Emails

A-0 Planning Audit Program

	Apollo Shocs, Inc.				A-0	
	AUDIT PLAN—PLANNING	You are responsible for completing all steps highlighted in green.				
	FYE 12/31/2020		permanental and			
		Workpaper Reference	Related Assertion (s)	Performed by	Consments	
1	Complete client engagement acceptance form.	TBA		DW	(
2	Review correspondence files, prior year audit workpapers, permanent files, financial statements and auditor's reports.	NA .		DW	The PV 10K is included in the workpaper at A-3, the PV workpapers are not availab per Apollo. See board of director meeting minutes for more information A-3.	
3	Obtain 2019 audited trial balance and 2020 unaudited trial balance.	A-1 and A-2		DW	Trial balance obtained on 91/91/2023 from Samual Carboy, Apollo Controller.	
4	Obtain and review a copy of the prior year 10K.	4-3		DW.	Obtained by DW on 12/24/2020.	
	Fort balances and ensure mathematical accuracy of FUC ortal balances.					
1	Trace prior period beliences to the closing believer in the orior period's financial statements (10-K).					
5	Determine the extent of involvement, if any, of consultants, specialists, or internal auditors.	NA:		DW	Some reliance on internal audit will be necessary.	
	If the work of another is being used in the engagement, determine that it is used in accordance with professional standards.	NA .		DW	Apollo Director of Internal Audit - Karina Ramirez will be assisting on the audit, per my (DW) review of her qualifications and the organizational structure of Apollo I ha concluded that she is both objective and competent.	
6	Review the minutes of the board of directors and committee meetings for the year and any new agreements, leases, contracts, or other important documents. Obtain copies of the minutes or agreements for the current or permanent workpaper files. Highlight matters relevant to the related audit area or for which disclosure will be required in the financial statement or notes.	A-3		тс	Notes on A.3.	
,	Obtain an ongagement letter from the client,	A-4		DW	Signed copy of engagement letter received from the client on November 20, 2020.	
1	Complete Materiality Memo.	6.0			Personal Control of the Control of t	
9	Complete a time budget by audit area.	A-6		DW.	Rough draft completed, new senior to trac- and expand time tracking.	
10	Determine staffing assignments based on consideration of audit risks, and discuss the preliminary audit plan and key dates, i.e. inventory observation, mailing of confirmations, etc. with the audit staff.	A-7		DW	Staff determined as of 12/01/2029	
11	Complete independence forms for all firm employees.	NA.		NA	Electronically signed by all firm employer and filed on firm intranet as of December 31, 2020.	
					and the second s	

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