Preparing Audit Working Papers

A Primer for Local Government Staff

Burnaby, BC

November 18, 2010

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. Local government auditors who wish to work more effectively with their clients.

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-offs
- Retention policy

These topics will be presented in a one day session utilizing a mix of presentation and group discussion. It will be useful if you bring your laptop.

ABOUT THE WORKSHOP LEADERS:

Kristy Kwan from BDO, ***Doug Rae*** from KPMG and ***Dee Danallanko*** from RDNO designed this course. They are all Chartered Accountants with extensive experience in preparing and reviewing working papers.

The workshop will be led by one or more of the above.

Workshop Location & Dates

November 18, 2010
Delta Grand Villa
4331 Dominion Street
Burnaby, BC

8:30 a.m. to 4:30 p.m.

Accommodations

Delta Grand Villa
Burnaby, BC
1-800-268-1133
Ask for GFOA BC rate - $119/night

Registration Fees

$275 + HST – members
$225 + HST – 2nd and 3rd participants from your municipality (limit of 3 per municipality)
Or register using PD points - 7 required for the 1st person/6 required for 2nd and subsequent

Registration includes coffee, muffins & lunch.

A maximum of 20 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.