

# Audit Planning Checklist

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## 1. Client Acceptance & Engagement

- Evaluate client integrity and reputation
- Assess independence of audit team
- Confirm engagement scope and terms in engagement letter
- Identify legal and regulatory requirements

## 2. Understanding the Entity (ISA 315)

- Industry, regulatory, and external factors
- Nature of the entity, ownership and governance
- Accounting policies and recent changes
- Objectives, strategies, and related business risks

## 3. Risk Assessment

- Identify risks of material misstatement at FS and assertion level
- Assess inherent risk and control risk
- Identify significant risks and fraud risk factors

## 4. Materiality (ISA 320)

- Determine overall materiality and performance materiality
- Set clearly trivial threshold
- Document rationale and benchmarks used

## 5. Audit Strategy & Plan

- Allocate resources, timing, and team responsibilities
- Plan involvement of experts and component auditors
- Design nature, timing, and extent of further audit procedures

## 6. Communication & Documentation

- Communicate plan to those charged with governance
- Document significant decisions in working papers