

Branch Branch Audit Program / Illustrative Checklist (Total 26 Management questions)

No.	Name of the member	Designation	Estimated time for work	Initials of the Officer

Audit Program

No. No.		Action of Work	Responsibility of the Branch for that year	Order by volume	Date
A		General - This Audit Work			
	1	Review of latest available comparative reports of Income/Expenditure/Balancesheet Auditors and corresponding details			
	2	Review of Closing Accounts issued by Head Office			
	3	Study of significant accounting policies of the Branch in comparison with			
	4	Study of Branches and of the Branch in			
	5	Investigation of the sample size and appropriateness of allocating the work over			
	6	Comparison of Mandatory Accounting Standards / Auditing Standards and IAS			
	7	Initiation to writing circulars given to the Branch Manager regarding requirements for audit and documents to be kept ready for audit			
B		Physical Verification			
	1	Physical verification of Cash in Branch and in ATMs, including stamp documents and postage and cover verification of the same with CO. Returns			
	2	Physical verification of Investments (if lodged in Branch)			
	3	Physical verification of valuable documents like cheque books, Demand Drafts, Pay Orders etc.			
C		Verification of Returns and Reconciliation			
	1	Reconciliation of returns submitted to IAS / IAS / ICA, Mandatory Quarterly / Half Yearly / Monthly			
	2	Verification of Annual Closing Returns			
	3	Verification of IAS / Branches / Other Branches Reconciliation, Branch Adjustment Account, Suspense account etc.			
	4	Verification of Statement of Head			
	5	Verification of P&L P&L reconciliation			

Wirc Bank Branch Audit Guide

VM Jensen



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