Agenda

Planning

Document Review

Remote Interviews

Technical Considerations

Concluding Observations

Q & A

Planning

Audit planning and scoping is even more critical for conducting the remote audit as it is more difficult to change course from a remote location.

- Both parties (auditor and auditee) should have an understanding of the audit approach

- Client expectations on protocols should be set at the outset

- It should be agreed how and when the information will be exchanged

- Questions asked should include: What limitations will there be? Will some of the audit need to be in person? If so, what are the arrangements? Will deadlines be consistent with past performance?

- The timeline should be clearly communicated regarding expected receipt of audit schedules, support, etc.

Document Review

- Time for preparing and uploading documentation should be taken into account.

- Communication regarding what documentation is necessary should be clear to avoid unnecessary back and forth.

- It should be discussed if direct access to certain modules can be given to the auditors.

- Decide how questions regarding the data will be communicated – via email or video-conference? Consider what works best and is most efficient.

Remote Interviews

- The interviews will be conducted similarly to in-person.

- Auditor should be prepared with questions to facilitate the conversation.

- There should be a live video meeting scheduled if possible (as opposed to telephone) because body language and other visual clues are key.

- The interview process should lend itself to conversation – even though it is difficult to connect remotely.

Technical Considerations

- Auditing Standards address *what* evidence to obtain not *how* to obtain that evidence.

- Electronic confirmations are permissible.

- Examples of possible scope limitations in a remote environment:
  - Inability to evaluate the design and implementation of relevant internal controls
  - Inventory existence risks can't be adequately reduced

- Considerations for the management representation letter:
  - Electronic signatures may be acceptable if you can verify the signatory actually signed.
  - Standards don't require the use of client letterhead, but the company name and address are a best practice.
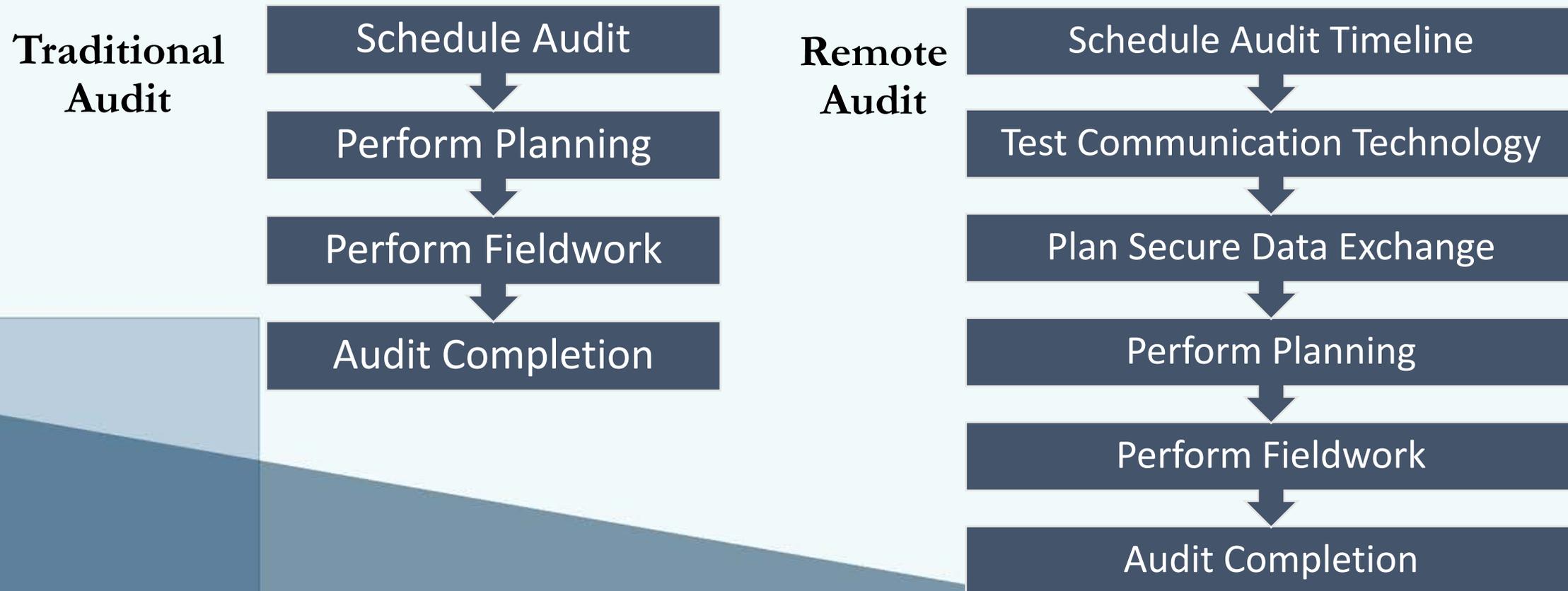
Concluding Observations

- Be responsive – remember that the auditor can't walk into your office, so all communications will be via email, conference call etc.

- Timetable for touching base between client and auditor should be established in advance (i.e.: once a day; twice a week, etc.)

Concluding Notes

Expected common changes in the "logistics" of performing an audit:

Traditional Audit

- Schedule Audit
- Perform Planning
- Perform Fieldwork
- Audit Completion

Remote Audit

- Schedule Audit Timeline
- Test Communication Technology
- Plan Secure Data Exchange
- Perform Planning
- Perform Fieldwork
- Audit Completion

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