

Learning Objectives

After studying this chapter, you should be able to:

- State the general objective in planning an audit.
- Describe the standard planning procedures.
- Determine how the auditor obtains an understanding of the client and its environment.
- Define analytical procedures and explain why they are important at the planning stage of the audit.
- Discuss the contents of the audit plan and the audit program.
- List and explain other planning considerations.

Introduction

In every human undertaking or engagement, it is necessary to plan the course of actions before these actions are taken. The complexity of the business of the client, its form, and its commercial environment, all affect the nature and extent of the planning required.

PSA 300 (Redrafted) Planning an Audit of Financial Statements states:

The objective of the auditor is to plan the audit so that it will be performed in an effective manner.

Planning an audit involves establishing the overall audit strategy for the engagement and developing an audit plan, in order to reduce audit risk to an acceptably low level. Planning involves the engagement partner and other key members of the engagement team to benefit from their experience and insight and to enhance the effectiveness and efficiency of the planning process.

This chapter provides guidance to the auditor in making an examination in accordance with the generally accepted auditing standards on the consideration and procedures applicable to planning and supervision, including preparing an audit program, obtaining knowledge of the entity's business, and dealing with differences of opinion among firm personnel. Planning and supervision continue throughout the audit, and the related procedures frequently overlap.

Outputs of Audit Planning

The auditor shall establish an overall audit strategy that sets the scope, timing and direction of the audit, and that guides the development of the audit plan. Accordingly, the main outputs of the planning stage are:

- The overall audit strategy;
- The overall audit plan; and
- The draft audit programs detailing the work to be performed.

These are supported by a summary that documents the main decisions taken during planning, the information gathered in relation to the audit engagement, and the main administrative arrangements.

The overall audit strategy is documented in a strategy document; oftentimes, it is combined with the overall audit plan and included in the Audit Planning Memorandum².

Major Audit Planning Activities

In establishing the overall audit strategy, the auditor shall:

- a. Identify the characteristics of the engagement that define its scope;
- b. Ascertain the reporting objectives of the engagement to plan the timing of the audit and the nature of the communications required;
- c. Consider the factors that, in the auditor's professional judgment, are significant in directing the engagement team's efforts;

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