

Workshop on "Auditing Planning and Completion"



Date	7, 14 & 21 July 2010, Wednesdays
Time	6:30 p.m. – 9:30 p.m.
Venue	The Joint Professional Centre Limited, Lecture Rooms A & B, Unit 1, G/F, The Centre, 99 Queen's Road Central, Hong Kong.
Speaker	Mr. Ip Pui Sum Mr. Ip is an associate member of the Hong Kong Institute of Certified Public Accountants. He has over 20 years of experience in public accounting and company secretarial practices. He is a partner of a local CPA firm.
Target participants	External auditors with at least two years' relevant experience
Language	Cantonese supplemented with English handouts
Enrolment fee	HK\$600 per person for HKICPA registered students and members HK\$1,200 for non-members
Enrolment deadline	23 June 2010

Course outline

Objective: To enable participants to plan and complete an efficient and effective audit.

- **General audit approach:**
 - System-based audit approach
 - Risk-based audit approach
 - "Top-down" approach
 - Cycle approach
 - Audit approach to companies applying section 141D of the Hong Kong Companies Ordinance and the Small and Medium-sized Entity Financial Reporting Standard
 - Audit approach to companies applying HKFRS for Private Entities
- **How to plan an efficient and effective audit:**
 - Use of audit planning checklist
 - Prepare overall audit plan
 - Prepare detailed audit plan
 - Apply the concept of inherent risk, control risk and audit risk
 - Consider critical audit issues arising for non-recurring and unusual events such as the global financial turmoil
- Understand the concept of financial statement assertions
- Determine the materiality level and audit risk
- Select appropriate audit procedures and prepare audit programmes (analytical procedures, tests of control and substantive procedures)
- Prepare time budget and key target dates
- **How to complete the final stage of the audit:**
 - Use of audit completion checklist
 - Overall review of financial statements
 - Obtain representation by management
 - Review of post balance sheet events
 - Clearance of significant audit issues
 - Forming an opinion on financial statements
 - Reports to directors or management

To enroll, please click [here](#) to download the application form.

Acceptance is on a first-come-first-served basis. Confirmation on enrolment will be sent to participants three days before the course commencement date.

Enquiries: Miss Doris Wong, tel: 2287 7236 / email: doris@hkicpa.org.hk

**Register early
to secure your seat!**