

SEMINAR TOPIC : AUDIT DOCUMENTATION TO MEET PR EXPECTATIONS

FACILITATOR : MS JANISE LEE

DATE : 18TH OCTOBER, 2022

DAY : TUESDAY

VENUE : ZOOM CHAT ROOM

TIME : 9.00AM – 1.15PM

FEE : RM100 PER PERSON

Organized by:



4 CPE HOURS
GAINED

FOR MAFA MEMBER
FIRMS ONLY

INTRODUCTION

Over the years, the authorities have continued to monitor, review and refine its strategies in light of the developments and circumstances that affect its surveillance programmes and consider improvements and enhancement as appropriate.

In 2016/2017, MIA revised its Practice Review Framework so as to expedite the process of instituting remedial actions and enable tougher sanctions against recalcitrant practitioners.

One of the most common Practice Review Findings, as highlighted in the Annual Reports is insufficient and inappropriate documentation on Audit Evidence. ISA 230, deals with the auditor's responsibility to prepare audit documentation for an audit of financial statements. There are also specific audit documentation requirements in other ISAs.

LEARNING OBJECTIVES

This webinar seeks to help you:-

- Determine what constitute adequate audit documentation in ISA 230
- Apply the Principle Based requirements in practical situations
- Identify Specific Audit documentation requirements in other ISAs;
- Relate and understand the relationship between audit documentation and audit quality.

METHODOLOGY

PowerPoint Presentation, Quiz, Exercise and Discussion.

WHO SHOULD ATTEND

- Approved Company Auditors.
- Audit Professionals Responsible.
- Audit Managers and Seniors
- Academicians.
- Students Preparing for the Auditing and Assurance Paper.

Janise Lee started her career as a articled student and rose to become an audit partner of an international accounting firm with worldwide affiliations. She has more than twenty five years of auditing experience in public practice. She has acted as Special Administrators, Creditors Agent of Scheme Creditors, Due Diligence Auditor and has conducted Internal Audit, Strategic Operation Reviews and Valuation exercises for private companies as well as public listed companies. She has also led "Investigative audits" for Public Listed Companies.

She was a member of the SMP (Small Medium Practice) Task Force under the purview of the Public Practice Committee of MIA and was a Panel Reviewer for the Practice Review Committee of MIA. She was also involved in the Accounting Standards Working Groups of MASB.

Janise was instrumental in setting up the SMP department of MIA in 2015 and headed the department for 2 years. She introduced a 5(five) year Road Map for the SMP Department to elevate the quality of SMPs in Malaysia and to champion the interest of SMPs. She currently sits in the SMP Committee of MIA.

She is a member of MICPA and MIA and is a frequent speaker on Auditing Standards for CPE programmes of MIA and other Professional Institutes. She also conducts staff training for audit firms. She is a frequently sought after speaker in seminars and forums on audit related matters. She is a PSMB certified trainer.

PROGRAMME OUTLINE

SESSION 1

9.00am – 11.00am

- Nature and purpose of Audit Documentation.
- Sufficient Appropriate Audit Evidence.
- Form, Content and Extent of Audit Documentation.
- Who is an Experienced Auditor.
- Assembly of final audit file.

11.00am – 11.15am (Break)

SESSION 2

11.15am – 1.15pm

- Ownership of Audit Documentation.
- Root Cause Analysis (RCA).
- Specific and prescriptive requirements in other ISAs.

FACILITATOR'S PROFILE



REGISTRATION FORM

4 CPE HOURS
GAINED

FOR MAFA MEMBER
FIRMS ONLY

Seminar Topic : **Audit Documentation to Meet PR Expectations**
Facilitator : **Ms Janise Lee**
Date/Day/Time : **18th October, 2022 / Tuesday / 9.00am to 1.15pm**
Registration Fee : **RM100 per person**

PARTICIPANT'S CONTACT DETAILS (PLEASE INCLUDE LIST FOR GROUP REGISTRATION)

Participant full name as per I/C (Dato' /Datin /Dr /Mr /Mrs /Ms):

_____ Designation: _____

I/C: _____ Email: _____ Mobile No: _____

ORGANISATION'S DETAILS

Organization:

Industry: _____ Contact Person/Designation: _____

Address: _____

Email: _____ Tel: _____

PAYMENT DETAILS

Online payment to MAFA **Maybank Account No. 5142 71630 773 " PERSATUAN FIRMA-FIRMA AKAUNTAN MALAYSIA"** (please email bank-in-slip to admin@mafa.org.my) or by cheque:

Bank & Cheque No.: _____ Amount RM: _____

FOR REGISTRATION: PLEASE FILL UP THE REGISTRATION FORM AND EMAIL TO admin@mafa.org.my

Contact: Ms Rose Ramli

Tel : 017-203 4925

Address: Suite 1602, 16th Floor, Wisma Lim Foo Yong, 86 Jalan Raja Chulan, 50200 Kuala Lumpur.

<https://mafa.org.my>

TERMS & CONDITIONS

PROGRAMME FEES

- Fee is payable to **PERSATUAN FIRMA-FIRMA AKAUNTAN MALAYSIA**.
- Fee include programme materials.
- Full payment upon completion of registration. Otherwise, registration will be deemed unsuccessful.
- Admittance may be denied upon failure to make full payment as per the above requirement

CERTIFICATE OF ATTENDANCE AND CPE HOURS :

- Participants will only be entitled to the CPE credit hours upon attending the entire duration of the programme. CPE credit hours will not be accorded for partial attendance.
- Upon full attendance of the programme, participants will be issued e-Certificate of Attendance after completion of the event.

CANCELLATION

NO REFUNDS WILL BE MADE BUT REGISTERED PARTICIPANTS MAY NOMINATE ANOTHER STAFF OF A MEMBER FIRM IN THEIR PLACE.

DATA PROTECTION :

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709).

DISCLAIMER :

The Organiser reserves the right to change the facilitator, date(s) and to cancel the programme should circumstances beyond its control arise. The Organiser shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. All fees paid shall be refunded in full if you are not agreeable to any such changes.

REPLACEMENTS :

Please note replacements are acceptable and CPE points will be allocated to the designated attendee.

RECORDING :

Video / Sound recording is strictly prohibited.