

Required Documentation: Foot the Trial Balance and review for possible errors. Trace the amounts in the "Per Audit, 12/31/x1" column to corresponding amounts on the trial balance for the previous year (Per Audit for 20x1). Assume that you have traced and agreed the "per book" amounts to the general ledger, but document this procedure.

3. Preliminary Analytical Procedures

Analytical procedures are required to plan the audit, gain an understanding of the business, and make preliminary risk assessments. This includes comparing current year (20x2) book balances with the prior year (20x1) audit amounts and examining unusual relationships between account balances based on your expectations. A template has been prepared (from the trial balance) for use in documenting the preliminary analytical review. The template, indexed as "PAR," is included in the *Workpapers* folder. When performing these procedures, consider the information you gained from your review of the Permanent File, especially information contained in the board of directors' minutes.

Required Documentation: Document obvious or possible explanations for large or unusual variances occurring in 20x2 and how these will be dealt with during the audit. For example: if an account appears to have an unusually large increase, a possible explanation may be a transaction approved by the board of directors. This may be dealt with by stating that the account will be analyzed in detail as part of the audit. Throughout the audit, you will be following up on these items. Summarize significant findings from the preliminary analytical review in a memo. Complete the Preliminary Analytical Review Procedures section of the audit program; initial and date the steps as completed.

4. Internal Control Assignments

The following assignments relate to gaining an understanding of the internal control and the preliminary assessment of control risk. Review the Internal Control section of the audit program. Initial and date the steps as completed.

Required (And Optional) Documentation:

- a. From the information you have gained in your study of the items in Requirement 1 above, prepare a memo evaluating the Control Environment for VPC.
- b. Optional per instructor: The description of revenues and cash receipts and related flowcharts has been updated for the current year. Certain symbols on the flowcharts have been blanked and letters inserted. Based upon a study of the descriptions and flowcharts, indicate what each of the letters represents.
- c. Optional per instructor: Because one has not previously been prepared, prepare a flowchart for purchasing and cash disbursements.
- d. Based upon his prior experience with VPC and his current understanding of the internal control, Barney Baynes believes that it will again be cost effective to set control risk at less than the maximum for purchases and cash disbursements. As in prior years, control risk for all other accounting cycles will be set at the maximum. Prepare a matrix to evaluate internal controls for acquisitions and cash disbursements. Match a listing of controls and weaknesses to each transaction objective for acquisition and disbursement cycle along with your risk level assessment and recommended level of testing.

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