

Internal Audit Work Paper	
RMA Number	Working Paper Number:
Audit name:	Audit Number:
Auditor:	Date
Reviewer	Date:
Cross References: <i>Refer to any supporting documents / information. This could be the documents / information supplied by the business, other working papers. In referencing documents be specific (Version, page, paragraph). Also, the cross reference should clearly articulate the work paper reference and a brief description of cross reference e.g. CR 3 1.1 Work paper 2 Interview_1 John Doe</i>	
Time Period: <i>Reference time period covered by the test. E.g. if sampled data state period covered; if observation what time period covered; if reviewing management reports, over what period.</i>	
Objective of the test: <i>Describe what we are going to test and why. Which controls / data / process steps etc. are we going to test and is it from design effectiveness and/or operating effectiveness perspective. Why are we performing the test? What are we planning to prove?</i>	
Samples: <i>List the documents / data / information sampled</i>	
Work performed: <i>Describe the test steps performed if all the tests in the Audit Work Program were performed just mention that all tests in the AWP were performed. Only elaborate what is not mentioned in the AWP. Description should be at the level that would allow another auditor to re-perform. If there are limitations note these and the reasons for such limitations, e.g. some data was not available. Remember a limitation might be a finding. Should not exceed more than two pages.</i>	
Results and analysis: <i>What did we find from the tests, e.g. 2 out of 5 samples tested didn't follow procedure. Document root cause analysis of results obtained along with linkages to other work on audit if any. Should not exceed half a page</i>	
Conclusion <i>Control gap or no control gaps. Any other work required. Reference it to the audit finding in the draft report if any.</i>	

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ERISA Enforcement Guide United States. Labor-Management Services Administration. Pension and Welfare Benefit Programs,1978 Audit and Accounting Guide: Employee Benefit Plans AICPA,2016-11-21 Considered the industry standard resource this guide provides practical guidance essential information and hands on advice on the many aspects of accounting and authoritative auditing for employee benefit plans This new 2016 edition is packed with information on new requirements including the simplification of disclosure requirements for investments in certain entities that calculate net asset value per share or its equivalent the simplification of disclosures for fully benefit responsive investment contracts plan investment disclosures and measurement date practical expedient and a new employee stock ownership plans chapter that includes both accounting and auditing **Auditing Employee Benefit Plans** Josie Hammond,Melissa Frivold,2020-08-21 Master the fundamentals of auditing employee benefit plans in accordance with AICPA standards and ERISA rules and regulations Written by a member on the expert panel for employee benefit plans this book is designed to give an understanding of the requirements and audit procedures related to defined contribution defined benefit and health and welfare plans to help accountants more effectively plan and carry out their audit Topics include FASB ASU 2017 06 which significantly impacted master trust accounting reporting and disclosures for employee benefit plans PCAOB adopted AS 3101 in 2017 which resulted in significant changes to the existing auditor s report New insert for SAS No 136 Forming an Opinion and Reporting on Financial Statements of Employee Benefit Plans Subject to ERISA *Who's Minding Your Pension?* United States. Congress. House. Select Committee on Aging. Subcommittee on Retirement Income and Employment,1990

ERISA Litigation ,2005 Pensions at Risk United States. Congress. House. Committee on Government Operations. Employment and Housing Subcommittee,1989 Employee Benefit Plans 2018 AICPA,2018-04-17 Considered the industry standard resource this guide provides practical guidance essential information and hands on advice on the many aspects of accounting and authoritative auditing for employee benefit plans This new edition has been updated to include additional information related to the issuance of the going concern standard revisions to provide further guidance related to limited scope audits a new illustrative auditor s report for 11 K audits and has been revised for the recodification of the attestation standards Updates include Q A section 2220 27 Determining When the Practical Expedient is Not Used or Not Available Q A section 2220 28 Definition of Readily Determinable Fair Value and Its Interaction with the NAV Practical Expedient SAS No 132 The Auditor s Consideration of an Entity s Ability to Continue as a Going Concern PCAOB Release No 2015 008 Improving the Transparency of Audits AS 3101 The Auditor s Report on an Audit of Financial Statements When the Auditor Expresses an Unqualified Opinion SSAE No 18 Attestation Standards Clarification and Recodification **Employee Benefit Plans, 2019** AICPA,2019-06-10 This guide is an ideal roadmap to compliance giving auditors authoritative guidance practical tips and illustrative examples to help them at each stage of the audit It is designed to bridge the gaps between the what why

and how to satisfy auditor responsibilities Key topics covered include Essential guidance for application of GAAS in an EBP audit References to authoritative accounting guidance for defined contribution DC defined benefit DB and health and welfare HW plans in FASB ASC Guidance on accounting reporting and disclosure for EBP transactions not addressed in FASB ASC as supported by FinREC Use of a SOC 1 report Use of a specialist including actuaries and appraisers Forming an opinion and reporting on EBP financial statements for full and limited scope EBP audits Illustrative auditor communications and financial statements Explanation of pervasive regulatory requirements DOL rules and regulations *Employee Benefit Plans 2017* AICPA,2017-05-30 Considered the industry standard resource this guide provides practical guidance essential information and hands on advice on the many aspects of accounting and authoritative auditing for employee benefit plans This new 2017 edition has been updated to include expanded information on related parties and parties in interest plan transfers and changes in service providers Notably the guide contains clarification on plan transfers identifying a plan transfer may be challenging because the reports provided by the trustee or custodian may classify the transfer as a conversion miscellaneous adjustment or as contributions or distributions rather than a plan transfer Further the date at which the plan s assets physically transfer assets move from the predecessor plan s trust to the successor plan s trust may differ from the effective date of the transfer the date at which the plan assets are legally transferred to the control of another plan according to relevant plan amendments or other documents In addition this edition has been updated for requirements related to going concern and provides the main provisions of those requirements *AICPA Audit and Accounting Manual ,2007* **Pension Fraud Case Studies** United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee,1990 *Employee Benefits : Improved Plan Reporting and CPA Audits Can Increase Protection Under ERISA* United States. General Accounting Office,1992 *Protecting America's Pension Plans from Fraud* United States. Congress. Senate. Committee on Health, Education, Labor, and Pensions,2005 *Employee Benefit Plans Industry Developments ,2008* **Audit Risk Alert** AICPA,2017-09-08 The increasing complexity of employee benefit plan auditing and increased focus by the DOL have resulted in significant pressure for CPAs and firms performing EBP audits To help CPAs meet the challenge of performing quality audits in this unique and complex area the AICPA has developed this alert to assist in identifying current sources of risk within EBP audit engagements A targeted discussion on new developments issues auditors may face in their current audits as well as a look at what s in the pipeline that may affect their engagements is provided Updates include FASB ASU No 2015 07 Fair Value Measurement Topic 820 Disclosures for Investments in Certain Entities That Calculate Net Asset Value per Share or Its Equivalent FASB ASU No 2015 10 Technical Corrections and Improvements FASB ASU No 2015 12 Plan Accounting Defined Benefit Pension Plans Topic 960 Defined Contribution Pension Plans Topic 962 Health and Welfare Benefit Plans Topic 965 part I Fully Benefit Responsive Investment Contracts part II Plan Investment Disclosures part III Measurement Date Practical Expedient FASB ASU No 2017 06 Employee Benefit

Plan Master Trust Reporting FASB ASU No 2016 01 Financial Instruments Overall Subtopic 825 10 Recognition and Measurement of Financial Assets and Financial Liabilities **5500 Preparer's Manual for 2018 Plan Years (IL)** Fisher, Andersen, 2019-03-20 The premier resource in the field of Form 5500 preparation 5500 Preparer s Manual will help you handle the required annual Form 5500 filings for both pension benefits and welfare benefit plans Written by experts in the field of Form 5500 preparation the 2018 Plan Years edition provides Up to date line by line explanations making it easy to prepare forms for filings At a glance charts and examples covering key requirements filing summaries due dates penalties and more Easy to understand Practice Pointers and Items to Note throughout Prevent filing rejections with all EFAST2 edit checks conveniently noted at each applicable line item Step by step instructions for electronic filing including electronic signatures transmission and accessing government software Our popular most current NAIC Codes Listing for accurate Schedule A completion DOL and IRS Internet links throughout for easy reference The 2018 Plan Years edition has been completely updated to include guidance on Changes to the 2017 Form 5500 series as well other forms including Form SS 4 and Form W 12 Overview of proposed Form 5500 modernization changes for 2019 or later plan years as they apply to each schedule Proposed requirement for 2019 or later Form 5500 reporting for both large and small health plans to file a proposed Schedule J Group Health Plan Information in addition to completing certain Form 5500 elements Late filings the DOL s Delinquent Filer Voluntary Compliance DFVC Program and the latest IRS rules that must be satisfied in order to qualify for full relief under DFVC How to qualify for relief from the audit requirements that apply to small pension plans DOL Fiduciary Rule updates and implementation effective dates Administrative guidelines to address situations where plan participants are due their benefit but cannot be located The latest model language issued for summary annual reports and annual funding notice disclosures required of certain plans And much more Previous Edition 5500 Preparer s Manual for 2017 Plan Years ISBN 9781454898832 Semiannual Report to the Congress United States. Department of Labor. Office of the Inspector General, 1987 **Semiannual Report** United States. Department of the Interior. Office of Inspector General, 1988-04 Semiannual Report United States. Dept. of Labor. Office of the Inspector General, 1988 Employee Benefit Plans Industry Developments ... American Institute of Certified Public Accountants. Federal Government Division, 1995

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