

Client: XYZ Ltd		Prepared by: A	Date:	Ref:M2
Year end: 31-12-14	File no:	Reviewed by: B	Date:	
		Reviewed by	Date:	

Subject: Non- current Liabilities

Description	Current Year	Previous years
Employee benefit	<u>441,858,763</u>	<u>340,664,767</u>
Staff Gratuity	358,552,986	278,792,990
Other long term EB	83,305,777	61,871,777
Other Non- current liabilities	<u>56,114,163</u>	<u>281,638,797</u>
Group Insurance Fund obligation under lease	400,000	4,000,000
finance	1,100,850	2,137,153
Long term loan	54,613,313	275,501,644

Work done: Please see referenced trial balance M and notes to the F

1. opening balance confirmed with last year’s balance and GL
2. Calculation checked with relevant documents such as agreements, company policy, and industrials practice.
3. Confirmation received from bank directly.
4. Closing balance are agreed with FS and GL
5. Required disclosure for Loan, lease and ZCB are compiled for the presentation of this financial statements.
6. No unusual material journal entries have been possessed in GL for Non-current liabilities

Client: XYZ Ltd		Prepared by: A	Date:	Ref:M3
Year end: 31-12-14	File no:	Reviewed by: B	Date:	
		Reviewed by	Date:	

Staff Gratuity

	2014	2013
	<u>Tk</u>	<u>Tk</u>
Opening balance	278,792,990 ^	225,633,571
Provision made during the year	91,297,922	66,384,170
	<u>370,090,912</u>	<u>292,017,741</u>
Paid during the year	11,537,926	13,224,751
	<u><u>358,552,986</u></u> Ω	<u><u>278,792,990</u></u>

Opening balance confirmed with last year audited accounts and GL

Ω Agreed with GL Balance.

Policy

Each permanent staff of ACI entitles to get one month's basic for every completed year of service to the organization.

Work done:

Agreed with last year's accounts and current years

GL

Provision checked with staff files and found in order (ref- TOD)

Payment checked with supporting documents and found ok (Ref-TOD...)

Disclosure checked and found in order

Client: XYZ Ltd		Prepared by: A	Date:	Ref: M 4
Year end: 31-12-14	File no:	Reviewed by: B	Date:	
		Reviewed by	Date:	

Staff Welfare fund

	<u>2014</u>	
Opening balance	61,871,777	
Add:		
Contribution during the year	13,823,414	Ref TOD of WF
Interest accrued during the year	8,565,283	
	22,388,697	
	84,260,474	
Less: Paid during the year	955,271	
Closing balance as on 31 December	83,305,203	
Balance as per accounts	83,305,777	
Difference insignificant	(574)	

Work done

Opening balance confirmed with last years audited accounts

Contribution and interest calculation checked with TOD WF and agreed with monthly staff contribution and 1 % interest calculation

Client: XYZ Ltd

Prepared by: A

Date:

Ref: M 5

Year end: 31-12-14

File
no:

Reviewed by: B
Reviewed by

Date:
Date:

Finance lease obligation

A car has been purchased in February 2013 for amount of 3,025,537 for 35 installment of Tk. 86,358. During the year 10 installment of Tk. 888,384 has been paid and we checked with bank statements and found in order.

	<u>2014</u>	<u>2013</u>
	<u>Tk.</u>	<u>Tk.</u>
Finance lease	3,025,537	3,025,537
Paid during the year	888,384	-
Closing balance as on 31 December	2,137,153	3,025,537
Current Portion of lease obligation	1,036,303	888,384
Long term portion	1,100,850	2,137,153
	2,137,153	3,025,537

Monthly installment is Tk. 86,359 Payments check 10 months payment was Tk.863,590 Advance at the beginning of the year Tk.24, 794

Client: XYZ Ltd		Prepared by:	Date:	Ref:M 6
Year end: 31-12-14	File no:	Reviewed by:	Date:	
		Reviewed by	Date:	

Long Term Loan

	IPDC	EBL	Zero Cupon bond
Opening balance	138,466,389	65,575,313	500,850,508
Less paid during the year	57,529,702	11,716,068	238,161,158
Balance	<u>80,936,687</u>	<u>53,859,245</u>	<u>262,689,350</u>
Current portion of Long term loan	63,312,710	16,869,909	262,689,350
Long term portion	17,623,977	36,989,336	-
	80,936,687	53,859,245	262,689,350
Installment size	<u>5,276,059</u>	<u>1,405,826</u>	<u>0</u>

We have reviewed and checked with Loan agreements and payments are checked with Bank statements and installment payment as per loan schedule and found in order.

We have received direct confirmation from bank of IPDC and EBL and found that the balance shown in the balance confirmation certificate are found correct.

Key Information of 4th Series Redemption of "ACI 20% Convertible Zero Coupon Bonds"

Sl.	Particular	Amount
A.	Total number of bond redeemed ****	267,170
B.	Face Value	1,000
C.	80% Cash Redemption for each bond	800
D.	20% Convertibility Option for each bond	200
E.	Total value of 4th redemption of ACI ZCB (A x B)	267,170,000
F.	Total number of bondholder during 4th Redemption	18,718
G.	NAV of ACI Limited as per last audited FS (2012)	214
H.	Strike Rate (NAV x 1.1)	235
I.	Premium per share issued by ACI through conversion (Tk. 235-Tk 10)	225
J.	Total number of bondholder during 4th Redemption	18,718
K.	Number of bondholder will take 100% Cash redemption	76
L.	Number of bondholder will excerscise convertibility option	18,642
M.	Number of bond under 100% cash redemption	173,219
N.	Number of bond under convertibility option	93,951
O.	Total amount of 80% cash redemption (A x C)	213,736,000
P.	Total value of convertibility option @ Tk. 200 each for 267,170 (A x D)	53,434,000
Q.	Total value of 20% has been taken by cash (M x D)	34,643,800
R.	Total redemption value of 20% which has been converted into ACI share (N x D)	18,790,200
S.	Number of ACI share will be issued through conversion (Net off 270 share excess issued in 2013 during 3rd Redemption)	79,686
T.	Number of full lot ACI share to be credited	61,600

U.	Number of odd/fraction ACI share to be transferred to suspense A/C for sale (Net off 270 share excess issued in 2013 during 3rd Redemption)	18,086
V	Total Cash outflow for 4th Series redemption (O + Q)	248,379,800
w.	Premium will be received through conversion (S x I)	17,937,558
X	Tax have to be paid by ACI on premium @ 3%	538,127

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.