Preparing Audit Working Papers

A Primer for Local Government Staff

Vancouver. BC - November 5. 2013

Learn the most efficient and effective ways to prepare working papers.

WORKSHOP OBJECTIVES:

To train municipal staff in preparing effective working papers for the annual audit in a way that minimizes their time and effort, while providing the auditors with exactly what is needed to perform their audit effectively.

WHO SHOULD ATTEND:

Local government staff who are responsible for, or participate in the preparation of audit working papers.

BENEFITS OF ATTENDING:

Participants can expect to :

- Gain an understanding of what is required of them by their auditors
- Learn best practices in preparing audit working papers
- Save time in preparing for the audit
- Make use of advice from auditors
- Avoid extra audit fees caused by incomplete preparation

THE COURSE WILL COVER:

- Purpose and benefits of an audit
- Components of an audit
- Working papers for assets and liabilities
- Working papers for revenues and expenditures
- Time savers
- Managing cut-off
- Retention policy

These topics will be presented in a one day session utilizing a mix of presentation and group discussion. It is strongly encouraged for you to bring your laptop as all of the materials and exercises will be in electronic format.

ABOUT THE WORKSHOP LEADERS:

Kristy Kwan from BDO and ***Doug Rae*** from the Regional District of Thompson-Nicola (and formerly of KPMG) helped to design this course and have presented it several times. They are both Chartered Accountants with extensive experience in preparing and reviewing working papers. They will be joined by ***Donna Hobbs*** from KPMG who is also a CA with considerable experience in this area.

Workshop Location & Dates

Tuesday, November 5, 2013
Four Seasons Hotel
791 West Georgia Street
Vancouver, BC
8:30 a.m. – 4:30 p.m.

Accommodations

Four Seasons Hotel
791 West Georgia Street
Vancouver, BC
1-604-689-9333
Ask for the ICABC Rate from $165/night until October 4
Or book online and use Group Code CI1113ICAB

Registration Fees

Register here - Registration Link

$320 + GST

Or register using PD points - 8 required

Registration includes coffee, tea, muffins & lunch.

A maximum of 25 people will be allowed in the course; a minimum of 15 people are required to proceed.

This course provides 7 verifiable hours of training.
Check with your professional association to confirm that this qualifies for your personal CPD record.