APPENDIX 1
File reference: [   ]

INSTITUTE OF
FINANCIAL
ACCOUNTANTS®
A MEMBER OF THE IPA GROUP

Prepared by:	Date:
Reviewed by:	Date:

Client: _____

Period: _____

CONTROL RECORD – YEAR/PERIOD END ACCOUNTS PROUCTION

Planning	Yes/No/N/A	X-ref/ comment
1. Is a current letter of engagement in place?		
2. Has our anti-money laundering due diligence assessment on this client been reviewed and updated (where necessary)?		
3. Is there any reason to doubt the integrity of the client, in particular relating to the preparation of accounts?		
4. Is the following information on our permanent file or in the permanent section of the current file or on our planning memorandum (see question 10 below)? • Letter of engagement • Constitutional document(s) • Background information on the client • Information regarding what accounting records the client maintains		
5. **Audit exemption** Has it been confirmed that the client does not wish to have an audit and that nothing in any constitutional document(s) requires an audit?		
6. **Audit exemption** All companies/ LLPs/community interest companies/qualifying partnerships – do they have **all** the following characteristics? • not a plc; • not MiFiD (this will only apply to some entities regulated by the FCA); • turnover has not exceeded £10.2m in the current nor preceding two years; • gross assets have not exceeded £5.1m in the current nor preceding two years; • employee numbers has not exceeded 50 in the current or preceding two years; and • the entity is not part of a group. NB: If yes then the client will be audit exempt subject to the answers to questions 5 and 7. If no then a detailed consideration needs to be documented as to whether the client is entitled to audit exemption or not.		

Planning (continued)

	Yes/No/N/A	X-ref/ Comment

7. **Audit exemption** –
   All charities including charitable companies - do they have **all** of the following characteristics?
   - the Charity Commission has not issued a Directive requiring an audit;
   - gross income does not exceed £1m in the current year;
   - gross income does not exceed £250,000 and gross assets do not exceed £3,260,000 in the current year;
   - the charity is not a registered society registered under the Co-operative and Community Benefits Societies Act 2014; and
   - it is not part of a group.

   NB: If yes then the client will be audit exempt subject to the answers to questions 5 and 6. If no then a detailed consideration needs to be documented as to whether the client is entitled to audit exemption or not.

   NB: If income is above £25,000 then an independent examination is needed and appropriate documentation should be completed in addition to the documents completed regarding the accounts production process.

8. Has it been ensured that the entity is entitled to follow the small entity regimes (i.e. was the answer to question 6 yes)?
   NB: If 'yes' then the client will be small. If 'no' then a detailed consideration needs to be documented as to whether the client is entitled to adopt the small entity regime or not.

9. Has it been ensured the that entity is entitled to follow the micro-entity regime? Does it have **all** of the following characteristics?
   - meets the definition of a small entity and is not part of a group;
   - is not a charity;
   - turnover has not exceeded £632,000 in the current nor preceding two years;
   - gross assets have not exceeded £316,000 in the current or preceding two years; and
   - employee numbers has not exceeded 10 in the current or preceding two years.
   NB: If 'yes' then the client is micro. If 'no' then a detailed consideration needs to be documented as to whether the client is entitled to adopt the micro-entity regime.

10. Has a brief planning memorandum been produced which outlines:
    - How any points forward from last year are going to be addressed?
    - The type of financial statements to be prepared?
    - Background information about the client (unless adequately documented on the permanent file)?
    - Records prepared by the client?
    - The work that we need to undertake?
    - Key issues/developments etc?
    - Evidence that staff have been briefed, including a summary of the areas that have been discussed (unless the whole file has been produced by a principal of the practice)?

	Yes/No/N/A	X-ref/ Comment

Planning (continued)

11. Has materiality been calculated, or has a de-minimus limit been set?

Fieldwork

12. Have lead schedules been prepared that agree to the trial balance and the draft accounts?

13. Unless the assignment is very basic has a work programme been completed?
    NB: For simpler clients details noted on the assignment plan should suffice.

Review and completion

14. Has a critical review of the financial statement been undertaken?

15. All companies/LLPs/community interest companies/qualifying partnerships – have the accounts been reviewed using a disclosure checklist, or directly against the disclosure requirements of either FRS 105 or FRS 102 Section1A?

16. Have analytical procedures been undertaken to ensure that all variances can be adequately explained and that the accounts are not misleading?

17. Has adequate consideration been given to the entity's going concern status and whether any post balance sheet events have occurred?

18. Has a letter of representation been signed by the client?

19. Has a management letter been drafted?

20. Have any necessary adjustments to the client's opening balances for the subsequent year been communicated?

Completion by partner

I have completed my review of the working papers and consider that they are in agreement with the accounts.

I have reviewed the accounts which have been approved by the directors/designated members/partners/proprietor/trustees [delete as necessary], and nothing has come to my attention which indicates that they could be misleading (including the fact that they do not contain material errors or misstatements).

There are no issues outstanding that need to be resolved before the finalisation of this assignment.

Signed: _____   Date: _____