.	Value of tangible fixed assets would be recorded at actual cost
Revaluation: It is optional. It should be on class of assets uniformly. Revaluation should be adjusted in cost or carrying amount, there should be no any adjustment in accumulated depreciation on account of depreciation. Revaluation profit should be credited to Revaluation reserve. Revaluation loss to be adjusted with revaluation reserve to the extent of revaluation reserve beyond that should be debited to Statement of Profit and loss accounts.	Revaluation concept is not there.
ACCOUNTING STANDARDS-11 THE AFFECT OF CHNAGE IN FOREIGN EXCHANGE RATE	
PARA 38 & 39 of AS 11: When Forward contract 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.	All gain or losses shall be recognised only on 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.	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

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>	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.
ACCOUNTING STANDARDS – 29 PROVISION, CONTINGENT ASSETS AND CONTINGENT LIABILITIES	
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.
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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>
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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,	Share	With consideration	If Fair market value exceeds	Fair market value-Purchase Price

	eg.public)			Purchase price by more than 50000	
			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 valu

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)(iia)	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 onAgricultural extension project
35CCD	Expenditure of Skill development project
35DDA	Amortisaiton 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)(iia)	Payment of wealth tax
40(a)(iii)	Payment made to non-resident as salary without deducing TDS
40(a)(iv)	Payment to provident fund without secure that TDS will be duducted 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- 18 SUMMARY OF Q&A ACCOUNTING STANDARDS

For Detail understanding please refer my ACCOUNTING STANDARDS SUMMARY

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-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 **not** 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-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-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 Out of box game plan

Use these Initiating sentence & golden words to answer unexpected question and general question.

Beyond coverage

<u>Initiating Sentence</u>	<u>Golden word</u>	<u>Object</u>
The auditor shall determine whether The auditor shall evaluate whether The auditor shall conclude whether The auditor shall ascertain whether The auditor shall assess whether The auditor shall inquire whether The auditor shall perform audit procedure The auditor shall perform additional audit procedure The auditor shall perform audit procedure as require. The auditor shall take in to account the extent of risk The auditor shall request management to provide written representation The auditor shall reconsider the The auditor shall re-evaluate The auditor shall re-assess The auditor shall revise materiality The auditor shall take appropriate action The auditor shall obtain SAAE The auditor shall express The auditor shall discuss the matter with management & TCWG The auditor shall communicate The auditor shall inspect The auditor shall obtain an understanding of The auditor needs to consider whether Including whether	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, EOVS (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), IRCPT (Initiating, Recording, correcting, processing Transaction)	In accordance with type of question. Like Minutes book Register Books of Accounts etc.

Exam May -17

1. In theory paper, Time must be managed 100 marks 120 minutes that is 1.2 minutes for 1 marks, for 4 marks maximum 4.8 that is 5 minutes, for 5 marks question maximum 6 minutes.
2. In a new question only fobia of difficulties although it may be easiest question of paper. A person doesn't look the thing whatever he is looking, he looks the thing whatever predetermined in their mind, you look the exam paper from your prospective whatever you already remembered but CA paper more of the time unexpected paper, although it may be easiest paper of CA history.
3. In exam every second is very important, keep efficiency and avoid wasting of time even a single second.
4. Obviously it is rightly said every renowned faculty of CA, CA final exam is a game plan, the question paper can never stands in expectation of any person in the world. More of the time unexpected paper. In CA Exam never expect even a single question from your preparation, if matched then well and good otherwise think in exam hall i was also not expecting any question from my preparation. Never expect never regret, if you heavily depends on your expectation, ones you look question paper and if doesn't match with you expectation the shocked you get there, will leads to a frustration, due to which even unable to solve easiest question of CA history.
5. ICAI is independent, value our actual worth for what i deserve.
6. First of read question very carefully, consider every minutes point with full concentration. English grammar correctly.
7. Make your solution more specific, Wright whatever asked, not merely what do you know.
8. Explore content, Not limited to heading, but expand your knowledge to content.
9. Improve your handwriting.
10. Write more readable and faster. *MAKE PAPER CHECKER'S LIFE EASY. Make him happy with your paper, and he **may** make you extra happy. So, clean and complete answers, use of underlines, double lines, Units, judgments, Courts etc are the icing on the cake. Good decoration after paper writing over.*
11. ***Attempt the easiest question first which you think you are MOST CONFIDENT about.***
12. ***Imaan ko majboot karo aur allah par bharosa karo bas.***
13. I must have to deserve 100% marks in all subject to become CA. I personnel take 50% standard deduction in CA paper.
14. I am going to do hardest and honest labour of life first time in my life. Exercising due diligence , first time in my life serious attempt, please now be serious do not careless and grossly negligence.
15. Segregate Answer of Theroritical Question in four parts
Fact of the case
Section and provision
Relation of fact with section
Conclusion
16. Think Positive and stay positive. Yes i am going to complete 100% of my target within the specified period of time with very high level of efficiency with very full volume of concentration. And now i am going to become CA.

17. My Remember is very accurate, i will be able to recall every thing whatever i have read out even a ones in my ca preparation during last 7 year.
18. Do labour on writing.
19. Leave the habit to leave in dream now start labour writing and using your analytical power of mind, finish the entire paper within the time frame.
20. Avoid wasting of time rather use it very efficiently and effectively.
21. In exam

70 Marks – Routine and Easy Question

100% Practice & Practice

20 Mark....s – Difficult/ Modified / New / From Different Foreign Book

Only Go through

10 Marks- possible and may be out of Course require analytical power and reasoning

Attempt at last.

In exam hall first of good strategy in selection of question

Selection of question is importance

Must apply common sense after finish of practiced question

In SFM theory have to attempt then take in middle with good writing

Easy question first

- When question is complex tough or ambiguous or wrong, it is such for all the person available in the world, so i should not have very unique feeling.
- If exam paper easy then tough copy checking even small mistake bad presentation is not tolerable. Even minor mistake will leads to deduction of major marks.
- Avoid stress and pressure , be cool and calm then solution possible and normal mind will be stable.
- Success and perfection in solution comes from passion and be positive.

22.

a. First impression is the last impression.

- Attempt confident and sure question perfect even it is tough for other.

b. Always attempt all parts of a question together.

c. Always answer your numerical question in tabular form.

Particular		Amount
	Note-1	

	A	
	B	
	(A-B)	

Note-1

d. Theory in numerical paper at end.

e. Write answer **point wise with underlined and heading. Example:**

1. Holding

It is consolidation procedure of investment made in associate, subsidiary and joint venture.

2. Subsidiary

It is a company of which majority share acquired by other entity known as holding company.

f. Following should be done at the end of the paper.

In financial reporting formatting for Dr, Cr, Particular, Amount, and total amount with single and double line at end.

Beta imran exercise due diligence and sincere serious it is very critical situation. Please be confidence and well concentrated.

Concentrate every writing is final writing no chis chas, final only final while writing avoid, skipping and repeating error.

23.Law

80% case study

Solution

Fact of the case

		<u>Q. No. 1(a)</u>
Q No.	(i)	<u>Fact of the case</u>

	(ii)	<u>Provision of Law</u> Section/ relevant provision <u>Dividend</u> Dividend refers to that portion of profit which is distributed to share holder.
	(iii)	SR/ OR/ETC
	(iv)	<u>Explanation & Relation of fact with section</u>
		<u>Conclusion</u>

	Practical	
		<u>Q. No. 1(a)</u>
		<u>Information summary</u>

		<u>Solution</u> 1. Whenever i have to write something deduction under the calculation statement write it in negative form XXX <u>(XXX)</u> Net Amount <u>XXX</u> <u>Rounding off in two digit</u> Maintain 1,00,000. 1,00/ Rs in lack Rs in thousand digit of question with my solution in exam hall.
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Paper jitna khula ho wo utna acha hai.

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 make 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.

Please give your feedback @ freebookmdimran@gmail.com