

Office questionnaire

Geneva Group International
European Conference Madrid, Spain
PG Auditing Meeting
April 23, 2010

Office background information

- Office name
- Location of head office
- Number of offices
- Number of certified auditors
- Local audit authority
- Focus on market
- Total number of employees

Office Structure and size

Departments (# employees)

– Audit ()

– Accounting ()

– Advisory ()

– Tax ()

– EDP ()

– Other ()

Size organisation

Number of clients	/	Fee (in %)
– Audit	()	()
– Accounting	()	()
– Advisory	()	()
– Tax	()	()
– EDP	()	()
– Other	()	()

Regulation

- Regulation, law / firm policy regarding “Chinese walls” in respect to accounting, advisory and audit services.

Regulations

- Client Acceptance procedures
 - Independence
 - Others e.g.. Intimidation, trustworthiness, self control.
- Partner involvement requirements
- Quality sustainability
- File requirements

External requirements

- (Government) license for Audits
- External Reviews
 - local authority reviews (who and frequency)
 - branch organisational reviews
 - (obligatory) involvement other audit firm

Internal requirements

- Company reviews procedures (internal)
 - file reviews
 - engagement reviews
 - second reader

Personnel requirements

- Education hours p.a.
 - Permanent education ()
 - External permanent education ()
 - Internal permanent education ()
 - Registered at specific authority?

Approach (1)

- Electronic Audit files
- Preliminary audits and year end audits
- Standard working papers + index
- Statistical methods
- Use of EDP auditors
- Size criteria (when full audit)

Approach (2)

- Work as group auditor (affected by Audit alert 21: Group auditor alert)
 - Final responsibility
 - Evaluation of work performed by other auditor

GAAP

- Local GAAP
- GAAP Experiences
- IFRS knowledge/
- IFRS vs. Local GAAP (main differences)
- IFRS for SME?