**PLANNING CHECKLIST**

[Engagement personnel to consider the following matters in planning the engagement. This list is not exhaustive, it is intended for guidance only]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNDERSTANDING THE ENGAGEMENT:** |  |  |  |  |
|  | **Done by** |  | **Date** |  |
| 1. Accounting policies and procedures.
 |  |  |  |  |
| 1. Are there items in the financial statement items which are likely to require adjustment?
 |  |  |  |  |
| 1. The nature of reports expected to be rendered, e.g.
 |  |  |  |  |
| * + Report on consolidated financial statements
 |  |  |  |  |
| * + Reports on financial statements filed with the ASIC/ASX
 |  |  |  |  |
| * + Special purpose reports, such as those on compliance with contractual provisions.
 |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSIGNING PERSONNEL TO THE ENGAGEMENT:** |  |  |  |  |
|  | **Done by** |  | **Date** |  |
| 1. Has a time budget for the engagement been prepared to determine the resources requirements and to schedule the field work?
 |  |  |  |  |
| 1. Has the principal/engagement partner approved the time budget prior to the beginning of the field work?
 |  |  |  |  |
| 1. Have the following factors been considered in achieving a balance of:
 |  |  |  |  |
| * + Engagement personnel requirements
 |  |  |  |  |
| * + Personnel skills
 |  |  |  |  |
| * + Individual development and utilisation?
 |  |  |  |  |
| * + 1. Engagement size and complexity
 |  |  |  |  |
| * + 1. Personnel availability
 |  |  |  |  |
| * + 1. Special expertise required
 |  |  |  |  |
| * + 1. Timing of the work performed
 |  |  |  |  |
| * + 1. Continuity and periodic rotation of personnel
 |  |  |  |  |
| * + 1. Opportunities for on-the-job training
 |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INDEPENDENCE:** |  |  |  |  |
| 1. If acting as principal auditor, has written confirmation of the independence of other firms to perform segments of the audit been obtained?
 |  |  |  |  |
| 1. Have annual independence questionnaires been reviewed for all engagement personnel to assure that those individuals assigned to the engagement are independent?
 |  |  |  |  |
| 1. Have accounts receivable from the client been reviewed to see whether any outstanding amounts take on some of the characteristics of loans and therefore may impair the firm’s independence?
 |  |  |  |  |
|  |  |  |  |  |

[For audit engagements see the planning guidance within [CPA Australia’s Small Entities Audit Manual](https://www.cpaaustralia.com.au/professional-resources/audit-and-assurance/small-and-medium-entities)]