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20. This may include review of the means used to recognize, determine, categorize and report such information and definite inquiry into individual items as well as in depth testing of balances, transactions and procedures. Check-list for the internal audit includes Warrants / Vouchers Bills / Receipts Disbursements / checks Bank Reconciliation Income Treasurer's Reports Taxes 7) Mention what all things have to be taken care for checks and vouchers in internal audit? Make sure the authority of the audit team is established - this will increase the cooperation from auditees. The whole audit work is distributed among audit staff. The possession must be in the hands of senior officer. Here it means you may not find mistakes in your processes but a third man who comes and check the system he may see some deviations in the system and give suggestions for the improvements of the system. The external auditor can perform his work to terms of appointment and other prescribed law. Explain different functions of internal audit? To achieve its objectives the auditor has to review the following areas: Reliability and integrity of the information. To perform an internal audit all of the financial records shall be given by the treasurer for the audit, including the check-book register, bank statement, deposit slip, cancelled checks, treasurer's reports, expense vouchers or warrants with bill receipts, the annual treasurer's report etc. The set of questions here ensures that you offer a perfect answer posed to you. The task of internal auditing is determined by organization itself, and its goals differ from those of the external auditor who is appointed to report independently. The auditor can test the effectiveness of internal check. Decide what other audit resources are needed - checklists, other auditors? The internal audit can be used as a tool to correct the situation. 12. Controlling is an essential feature of internal audit. What are the importance of internal audit to the organization? The purpose of an internal audit charter is to compel the departments that need to be audited to provide the information required by the auditor. Encourage honesty with the auditees. Finance Audit conduct by the CA to compliance the legal requirements of monetary issues. Determine the purpose of the audit - is it to comply with government regulations, quality standards, internal procedures and systems? Develop questions to ask the auditees. Know what they say. What are the basic principles of an internal audit controlsystem? Internal Audit is necessary to Enhance the size and complexity of businesses Increase the compliance requirements Focus on risk management and internal controls to manage them Unconventional business models Stringent norms implemented by regulators to protect investors Intensive use of information technology Increasingly competitive environment 11) Explain what you should do after the internal audit? He is not an independent person. Develop an audit plan. How does the internal audit differ from an external audit? He can check custodial control over assets. Internal auditors are ordinarily assigned definite task by management for reviewing controls, monitoring their function and suggesting improvements for them. No chartered accountant is required to audit internally. The purpose of internal audit is to review the working of business. 2. The depth and goals of internal auditing vary widely and depend on the volume and structure of the body and the requirements of its administration. Prepare a yearly audit schedule and distribute Determine the purpose of the audit whether it complies with government regulations, quality standards, internal procedures and systems Organize a meeting with the auditors to discuss plan, scope and purpose of the audit Read the documents you are auditing against. An auditor can check the accuracy through these techniques. There is a need to locate the weak points. The basic principles of financial internal control are explained below: Financial and accounting operations must be separated that is the handling of cash and the recording of the movement thereof should be done by different persons. Confirmation of liability is a function of internal auditor can determine the work done by every person. There will not be any type of embarrassment in the society because errors have been removed. Ask for feedback on how you and your audit team were perceived - adjust your approach if necessary. Tell me that how I can evaluate the internal control audit? 10. An audit can also help a company know if it is losing or making more money. After the internal audit, Hold an auditors meeting with auditees involved with the audit, discuss the non-conformances and what part is missed Issue the audit report in a timely manner Encourage auditees to take corrective actions again flaws Help and guide those responsible for completing the corrective actions with setting reasonable deadlines Take the feed-back of the auditees and how your audit team were perceived Download PDF 1. The compliance procedures can ensure the auditor that internal control exists. The control has so operated throughout the period of intended reliance. The planning includes degrees of risk and extent of audit. Disadvantages are following: Internal audit is not acceptable by the shareholder. He must not be influenced by management. 21. Hold a closing meeting with all auditees involved with the audit. Nearly all frauds have been committed by trusted officials or employees. Ensure the authority of the audit team is established- it will enhance the co-operation from the auditees Decide which areas of the company will be audited and the frequency of the audits. A charter is basically a delegation or grant of authority from a person or organization of authority to another person or organization. The plan may relate to accounting functions like purchase, sales, income, expenses and shares. How to involve people in audit? The word 'Audit' is a derivative of the word 'Audition' which means 'to hear'. The work should be so arranged that work done by one employee should be properly checked by independent employee. This will provide others with a better understanding of what audits are and why they are necessary. Explain the difference between internal audit and external audit? Compliance procedures are tests designed to obtain reasonable assurance that these internal controls on which audit reliance is to be placed are in effect. With internal audit we always need to be careful of any manipulations within the company itself. Errors and frauds within the company cannot be denied /overlooked at any cost. The purpose of internal audit is to evaluate the accounting system. External audit is the not the part of internal control. The internal audit can suggest improvement in internal check system. Accomplishment of established objectives and goals for operations or programs 13. Internal audit nothing but the checking the product that you produced. The internal audit can perform his duties under the terms of appointment. It is managerial control which functions by measuring and evaluating the effectiveness of other controls. The audit can record the facts and figures in order to express his views in the business activities. 6) List out the check-list for the internal audit? The work of internal audit is done by an employee of the company. AUDIT Interview Questions 11. When there is strict supervisory control the staff can not digress from prescribed control procedures. What do you mean by vouching? Internal audit is an employee of the company. The corrective action deadlines may vary depending on the severity of the noncompliance. The assets are used for business only. The auditor can test all the items included in the sample. Be professional at all times. This charter describes the mission, independence and objectivity, scope and responsibilities, authority, accountability and standards of the Internal Audit function. What to do after the audit? The rights of owners are protected. The carelessness or negligence on the part of worker is noted. The weakness of the management is disclosed. What does an internal audit charter contain? What are the essential of internal audit? 16. The management functions can be performed properly. 7. He can go through supervisory controls. Explain how to do an internal audit effectively? Economical and efficient use of resources. Hold an auditors meeting to discuss the closing meeting content. The proper record is to be maintained. Follow safety procedures, clean room procedures, and all other required procedures. 9. Having been an auditee, I know it helps to hear audit findings firsthand, the positive as well as the negative. He can check the exceptions and departure from suggested internal control. Assist those responsible for completing the corrective actions with setting reasonable deadlines. External auditor is not an employee of the company. The auditor can plan to check the accounting system. He must be free in developing audit program, audit investigation and audit reporting. First, point out what was done well. Internal auditor can point out the weakness. In earlier times, the Kings used to hear their accountants narrate the accounts verbally. Compliance with the policies, plans, procedures, laws and regulations. The purpose of internal audit is to help the management. What is an audit process? To conduct an internal audit you should Decide what you want to achieve Identify risks and review objectives Plan and audit activities Validate the facts and complete the work Develop a deliverable or report that will drive action Follow up 9) Explain what is the meaning of plan drawn up in internal audit? Prepare a yearly audit schedule and distribute. 14. Inspection of monetary and operational information. Internal audit Checks and Vouchers Checks Make sure that there are no missing checks Voided checks are saved All checks recorded in check register Vouchers Written for all checks, including voided checks Amount on check matches amount on voucher/warrant Adequate explanation for all expenditures 8) Explain how you should conduct an internal audit? The internal audit is conducted to help the management. There are proper purchase and disposal of these assets. On the other hand statutory audit is very important because it is by the external auditors and it is mandatory for all kinds of companies. Significance of Internal Auditing: Internal auditing refers to an assessment activity managed within a corporation as a check to the entity. The external audit can not suggest improvement in internal check system. A system of control accounts should elegantly be fitted in the book keeping system. Errors will be removed before preparing financial statements. Internal audit is an independent appraisal function which is established by the management of an organization for the review of its internal control system as a service to the organization. That is the duty of management that demands proper attention on a permanent basis. function of internal audit is concerned with analysis of internal check. Hold a meeting with the auditors to discuss the plan, purpose, and scope of the audit. The samples can be selected from various categories of transaction in order to test the control aspect. v Define the scope of the audit - is it an overview of the area being audited or is it to concentrate on a specific system within the area? Advantages of Internal Audit are following: It is in-expensive. The appointment of internal audit is made by the management. 22. What are the importance of evaluating an internal audit department? Auditor can examine the operations of accounting system. He can control audit work through audit program. Compliance procedures can be applied with the help of audit sampling. This process is known as Auditing or Audit. He can examine the segregation of duties. An audit helps keep track of where the money is going and makes sure the money is going where it is supposed to and not in someone's pocket. 23. What are the different advantages and disadvantages of internal audit? De-commission liability is costs that a company expects to levied in the future when the plant is shut-down. 5) Explain what is required to perform an internal audit? 4) Mention what is meant by de-commission liability? Too much confidence should not be pinned in one individual. Relation principle relating to transfer of an employee from one job to another should be the inflexible guiding rule. 19. Be available and willing to help the auditees. This is an effective safeguard against collusion and is recognized as an important canon of sound organization. So get preparation for your new job hunting Add New Question 1) Explain what is internal audit? Second, address the nonconformances and ensure the auditees understand the nonconformances and what part of the standard is not met. External audit is checking your product by your customer. 5. What is statutory audit? Verification of accuracy is a function of internal audit. The accounts are prepared under certain legal frame work. It also states the nature of audit work. Independence is essential element of internal audit. When there is proper control there is maximum efficiency. The appointment in external audit is made by the shareholders. Invite all the auditees to the closing meeting. Read the documents you will be auditing against. Answer questions or discuss compliance problems brought to your attention by auditees. 17. The external audit is conducted to help the shareholder. Planning is an essential feature of internal audit. Explain the purpose of the audit to the auditees. What are objectives of internal audit? Safeguarding of assets. Internal audit is the part of internal control. Accounting staff will remain in pressure so record will remain update every time in the organization. The control is operating effectively. Issue the audit report in a timely manner. The internal audit can look into the duties of each employee. 6. Without this charter or similar authority most managers wouldn't see any benefit to being audited and would likely refuse to provide anything the auditor needed. The auditor can test the functioning of the controls and not the transactions. Conduct an opening meeting with the auditees. 3. The function of internal audit is examining the application of legal requirements. AUDIT Questions and Answers pdf download Ordinarily, the importance of internal auditing can be seen by one or more of the following: Implementing and monitoring of sufficient internal control. An independent and objective evaluations or examination of the company's financial and operational business activities is referred as internal audit. The purpose of internal audit is to keep proper control over business activities. Mechanization of the work wherever feasible and practicable should be resorted to, mechanical devices such as cash register, recording time clocks, calculation machines should be introduced. External audit's main focus is on the accuracy of the financial statements and annual report, while the internal audit has a wide prospective and looks into anything that is important for the organization's success. Recording is an essential feature of internal audit. If the reason is not justified, the liability is confirmed. Use audits as opportunities to train others. Internal auditing is an independent appraisal activity within an organization for the review of operations as a service to management. Involving people creates a feeling that everyone is a vital contributor to the goal of the company - compliance. He can examine evidence through inspection of signature. Allowing auditees to have input will give them ownership in implementing changes. It is concerned with checking proper authority for transactions like purchase, retirement and disposal of fixed assets. However, as the complexity of the accounting function grew, need was felt to thoroughly check the accounts for mistakes misclassification and document the findings in a written form so that it can be used by the Management, stakeholders, investors, Government and various other bodies. The audit techniques include inspection, observation, inquiry, confirmation, computation and review. 2) Mention what is the difference between internal and external audit? There can be errors in internal audit because he is not an auditor. What techniques used during an audit? It is not mandatory for the company and the company just conducts it to keep a check on the operations of the company. The working of current year can be reviewed in detail just to note the successful area of working. Responsibility for the performance of the job must be clearly stated so that there may be no room for doubt or confusion subsequently. Explain the difference between internal audit and statutory audit? The scope is very wide. It is a compulsory audit done by a CA. The internal audit is a continuous review of operations and records undertakes within the business and is normally done by specially assigned staff. The function of internal audit is to examine the assets protection. It is interesting to note that frauds have occurred owing to their being trusted. The internal auditor determines the degrees of control over work. To learn about the scope of internal audit. The accuracy of accounting books and records can be verified with the help auditing techniques. He can apply re performance and observation techniques. Review of the economy, effectiveness and efficiency of operations including non-financial controls of the corporation. Review of fulfillment of laws, regulations and other external requirements and compliance with administration policies and commands. Its main function is to monitor control within the corporation. And there are some more 18. 10) Why internal audit is necessary? How can scope of internal audit help you? Decide what areas of the company will be audited and the frequency of the audits. What is an internal audit and what is the role of internal audit? Ask for a volunteer (who is not an auditor) to walk through the audit process with you as an assistant. The management can limit the scope of work at any time. Auditor Internal based Frequently Asked Questions in various Internal Auditor job Interviews by interviewer. Plan drawn up is the assessment of the risk that is mutually agreed between the internal audit, senior management and audit committee determines the frequency with which particular audits take place. Encourage auditees to decide on the corrective actions. 4. All employees are provided jobs on the basis of their abilities. Statutory audit is usually conducted for various purposes like tax regulatory requires it for taxation purposes. 15. The concerned person is given a chance to explain his position. Vouching is the process of checking the authentication of the voucher maintain by the management with the respective supporting document. The audit note book and audit working papers are used to record the information. Explain the Before an audit processes? Be flexible - if you find a potential problem not within the scope of the audit - evaluate the potential risks of the problem if left unaddressed. How does an internal audit differ from an external audit? The vouchers can be compared with entries in order to determine that figures are facts. An internal audit is one which is conducted by the internal auditors of the company. The corrective measures can be taken for proper working. 3) Explain the steps before an audit processes? The internal auditor can check that assets are protected. It should operate independently of all the internal check and in no case should divest any one of the responsibilities placed upon him. Avoid being judgmental. 8. Such continuous and constant checking goods moral control and the errors and the frauds cannot go undetected.

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