Preparing Effective Audit Manual for an Internal Audit Department

Description: This webinar will instruct attendees on how to develop an internal audit manual and offer start to finish instructions and templates on how to perform different types of audits given the project description. Audit fieldwork, audit reporting and follow-up, work-paper filing, and project closure are some of the other areas the webinar will cover.

Why Should You Attend:

An audit manual is essential for adequate documentation and to ensure that the necessary steps to take during an audit are adhered to in keeping with the internal audit standards as promulgated by the Institute of Internal Auditors (IIA). There are several areas that can be covered in an audit manual, including:

- Engagement letters
- Planning documents
- Effective audit programs
- Progress update templates, and
- Final reports

This course will touch on all areas of an audit manual and discuss how to efficiently present it in case of an internal audit, a consulting engagement or an internal confidential investigation. Having an effective audit manual will make the difference between having a tool that assists in effective audits, consulting engagements, and internal confidential investigations and not having the proper guidance required to ensure your audit department is equipped to be successful. A proactive stance on authoring an audit manual can result in cost savings to organizations and invaluable assurance to management that auditors are performing in accordance with the IIA standards. To ensure all the above, this course will:

- Provide you with a basic understanding of different elements that should be included in an effective audit manual
- Detail ways to present different types of audits and what the standards dictate
- Elaborate how to plan, perform and report results of an internal audit, consulting engagement or confidential investigation audit
- Provide templates to illustrate every step in the audit process

Areas Covered in the Webinar:

- Identify and collect essential pre-audit background information
- A basic understanding of the most popular types of internal audit projects
- The areas included in an audit manual
- Planning audit objectives, scope and developing an audit work program - audit planning
- Audit fieldwork
- Audit reporting and follow-up, work-paper filing and project closure
- The audit manual for a consulting engagement and confidential investigation
- Real life examples from the instructor’s extensive background in this area

CPE Credits - 1.5 / Field of Study - Management Services

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