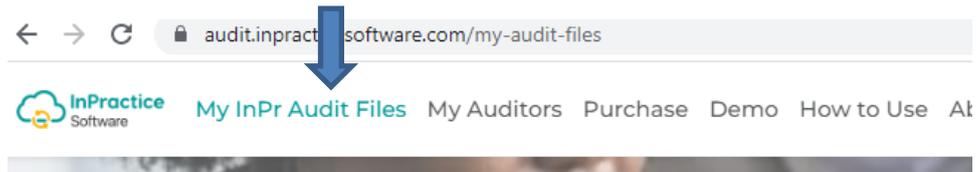


ALLOCATE AUDITORS HOURS

1. Login, go into your audit file, Current Audit File, "F" on Index



2. Click on "My InPr Audit Files"



3. Click on year



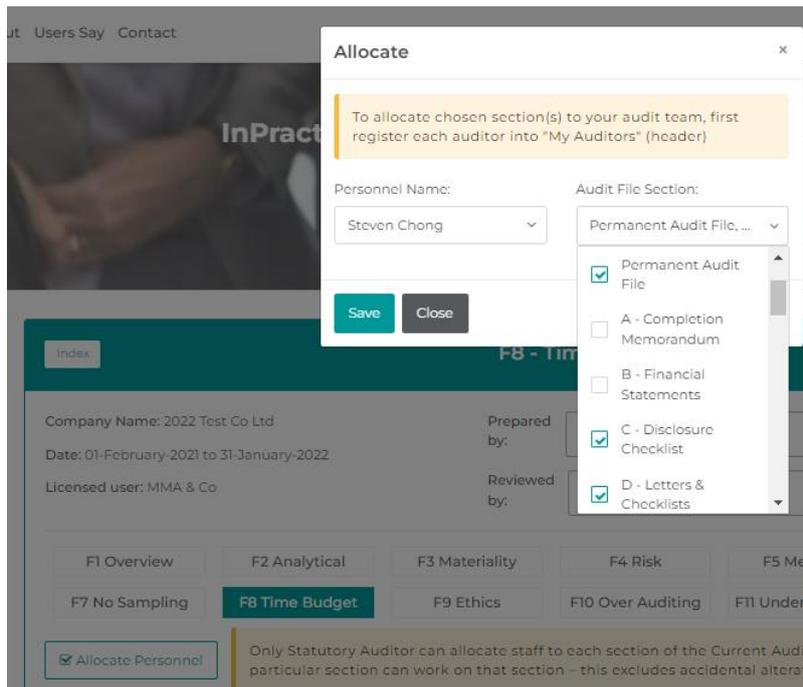
4. Click on company client



5. Click on "Current Audit File"



9. "Audit File Section" (right hand column) tick the items this auditor is to work on
 (Note: Steven Chong is allocated the 3 items ticked)



10. Budget column:

-  (a) Hourly rate under the name
-  (b) Time allowed on each section (If it takes longer, auditor to raise query)
-  (c) Actual hours to be entered after the work on that section is completed

F8 - Time Budget [Setup] [Permanent Audit File]

Company Name: 2022 Test Co Ltd
 Date: 01-February-2021 to 31-January-2022
 Licensed user: MMA & Co

Prepared by: [Edit]
 Reviewed by: [Edit]

[F1 Overview] [F2 Analytical] [F3 Materiality] [F4 Risk] [F5 Meeting] [F6 Fraud]
 [F7 No Sampling] **[F8 Time Budget]** [F9 Ethics] [F10 Over Auditing] [F11 Under Auditing] [F12 A/c Records]

Allocate Personnel

Only Statutory Auditor can allocate staff to each section of the Current Audit File. Only those allocated to a particular section can work on that section – this excludes accidental alteration by others

	Budget		Actual	
	J MANEK	S Chong	J MANEK	S Chong
Personnel				
Hourly rate (amount)	200	100	200	100
	Hours - Budgeted		Hours - Actual	
Permanent Audit File	0.5	3		
A - Completion Memorandum				
B - Financial Statements				
C - Disclosure Checklist	0.25	2		
D - Letters & Checklists	0.25	4		

11. F8 feature is the commercial magic of this software!

Log the actual hours to see the surplus or the shortfall.

J - Debtors & Prepayments	1		12	1		20	
K - Stock & Long Term Contracts	1			1			
L - Bank & Cash	1		10	1		20	
M - Creditors & Accruals	9			8			
N - Taxation	2			2			
O - Nominal Ledger – Extraction – Trial Balance	2			1			
P - Payroll	5			5			
Q - Profit & Loss Account	7			9			
R - Related Party Transactions	1	5		1	7		
CC -							
DD -							
Field Work (Hours)	52	14	22	61	21	40	
Field Work (Amount)	13000	1400	1650	15250	2100	3000	
Overall Cost				16,050			20,350

Budget Agreed by:

AUDIT FEE INVOICE:

16,000

Signed:

Upload Signature

Browse

Actual: SURPLUS/WRITE-OFF

-4,350

Date:

DD/MM/YYYY

Budget: SURPLUS/WRITE-OFF

-50

Every audit practice needs to make a surplus for taking the risk of being in audit business. Covering just the cost of salaries, rent and overheads does not provide a cushion for tough years such as covid times, economic downturn or disaster.

A – FEE QUOTE

Your budget estimates a £16,000 audit fee. Your client can afford to pay £12,000.

Print F8 to discuss the time estimate for each audit work section.

Is the the client prepared to reduce your audit work time by doing:

Debtors aged analysis? Bank reconciliation statement?

Aged creditors analysis? Investment values? Stock take valuation?

B – PAYROLL CONTROL

Use F8 to agree time targets with your audit team. Your audit team then can see whether they need to alert you for any aspects that will need more than the budgeted time.

C – ACTUAL HOURS – SURPLUS OR SHORTFALL

No surplus after actual hours? **Renegotiate the audit fee using F8 specifics.**

D - REGULATOR

Your audit regulator asks to see how you complied with the Auditing Standard on audit planning and control. **Show them your F8.** That should produce a favourable outcome.