

# CAF – COMPLETION

1. Login > your audit file > CAF

The image shows the login process. It starts with the InPractice Software login page where a user enters their email and password. A blue arrow points to the 'Login' button. Below this, a screenshot of the 'My InPr Audit Files' dashboard is shown. It features two main cards: '2020' with a 'View' button and 'Company 2' with a 'Setup Now' button. A blue arrow points from the 'View' button to a set of three icons: 'Setup', 'Permanent Audit File', and 'Current Audit File'.

## . Stage 3: Audit Completion

The image shows the 'Current Audit File' configuration page. At the top, there are 'Setup' and 'Permanent Audit File' buttons. The page contains the following information:

- Company Name: First Time Use Ltd
- Date: 01-January-2020 to 31-December-2020
- Licensed user: Efficient Progressive & Co
- Allocate Personnel
- Yes, I will click "save" to see attached graphics
- For my input not to vanish, I will click on "save"

A yellow callout box contains the following text:

Only the Statutory Auditor can allocate personnel to each section of the Current Audit File.  
 Only those allocated to a particular section can work on that section (precludes alteration by others)  
 Tick in the index column means its conclusion is signed-off (easy to see the sections requiring work)

**INDEX**

Index	Title	
A	Completion Memorandum	Audit work stage 4: Outcome
B	Financial Statements	
C	Disclosure Checklist	Audit work stage 3: Completion
D	Letters & Checklists	
E	Audit Completion	
F	Audit Plan, Time Budget	Audit work stage 1: Planning
G	Statutory & Capital	Audit work stage 2: Field work
H	Fixed Assets	
I	Investments	

A blue arrow points to the 'Audit Completion' row (Index E).

## Stage 3 – Completion

Index
Setup
Permanent Audit File

### E1 - Audit Completion

Company Name: First Time Use Ltd Prepared by:  Date:

Date: 01-January-2020 to 31-December-2020 Reviewed by:  Date:

Licensed user: Efficient Progressive & Co

E1
E2

			Completed?	Comments	Attach
1	Final Analytical Review <span style="float: right; background-color: #008080; color: white; padding: 2px 5px;">A</span>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="No unusual trends"/>	<input type="button" value="Attach"/>
2	Auditors Reports drafted <span style="float: right; background-color: #008080; color: white; padding: 2px 5px;">B</span>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Draft wording attached"/>	<input type="button" value="Attach"/>
3	Arithmetic on financial statements has been double checked manually	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="No errors found"/>	<input type="button" value="Attach"/>
4	Errors found but not adjusted: all resolved <span style="float: right; background-color: #008080; color: white; padding: 2px 5px;">E2</span>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Resolved satisfactorily"/>	<input type="button" value="Attach"/>
5	Outstanding matters: All items resolved <span style="float: right; background-color: #008080; color: white; padding: 2px 5px;">A4</span>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="All resolved"/>	<input type="button" value="Attach"/>
6	Outstanding matters: Vacated upon sign-off <span style="float: right; background-color: #008080; color: white; padding: 2px 5px;">A4</span>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Done"/>	<input type="button" value="Attach"/>
7	Management Representations Letter: signed, probed deeply <span style="float: right; background-color: #008080; color: white; padding: 2px 5px;">D2</span>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Drafted"/>	<input type="button" value="Attach"/>
30	Compliance with Laws & Regulations - Start of audit <span style="float: right; background-color: #008080; color: white; padding: 2px 5px;">S</span>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Nothing untoward found"/>	<input type="button" value="Attach"/>
31	Compliance with Laws & Regulations - End of audit <span style="float: right; background-color: #008080; color: white; padding: 2px 5px;">S</span>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="No problem identified"/>	<input type="button" value="Attach"/>

**CONCLUSION:**

I am satisfied that sufficient and appropriate audit evidence has been obtained and recorded in this audit file.

Signed:

Date:

Must click "save" for the data input not to vanish.

Index

### D-Letters & Checklists

Setup

Permanent Audit File

Company Name: First Time Use Ltd  
 Date: 01-January-2020 to 31-December-2020  
 Licensed user: Efficient Progressive & Co

Prepared by:   
 Reviewed by:

Date:   
 Date:

Example wording			Completed?	Signatures obtained
	D1	Audit Findings Letter (Letter of Weaknesses)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Click to Attach"/>
	D2	Management Representations Letter	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Click to Attach"/>
	D3	Solicitor's Letter for audit confirmation purposes	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Click to Attach"/>
From your audit regulator	D4	Bank Report Request Letter (Reply from bank)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Click to Attach"/>

	D10	Audit Planning Letter	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Click to Attach"/>
	D11	Audit Planning Memorandum	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Click to Attach"/>
	D12	Lead Schedule	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Click to Attach"/>
	D13	<input type="text" value="Edit"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Click to Attach"/>

Add More

#### CONCLUSION:

In my opinion, the above letters and documents have been properly checked to the relevant parts of this audit file, subject to resolving all items on O/S Matters list.

Signed:

Date:

For sample wording, you are welcome to contact [info@InPracticeSoftware.com](mailto:info@InPracticeSoftware.com) or [Affilica@outlook.com](mailto:Affilica@outlook.com)

Save

Index

### C-Disclosure Checklist

Setup

Permanent Audit File

Company Name: First Time Use Ltd  
 Date: 01-January-2020 to 31-December-2020  
 Licensed user: Efficient Progressive & Co

Prepared by:   
 Reviewed by:

Date:   
 Date:



Disclosure Checklist for the Shareholders' Financial Statements is filled in – see C2 to C4	<input type="checkbox"/> Yes
Disclosure Checklist for Abbreviated Financial Statements is filled in – see C5 to C6	<input type="checkbox"/> Yes
Were all disclosure omissions resolved satisfactorily?	<input type="checkbox"/> Yes
Is the layout of the Financial Statements in accordance with its prescribed format shown in the	<input type="checkbox"/> Yes

Company Name: First Time Use Ltd

Prepared  
by:

Edit

Date:

Edit

Date: 01-January-2020 to 31-December-2020

Reviewed  
by:

Edit

Date:

Edit

Licensed user: Efficient Progressive &amp; Co

A1

A2

A3

OS

Completion Memorandum is normally prepared by Field Staff

Decision is taken by the Senior Statutory Auditor

**SHARE CAPITAL & RESERVES**

The main reasons for the change are

Edit

2020  
GBP £2019  
GBP £

Senior Statutory Auditor's decision

For audit conclusion see **G****INVESTMENTS**

The main reasons for the change are

Edit

2020  
GBP £2019  
GBP £

Senior Statutory Auditor's decision

For audit conclusion see **I****LAWS & REGULATIONS**

The main reasons for the change are

Edit

Senior Statutory Auditor's decision

For audit conclusion see **S****GOING CONCERN REVIEW**

The main reasons for the change are

Edit

 Yes  No

Senior Statutory Auditor's decision

**ISAs**We have read the ISAs relevant to the audit of this entity.  
We have followed the true spirit of the ISAs. Yes  No

Senior Statutory Auditor's decision

**AUDIT OPINION JUSTIFICATION**

Based on conclusion above taken as a whole, our audit report is (tick one):

 Clean  Modified  Qualified**SECOND PARTNER REVIEW** Necessary  Not Necessary

Click "Save" to move to closedown

Comments

**CLOSE DOWN BY SENIOR STATUTORY AUDITOR** Yes  No

I am happy with the recording on this audit file to arrive at the audit opinion above. I now declare this audit file is closed down.

PDF (signed-off Audit File) arrives in the bottom left corner of your screen. Find a copy of this PDF in "Downloads" subdirectory of your computer. Essential to backup it up immediately to your external storage (for future data retrieval).

Previous

Next

Save