

DEVELOPING STANDARDIZED AUDIT WORK PROGRAM AND TEST TEMPLATES

COURSE DETAILS

Schedule: January 18 and 25, 2025

Duration: Two whole days (with morning and afternoon sessions)

Time:

- 8:00 am to 12:00 noon morning session
- 1:30 pm to 5:00 pm afternoon session

Knowledge Level: Basic to Intermediate

Competency: Internal Audit Delivery; Critical Thinking

Delivery Format: **Online Training through Zoom**

Position Level: Internal Auditors, Quality Auditors, Process Owners, Finance and Accounting Personnel, Risk and Compliance Officers & Other Personnel Handling Control Responsibilities

Fee: Php 9,408.00 per participant, inclusive of VAT

COURSE DESCRIPTION

"Internal auditing is an independent, objective assurance and consulting activity designed to **add value and improve an organization's operations**. It helps an organization accomplish its objectives by **bringing a systematic and disciplined approach to evaluate and improve the effectiveness of governance, risk management and control processes**."

With this definition, we can establish that an internal audit organization is primarily and largely focused on core business operations. And most of the time, these core business operations are already composed of well-established and defined day-to-day processes.

The objective of this course is to help the participants identify these day-to-day processes and create standardized audit work programs and test templates to effectively and efficiently carry out internal audit engagements and even periodic controls self-assessment exercises.

SEMINAR OBJECTIVES

At the end of the seminar, the participants will be able to:

- Learn to identify risks/focus areas as it relates to their own organization and business operations;

- Learn how to create/develop standardized audit work program and test templates through exercises and examples; and
- Appreciate the advantages of having standardized audit programs and test templates for recommendation/implementation to their organization.

COURSE OUTLINE

- I. Introduction
 - A brief review of internal auditing concepts (definition, purpose, importance)
- II. Risks
 - A discussion of the “risk universe” and how understanding helps define audit focus areas
 - a. Financial risks
 - b. Operating risks
 - c. Compliance risks
- III. Understanding the Organization and Business Operations
 - A discussion of different types of organizations and key business processes – including examples and exercises on how to create and document process maps
 - a. Types of organizations
 - b. Key business processes
 - c. Process maps
- IV. Developing the Audit Program and Test Templates
 - A discussion on how to develop or create standardized audit program and test templates. Samples for the following processes: Accounting, Accounts Receivable, Distribution, Selling
 - I. Accounting
 - a. Control Objectives
 - b. Key Attributes and Testing
 - c. Test of Controls

- II. Accounts Receivable
 - a. Control Objectives
 - b. Key Attributes and Testing
 - c. Test of Controls

- III. Distribution
 - a. Control Objectives
 - b. Key Attributes and Testing
 - c. Test of Controls

- IV. Selling
 - a. Control Objectives
 - b. Key Attributes and Testing
 - c. Test of Controls

- V. Workshop
 - Participants to develop their own customized audit program and test templates applicable to the needs of their organization

- VI. Self-Assessment

REGISTRATION

To register, please consider either of the following options:

- Option 1: Please visit CIASP website, www.ciasp.com.ph. Click on the "Register" button for the seminar on **Developing Standardized Audit Work Program and Test Templates**. You will be directed to an online Google form. Please fill in your details on the form and click 'Submit.' We will acknowledge your registration as soon as practicable.
Or click here to register:
https://docs.google.com/forms/d/e/1FAIpQLSdpcKOdW6ffOWyd_ovilL6gksEhLcpZU_NMGxEIJDGXX7ahPw/viewform
- Option 2: You can email or communicate with us through information@ciasp.com.ph and/or centerforinternalauditservices@gmail.com. Please provide your full contact

details (full name, organization, designation, email address, office phone and mobile phone).

We will provide billing invoice upon receipt of the registration.

FEES AND PAYMENT DETAILS

- Regular Rate - Php 9,408.00 inclusive of VAT.
- Limited slots. Guaranteed seats will be given to those with paid registration.
- Payments can be made in **cash or check**.
- Payment should be deposited to any BPI branch. Payment can also be done through online funds transfer (e.g., PesoNet, GCash, Maya, InstaPay, bank wire transfer, etc.). CIASP bank account details are:
 - Bank of the Philippine Islands (BPI)
 - Current Account Number: 1621-0070-72
 - Account Name: Center for Internal Advisory Services Philippines Inc
 - SWIFT Code/BIC: BOIPHMM
 - For check payment, please make it payable to the account name.
 - For GCash transfer – bank: BPI; payee: Ciasp; Account number: 1621007072
- Payment through **credit card or debit card** (Mastercard, Visa, Amex) through Paypal also accepted.
- Please email scanned copy or picture of deposit slip or online transfer form so we could confirm receipt and provide the relevant seminar details and procedures.

OTHER SEMINAR DETAILS

- Seminar Inclusions:
 - Attendance to the webinar sessions
 - Copy of presentation materials and references
 - Certificate of completion
 - Post-webinar consultation with resource speaker, as applicable
- Delivery Mode:
 - Webinar/Meeting through Zoom
- Resource Speaker/Facilitator
 - Rizza De los Reyes-Cresencio
- Time Schedule for the Webinar Sessions
 - 8:00 am to 12:00 noon morning session
 - 1:30 pm to 5:00 pm afternoon session

CONTACT DETAILS

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SPEAKER PROFILE

RIZZA DE LOS REYES-CRESENCIO, CPA, CIA, MBA

Rizza is a Senior Manager for Global Business Services of Procter and Gamble (P&G). She was previously the Senior Manager of Global Internal Audit handling Stewardship and SOX Compliance. She is a highly-experienced audit and finance professional handling various roles in P&G Internal Audit, Capital and Fixed Assets Accounting, Procure to Pay, and Financial Services and Solutions.

She was a professor at the Assumption College and De La Salle University. She is a Certified Public Accountant, a Certified Internal Auditor and holds an MBA from the Ateneo Graduate School of Business.