

TECHNICAL INTERNAL AUDIT REPORT WRITING

12
CPE HOURS

NOT YOUR TYPICAL AUDIT REPORT WRITING SKILLS WORKSHOP

16TH (WED) – 17TH (THUR) AUGUST 2023 – TANOA PLAZA HOTEL – SUVA, FIJI



PRESENTED BY:

**Prof. Arif Ahmed &
Prof. Veena Hingarh**

South Asian
Management
Technologies Foundation

Other Available Courses:
**INFORMATION SYSTEM &
TECHNOLOGY AUDITING**
14th (Mon) & 15th (Tue)
August 2023
Tanoa Plaza Hotel,
Suva Fiji

This workshop introduces you to tools, techniques and strategies you need to write effective audit reports that engage your stakeholders and add value to your organization. The workshop's terminal learning objectives include the following:

1. Overview of the applicable standards for audit report writing
2. Enable auditors with techniques of charting and preparation of dashboards
3. Planning and expressing an opinion.
4. Equip auditors to prepare specialized audit reports for risk, corporate governance, IT and fraud.
5. Understand quality criteria for audit reporting

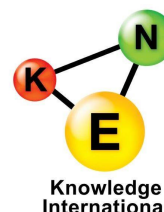
The workshop will be delivered using hands-on case studies.

WHO SHOULD ATTEND:

Members of audit team, both external and internal will find the workshop extremely important.

In addition, members of risk management team and IT security team will find the workshop useful.

ORGANISED BY:



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Technical Internal Audit Report Writing

16th (Wed) & 17th (Thur) August 2023 – Tanoa Plaza Hotel, Suva – Fiji

Dear Delegates,

This is not your typical writing skills workshop. It introduces you to select tools and techniques you may use to enhance your audit report. The audit report represents the end result of weeks of reviews, analyses, interviews and discussions. Frequent use of the same texts in reporting, the expression of cases in the same pattern the use of the same reporting formats for very long time and insufficient use of graphs and tables decreases the attractiveness of reports in time.

The internal audit function plays a key role in assessing and reporting on an organization's risk management, internal controls and management information systems. These report require additional presentation skills. The workshop enables participants to learn about drafting these special reports.

This workshop scheduled at **Tanoa Plaza Hotel** on **16th & 17th August 2023** will take you through the complexities in a gradual manner over two days. Our courses are also NASBA (USA) accredited and you earn CPE hours for the same especially if you are a CPA or have similar professional qualifications in finance. You can check with your host professional accounting body about treatment of NASBA accredited credit for structured and unstructured CPE credit.

Presented to you in a lucid language with ample examples and case studies, the workshop will clear your doubts and reinforce your competence as an audit expert.

We look forward to seeing you at the workshop.

Cordially,

Arif Ahmed and Veena Hingarh

WORKSHOP TIMING:

Registration at	08:30
Workshop starts at	09:00
Morning Coffee Break	10:30 – 10:45
Lunch at	12:30 – 13:30
Afternoon Coffee Break	15:15 – 15:30
Workshop ends at	17:00

INSTRUCTIONAL DELIVERY METHODS – GROUP LIVE

COURSE PRE-REQUISITE – UNDERSTANDING OF THE PROCESS OF INTERNAL AUDIT AND AUDIT REPORT WRITING

RECOMMENDED CPE CREDIT – MAX. 12 HOURS MAY BE AWARDED IN THE FIELD OF AUDIT

PROGRAM LEVEL – ADVANCED

ADVANCED PREPARATION – REVIEW OF THE GENERAL AUDIT PROCEDURES WOULD BE HELPFUL.

This is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing technical aspects of audit report writing. It provides an updates on various professional standards that help auditors to streamline the reporting process and satisfy the users of audit reports.

Today, the audit profession is becoming more and more complex and moving from general to specific audits. The course would be useful to understand how some specialized audit reports are prepared.

The design of the course is such that both new and experienced auditors will find this useful. Auditors from all industries including from Government will benefit from the course.

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DAY 1

STARTING AN AUDIT REPORT

- Explain why audit reports are written
 - The Report Framework
- Tailoring audit reports to users/ readers
- Types of audit reports
- Phases of the writing process
 - Planning, Drafting, Editing and Formatting

PRESENTING AUDIT OBSERVATIONS

- **Attributes of Findings – 5Cs'**
 - Criteria
 - Condition
 - Cause
 - Consequence
 - Cure
 - **Case Study**
- **Examples of 5C's**
 - **Case Study**
- **The 5 C's – Exercise**
- **Overview of IPPF Standard on Communication Criteria**
- **Root cause Analysis**
- **Case Study**
 - **Identifying Root cause**

AUDIT REPORT STRUCTURE

- Elements of an Internal Audit Report
- Executive Summary
- Reporting on controls
 - Linking to COSO Model
- Flow of an audit Issue
- Heat Maps and Maturity Models
- Communicating with the management
- Evaluate the importance of the various sections included in audit reports

PLANNING AND EXPRESSING AN OPINION

- Macro Level Opinions
- Micro Level Opinions
- Scope of the Opinion
- Scope of work
- Evaluation of results
- Grading of Opinions
- Risk Rating of Opinions
- Related IPPF Guideline.
- **Case Study: Examples of Opinions**

DAY 2

VISUALISING DATA

- Presenting Tables
- Excel charting Techniques
- Choosing the right kind of chart
- Miniature charts and spark lines
- Creating a Dash Board
- **Case Study - Using charts, tables, and dashboards in audit reports**

SPECIALISED REPORTS

- **Reporting on Information Systems**
 - Contents
 - **Case Study – Internal Audit Report on Information Systems**
- **Reporting after risk assessment**
 - Contents
 - **Case Study – Internal Audit Report on Enterprise Risk Management**
- **Reporting on fraud**
 - Contents
 - **Case Study – Fraud audit report**
- **Reporting on Corporate Governance**
 - Contents
 - **Case Study – Overview of a corporate governance report**

QUALITY OF REPORTING

- Develop reports that are accurate, objective, clear, concise, constructive, complete, and timely.
- Reader Friendly writing
 - Readability Statistics
- Overview of Standard on Quality of Communication
- Supervisory Review
- **Case Study - Assess the quality of reporting of the reports provided**



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ABOUT THE FACILITATORS: PROF. ARIF AHMED & PROF VEENA HINGARH

Prof. Arif Ahmed and Prof. Veena Hingarh are Director and Joint Director of South Asian Management Technologies Foundation, an institute specialising in training and consulting in the area of Finance and Risk Management. The detailed scope includes IFRS, Banking Risk Management, Enterprise Risk Management, Cost Control, Cash Flow Management, Financial Intelligence, Strategic Financial Dashboard, and various financial processes that enhance the value of an organisation.

Prof. Ahmed is Chartered Accountant, MBA, and a Lead Auditor in Information Security Management Systems. Prof. Hingarh, also a Chartered Accountant, Company Secretary, Certified Information Systems Auditor, and MSc. Prof. Ahmed has almost 25 years of post-qualification experience and Prof. Hingarh enjoys more than 15 years of post-qualification experience. They have been associated with various Universities and professional training institutions across various countries in their area of specialisation.

Both Prof. Ahmed and Prof. Hingarh have worked closely with industry in the area of strategic consulting. The industry verticals they have served include Banking, Energy, Oil and Gas, Lubricants, Minerals, Metals, Engineering, Paper, Electronic Media, Print Media, and host others. Aligned with their expertise their consulting experience forms a backdrop of their knowledge which they share with the participants. They have also served as consultants in projects of The World Bank. They have also been speakers at World Accounting Forum.

Professors Ahmed and Hingarh have authored various books and articles in their areas of expertise and they have been highly acclaimed by the professional community. Their latest books in the area of IFRS and IT Audit are being published by the 200 year old publishing giant John Wiley & Co, Inc.

Professors Ahmed and Hingarh have designed their unique training methodology that encourages the participants to learn in an interactive way from their combined expertise. Presence of both of them opens up discussions in a much greater way than what one person can initiate. In addition, it allows the participants to benefit from different points of view that they present.

The courses they present are recognised by **NASBA** for award of CPE credits.

Both Prof. Ahmed and Prof. Hingarh have been involved in delivering courses in Dubai, Kuwait, Malaysia, Mauritius, Singapore, Thailand, UK, India, Bangladesh, Sri Lanka, Nepal, and other countries for over 15 years.

Complaint resolution policy

All complaints and grievances regarding course can be emailed to grievances@south-asian.org or physical copies sent to the registered office of the foundation at the address mentioned in the website www.south-asian.org. For more information about grievance email services services@south-asian.org or call + (91) (33) 22804553/0830.

Official NASBA sponsor statement, if an approved NASBA sponsor



South Asian Management Technologies Foundation is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org

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REGISTRATION CONTRACT

Please complete this form immediately and email
back to Sydelle@kenknowledge.com.sg
Please write in **BLOCK CAPITALS**

I. Delegate's details

1. Name: _____

Position: _____

E-mail : _____

2. Name: _____

Position: _____

E-mail : _____

3. Name: _____

Position : _____

E-mail : _____

Company : _____

Address : _____

Country/ State: _____ Postcode: _____

Nature of Business : _____

Tel : _____ Fax: _____

Company Size : 100-249 250-499 500-999 1000+

II. The Invoice should be directed to Mr/Ms (Dept):

Name: _____

Dept: _____

Tel: _____

E-mail: _____

III. Authorising Manager's details

Name : _____

Title : _____

Tel: _____

Signature : _____

Date: _____

This booking is invalid without a signature

REGISTER NOW!

2-Day Workshop Fees:

- US\$1,590 (Priority Booking) per delegate
- US\$1,790 (Standard Rate) per delegate
- 5% Discount for group registration of 3 delegates or more

PRIORITY BOOKING before 10th July '23

(Fee includes documentation, refreshment & Lunch but **EXCLUDES** Accommodation & Bank charges)

MODE OF PAYMENT :

Payment is required within **5 working days** from the invoice date.

SGD Bank Draft Made payable to:

KEN Knowledge International Pte Ltd

Or Telegraphic Transfer to Bank:

United Overseas Bank Limited

Clementi Branch

Account Number: 130-900-204-6

USD Corporate Current Account

Swift Code: UOVBSGSG

(Quoting your Company Name and Inv No. As Reference)

CANCELLATIONS & SUBSTITUTIONS :

All cancellations of registration must be made in writing. Cancellations received less than 1 month prior to the workshop will incur 50% penalty. Regrettably, no refund will be made for cancellation after 1st August 2023. However, a complete set of documentation will be sent to you. Substitutions are welcomed at anytime.

NOTE:

Due to unforeseen circumstances, we may change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. KEN Knowledge International should not be held liable for any costs arising from this change.

HOTEL ACCOMODATION:

Accommodation is not included in the workshop fees. To reserve accommodation at the workshop venue, please contact Tanoa Plaza Hotel, at +(679) 331 2300

For further information, Contact the

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