

<b>Client:</b>	<b>Year End:</b>	<b>File No.</b>	<b>Ref: J</b>
----------------	------------------	-----------------	---------------

**SUMMARY SHEET — Trade and other receivables**

Audit objectives	Number of key tests which satisfy objective*	Planning Reference to bespoke tests to be carried out	Final		
			Are you satisfied that the objectives have been met?	Comments	Initials
1 To ensure that trade debtors are due at the value recorded.	8, 9, 10, 11		Yes		B
2 To ensure that adequate provision has been made for all bad and doubtful trade debts	13, 15		Yes		B
3 To ensure that proper cut-offs have been made.	16, 17		Yes		B
4 To ensure that all trade debts are properly disclosed.	18		Yes		B
5 To confirm that all necessary disclosures concerning debtors have been made and that the information is appropriately presented and described.	18		Yes		B

**Planning conclusion**

I am satisfied that from the tests planned sufficient evidence can be gained to satisfy the objectives.

Prepared by: \_\_\_\_\_  
 A \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_  
 B \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Final conclusion**

From the audit work carried out I confirm that:

- the work has been performed in accordance with the audit programme;
- the work performed and the results obtained have been adequately documented;
- all necessary information has been collected for the preparation of the statutory accounts, and
- in my opinion (subject to matters highlighted on B5 or B8)\* debtors and prepayments are fairly stated.

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

*Alternative conclusion (ANY alternative conclusion MUST be referred to on B5 or B8)*

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

\* Delete if not applicable.

**Disclaimer: Dummy audit working files have been prepared and published to improve the quality of audit documentation of member firms providing audit services in Bangladesh. Member firms providing audit services should not assume these dummy working files as absolute benchmark for the purpose of preparing and keeping audit documentation. Every audit client has unique characteristics and risks. International Standards on Auditing (ISA) also requires to exercise engagement partner's judgment on a number of areas in conducting the audit of an entity. Therefore, member firms should use their professional knowledge, skill, experiences along with these dummy working files to keep adequate and appropriate working papers for each audit engagement. The preparers do not assume any liability for drawing an inappropriate audit opinion based on the working papers prepared on the basis of these dummy working files.**