

INTERNAL CONTROL DOCUMENTATION

Entity:	XXXX A Savings Bank XXXX
Subsidiary or Division:	
Balance Sheet Date:	

Prepared:	
Approved:	
Partner:	

General

This form assists us in:

- Gaining an understanding of internal control at the entity level to plan the audit and to determine the nature, timing and extent of our audit procedures;
- Identifying and evaluating the design of the entity-level controls important to the audit;
- Determining whether the entity-level controls important to the audit have been implemented;
- Assessing the effectiveness of internal control at the entity level; and
- Summarizing the procedures performed and information considered in identifying the risks of material misstatement due to fraud.

We also are required to obtain information about internal control at the individual application/process level to plan the audit (e.g., make our combined inherent and control risk assessment) and to determine the nature, timing, and extent of our audit procedures.

The information we obtain and document in this form also is useful in evaluating entity-level controls in connection with engagements to report on internal control over financial reporting (e.g., Section 404 of the Sarbanes-Oxley Act of 2002, PCAOB).

4. The form includes a Table of Contents that has hyperlinks to each applicable section. Also, hyperlinks back to the Table of Contents or to other specific sections within Parts 1 and 2 are included within the form. After using a hyperlink, you may return to the point of origin by selecting the back arrow key on the Microsoft Word toolbar. These hyperlinks provide the engagement team the ability to copy, paste, and edit information from the detailed sections within Parts 1 and 2 to the Conclusion on the Effectiveness of Internal Control at the Entity Level and the Summary of Observations and Identified Fraud Risks. In addition, the hyperlinks will facilitate review of the information in the form.

Instructions for Completing the Internal Control Document

1. Many sections of the form require the engagement team to document observations based on a list of factors to consider. It is not necessary to provide a response for each factor. Rather, the list of factors is intended to be thought-provoking so that the engagement team can apply its collective knowledge of the entity in tailoring an appropriate response for the applicable section.
2. We document our consideration of the components of internal control at the entity level in Part 1 of the form. The responses provided should include relevant observations (whether positive or negative) based on the Factors to Consider. Accordingly, a response of "none" or "not applicable" is not appropriate for this section within Part 1. We also identify the entity-level controls important to the audit and determine whether those controls have been properly designed and implemented in Part 1. Responses within Part 1 should be sufficient to support our Conclusion on the Effectiveness of Internal Control at the Entity Level. Any response within Part 1 that is indicative of a potential fraud risk also is included in the Summary of Observations and Identified Fraud Risks.
3. Part 2 is used to document sources of information available specific to our identification of the risks of material misstatement due to fraud. Responses in Part 2 that are indicative of a potential fraud risk are included in the Summary of Observations and Identified Fraud Risks.

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Internal Controls Documentation

Ernst & Young

A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red circular shape partially visible behind it.

Internal Controls Documentation:

Internal Control Audit and Compliance Lynford Graham, 2015-01-12 Ease the transition to the new COSO framework with practical strategy Internal Control Audit and Compliance provides complete guidance toward the latest framework established by the Committee of Sponsoring Organizations COSO With clear explanations and expert advice on implementation this helpful guide shows auditors and accounting managers how to document and test internal controls over financial reporting with detailed sections covering each element of the framework Each section highlights the latest changes and new points of emphasis with explicit definitions of internal controls and how they should be assessed and tested Coverage includes easing the transition from older guidelines with step by step instructions for implementing the new changes The new framework identifies seventeen new principles each of which are explained in detail to help readers understand the new and emerging best practices for efficiency and effectiveness The revised COSO framework includes financial and non financial reporting as well as both internal and external reporting objectives It is essential for auditors and controllers to understand the new framework and how to document and test under the new guidance This book clarifies complex codification and provides an effective strategy for a more rapid transition Understand the new COSO internal controls framework Document and test internal controls to strengthen business processes Learn how requirements differ for public and non public companies Incorporate improved risk management into the new framework The new framework is COSO s first complete revision since the release of the initial framework in 1992 Companies have become accustomed to the old guidelines and the necessary procedures have become routine making the transition to align with the new framework akin to steering an ocean liner Internal Control Audit and Compliance helps ease that transition with clear explanation and practical implementation guidance

Internal Controls William Edward Thompson, 2004 *Internal Controls* Bill Thompson, William Edward Thompson, American Institute of Certified Public Accountants, MicroMash (Firme), American Institute of Certified Public Accountants. Continuing Professional Education Division, 2006 New York State Division of Criminal Justice Services Internal Controls System New York (State). Division of Criminal Justice Services. Internal Controls Unit, 1991* Approaches for meeting the standards and requirements of the New York State Governmental Accountability Audit and Internal Control Act *Internal Control Course: Reviewing internal controls: text ; documentation workbook*, 1984

How to Comply with Sarbanes-Oxley Section 404 Michael J. Ramos, 2004-03-29 Designed specifically for Sarbanes Oxley Section 404 compliance How to Comply with Sarbanes Oxley Section 404 features A step by step approach to engagement performance Original material from a leading expert in auditing and accounting Practice aids including forms checklists illustrations diagrams and tables In depth explanations to help professionals understand how best to approach the internal control engagement Examples and action plans providing blueprints for implementing requirements of the Act Order your copy today *The Sarbanes-Oxley Section 404 Implementation Toolkit* Michael J. Ramos, 2005-04-01 The tools to

manage ongoing Sarbanes Oxley compliance In The Sarbanes Oxley Section 404 Implementation Toolkit author and consultant Michael Ramos provides a detailed road map to help companies not only streamline their compliance process but also make the process manageable and repeatable year after year The first book to provide detailed implementation practice aids for Sarbanes Oxley 404 compliance The Sarbanes Oxley Section 404 Implementation Toolkit is packed with work programs audit checklists and examples that readers can tailor to meet their own unique needs Featuring a useful CD ROM that contains all of the tools from the book this timely workbook includes best practices that will benefit anyone who participates in the planning or performance of the effectiveness of internal control A must read for all CFOs internal auditors CPA firms and independent auditors involved in the compliance process The Sarbanes Oxley Section 404 Implementation Toolkit embraces the common approaches and methodologies that have proven successful in the new world of Sarbanes Oxley internal control testing and reporting Internal Control K. H. Spencer Pickett,2002-03-14 An entertaining introduction to a very serious and complex issue Internal control is no longer the exclusive domain of highly trained accountants on the internal auditing staff Corporate boards CEOs and employees at virtually every level are now seen as responsible for designing implementing and monitoring these controls few however have the training and background needed to fulfill this complex responsibility Through the entertaining story of a manager s visit to the Caribbean Internal Control A Manager s Journey illustrates how control can be managed throughout an organization In each chapter Operations Manager Bill Reynolds learns the key concepts and techniques of internal control and discovers how to design document install and monitor an innovative efficient internal control policy He discovers that effective internal control is based on risk assessment and should encourage innovation He also learns important techniques for preventing detecting and correcting fraud This unconventional extraordinarily useful guide is peppered with practical examples and workable solutions that can be used to institute improved control and accountability in any company of any size It s the ultimate resource for CEOs CFOs operations managers and anyone involved in the design implementation review or reporting of internal controls **The Sarbanes-Oxley Section 404 Implementation Toolkit, with CD ROM** Michael J. Ramos,2008-04-25 Now updated and fully revised The Sarbanes Oxley Section 404 Implementation Toolkit Second Edition helps large or small companies continue to meet the complex internal control reporting requirements of Sarbanes Oxley Brimming with a wealth of forms and checklists the new edition helps you get up to speed quickly with SOX 404 requirements and makes the compliance process repeatable more efficient and more effective Internal Controls Lynford Graham,2007-09-10 In the new age of philanthropy donors expect charities to be models of accountability and transparency Internal controls Guidance for Private Government and Nonprofit Entities is a must read for CEOs and CFOs who want to gain a clear understanding of cost effective ways to implement the controls necessary to protect their organizations Elizabeth Myatt Chief Executive Officer World Lung Foundation If you were looking for the silver bullet to understand and audit internal controls you just found it

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Complying with Sarbanes-Oxley Section 404 Lynford Graham, 2010-03-16 A step by step approach for planning and performing an assessment of internal controls Filled with specific guidance for small business compliance to SEC and PCAOB requirements relating to Sarbanes Oxley 404 Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies provides you with specific guidance on working with auditors to achieve benefits and cost reductions This practical guide helps you knowledgeably interpret and conform to Sarbanes Oxley 404 compliance and features Clear jargon free coverage of the Sarbanes Oxley Act and how it affects you Links to current guidance online Specific guidance to companies on how to work with auditors to achieve benefits and cost reductions Coverage of IT and IT general controls Examples and action plans providing blueprints for implementing requirements of the act Easy to understand coverage of the requirements of the SEC and PCAOB Discussion of the requirements for assessing internal control effectiveness A look at how the new guidance will reduce your costs In depth explanations to help professionals understand how best to approach the internal control engagement Practice aids including forms checklists illustrations diagrams and tables Continuing to evolve and bring about business and cultural change this area of auditing and corporate governance is demystified in Complying with Sarbanes Oxley Section 404 A Guide for Small Publicly Held Companies your must have must own guide to SOX 404 implementation and an effective tool and reference guide for every corporate manager *Audit Guide* AICPA, 2016-11-07 Want to ensure effective and efficient execution of the Risk Assessment Standards AICPA has the resources you need Audit Risk Assessment Tool available online only Assessing and Responding to Audit Risk in a Financial Statement Audit AICPA Audit Guide The Audit Risk Assessment Tool walks an experienced auditor through the risk assessment procedures and documents those decisions necessary to prepare an effective and efficient audit program Designed to be used in lieu of cumbersome checklists it provides a top down risk based approach to the identification of high risk areas to allow for appropriate tailoring of audit programs which will result in audit efficiencies The tool is available in the Online Subscription format and includes access to the full Risk Assessment Guide The AICPA Audit Guide Assessing and

Responding to Audit Risk in a Financial Statement Audit is the definitive source for guidance on applying the core principles of the risk based audit methodology that must be used on all financial statement audits This guide is written in an easy to understand style that enables auditors of all experience levels to find answers to the issues they encounter in the field Unique insights examples and a comprehensive case study clarify critical concepts and requirements Disclaimer This Audit Risk Assessment Tool is designed to provide illustrative information with respect to the subject matter covered and is recommended for use on audit engagements that are generally smaller in size and have less complex auditing and accounting issues It is designed to help identify risks including significant risks and document the planned response to those risks The Audit Risk Assessment Tool should be used as a supplement to a firm s existing planning module whether in a firm based or commercially provided methodology The Audit Risk Assessment Tool is not a complete planning module The AICPA recommends the Audit Risk Assessment Tool be completed by audit professionals with substantial accounting auditing and specific industry experience and knowledge For a firm to be successful in improving audit quality and efficiencies it is recommended that a 5 years experienced auditor completes the Audit Risk Assessment Tool or the engagement team member with the most knowledge of the industry and client often Partner in small medium firms provides insight to whomever is completing the ARA Tool The AICPA recommends this should not be delegated to lower level staff and just reviewed it should be completed under the direction of the experienced auditor if you delegate to inexperienced auditor you will be at risk for less effectiveness and efficiencies because the tool is intended to be completed by an experienced auditor The Audit Risk Assessment Tool does not establish standards or preferred practices and is not a substitute for the original authoritative auditing guidance In applying the auditing guidance included in this Audit Risk Assessment Tool the auditor should using professional judgment assess the relevance and appropriateness of such guidance to the circumstances of the audit This document has not been approved disapproved or otherwise acted on by a senior committee of the AICPA It is provided with the understanding that the staff and publisher are not engaged in rendering legal accounting or other professional service All such information is provided without warranty of any kind

SOX 404 for Small, Publicly Held Companies 2009 Robert J. Sonnelitter, 2008-08 SOX 404 for Small Publicly Held Companies is a guide to assist the management of small publicly held companies in complying with the requirements of Section 404 of the Sarbanes Oxley Act of 2002 This reference helps management with assessing the effectiveness of its company s internal control structure and procedures for financial reporting In making the required internal control assessment management may identify situations where internal controls can be improved in a cost effective manner this book will help management bring about these improvements

Evaluating Internal Control Kenneth P. Johnson, Henry R. Jaenicke, 1980-03-31 Indispensable for management here are tested tools for measuring the quality of a company s internal accounting control and assuring compliance under the law Filled with guidance for policy and staff level implementation the book clarifies the conceptual and practical problems of evaluating

internal accounting controls and putting into effect needed changes and improvements Builds on cycle approach evaluation criteria recommended by the AICPA Special Advisory Committee on Internal Accounting Control in its 1979 report Offers all the most needed information and guidelines to generate on going staff analysis and optimization of controls strengthen the internal audit capability and improve communication with the Audit Committee Extensive appendixes provide detailed checklists and records to facilitate testing and reporting control strengths and weaknesses adaptable to the needs of the particular company

Assessing and Responding to Audit Risk in a Financial Statement Audit, October 2016

AICPA,2018-02-21 Assessing and Responding to Audit Risk in a Financial Statement Audit is the definitive source for guidance on applying the core principles of the risk based audit methodology that must be used on all financial statement audits This guide is written in an easy to understand style that allows auditors of all experience levels find answers to the issues they encounter in the field Unique insights examples and a comprehensive case study clarify critical concepts and requirements

Internal Controls Policies and Procedures Rose Hightower,2008-12-03 Drawing on her many years as a consultant to numerous companies big and small author Rose Hightower infuses *Internal Controls Policies and Procedures* with her wealth of experience and knowledge Instead of reinventing the wheel your company can use this useful how to manual to quickly and effectively put a successful program of internal controls in place Complete with flowcharts and checklists this essential desktop reference is a best practices model for establishing and enhancing your organization s control framework These manuals are favorites for organizations and companies that need a foundation and grounding to ensure an internal control posture of integrity credibility method process and process or a reminder of its importance URLs were included when first published to encourage the dissemination and distribution of relevant chapters to those interested and in charge of the specific departments Although times have changed the principles professed are sound and solid for today s accounting and business environment Implementing these cornerstones will produce a principled manageable approach These manuals can be used by accounting individuals finance departments sole proprietor businesses large corporations accounting auditing students and any others interested in specific topics or general disciplines The discipline for the oversight processes and procedures are important when introducing or implementing auditing practices whether in accounting or throughout the organization These manuals should be used together to provide the basics when setting up a department or specific process discipline for learning about the strengths weaknesses and opportunities within the specific focus areas

Evaluating Internal Controls Ernst & Young,1993

Internal Controls Guide Wanda A. Wallace,2005

This Guide previously published as *Handbook of Internal Accounting Controls* describes the critical elements of internal control as necessitated by the Sarbanes Oxley Act of 2002 It is a roadmap for effective and efficient planning for control documentation monitoring and follow up activities for the major operating cycles of a business The requirements of Auditing Standard No 2 are reflected in forms checklists and efficiency suggestions throughout the book Assessing control risk and

evaluating controls Designing and evaluating controls for the income producing and production cycles and financing and nonroutine transactions Fraud detection Statistical method practical considerations Preparing effective management letters and attest engagements Accounting Information Systems and Internal Control E. H. J. Vaassen, Roger Meuwissen, Caren Schelleman, 2009-12-21 Accounting Information Systems and Internal Control provides comprehensive approaches to the design and evaluation of internal control systems In doing so it covers both the traditional process approach that focuses on individual organizational processes and a contemporary typology approach that focuses on different types of organizations as unique combinations of organizational processes In both approaches and throughout the text IT is considered an integral part and enabler of internal control The second edition of Accounting Information Systems and Internal Control Places internal control in the context of other related disciplines Discusses contemporary developments in the field of internal control Explores the relationship between internal control and management control as means to achieve organizational control Examines the dynamics of internal control and IT Provides tools and techniques for documenting and evaluating internal control systems Discusses the process approach to designing and evaluating internal control systems Introduces the contemporary typology approach to designing and evaluating internal control systems focusing on internal controls that are applicable in various types of organization including trade production service including knowledge intensive firms and telecoms financial industry and governmental organizations Illustrates practical internal control issues using articles from several major international newspapers such as the Financial Times the Guardian The New York Times and the Washington Post Accounting Information Systems and Internal Control has been written for students in Accounting Information Systems and Internal Control courses at advanced undergraduate graduate and postgraduate levels A website accompanies the book and provides case studies PowerPoint slides an instructor s manual together with questions and answers www.wiley-europe.com/college/vaassen *Beyond Coso* Steven J. Root, 2000-10-24 The authoritative practical guide to internal control after COSO Committee on Sponsoring Organizations of the Treadway Commission Beyond COSO unravels the complexities of the COSO Report while providing clear cut guidelines on how to implement the various internal controls it mandates Just as important it builds on the COSO framework to provide a more rigorous system that corporate executives and directors can use to transform the internal control function into a valuable strategic tool for leveraging corporate strengths and improving performance The first practical guide to complying with COSO Report mandates Beyond COSO Clearly explains the intricacies of the COSO Report Describes proven techniques for complying with COSO requirements Provides a detailed account of the internal control oversight process Offers expert recommendations on how to carry out internal control responsibilities more efficiently Supplies a wealth of ready to use internal control documentation Beyond COSO is an invaluable working resource for internal and external auditors CFOs members of audit committees and corporate directors www.wiley.com/accounting

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