

How to Audit Series

£225 plus VAT per place

No charge for members

WHO SHOULD ATTEND

This course is designed to put theory into practice. It is suitable for anyone who has recently become involved or is about to become involved in auditing and had at least 3 months in the profession. Knowledge of the principles of bookkeeping is assumed. The course is also suitable for any member of staff wishing to revise basic techniques and learn about current methodologies.

CONTENT

The course covers the audit of:

- Bank and cash – reconciliations and adjustments
- Debtors – circularisation confirmation, cut off, bad debts, prepayments
- Creditors – statement reconciliation, unrecorded liabilities, accruals
- Fixed assets – physical inspection, updating the register, dealing with adjustments
- Stock – stock take attendance, investigating errors, valuation

CPD HOURS: 15