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# 审计程序

[美] 乔治·乔治亚迪斯 (George Georgiades) / 著

Miller

Audit

Procedures



本书附光盘



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Miller Audit Procedures by George Georgiades

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## 审计程序

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## HIGHLIGHTS

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# Miller Audit Procedures

*By George Georgiades*

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*Miller Audit Procedures* shows practitioners the most cost-effective approach for conducting high-quality audits of nonpublic commercial entities. The book features various audit efficiency, effectiveness, and cost-saving measures to help reduce the tendency to overaudit. It also includes numerous practice aids—checklists, questionnaires, workpapers, sample correspondence, and sample auditor's reports—to take the practitioner through an engagement, from the initial evaluation of a client to the issuance of the auditor's report. Special practice aids are also included on the accompanying CD-ROM.

Aspen Law & Business is offering a self-study CPE course that can be used in conjunction with the 2003 *Miller Audit Procedures* (turn this page for more information).

### 2003 Edition

The 2003 Edition of *Miller Audit Procedures* has been updated for new auditing pronouncements through SAS-96 (Audit Documentation) and accounting pronouncements through FASB Statement No. 145 (Rescission of FASB Statements No. 4, 44, and 64, Amendment of FASB Statement No. 13, and Technical Corrections). The CD-ROM contents have been revised to reflect, where applicable, the effects of the new pronouncements. Additionally:

- Chapter 1 includes an expanded discussion about the effect on auditor independence when performing certain nonattest services for an audit client.
- Chapter 2 contains a new discussion about the authority of auditing publications used by the AICPA and others based on the issuance of SAS-95 (Generally Accepted Auditing Standards) and a new discussion about audit documentation and working papers contents based on the issuance of SAS-96 (Audit Documentation). Additionally, a new audit documentation checklist has been added to the CD-ROM practice aids.
- Chapter 3 includes a new discussion based on the AICPA Audit Risk Alert 2001/2002 and a discussion of paperless audits and electronic workpapers.

- Chapter 7 includes a revised discussion about documentation of substantive analytical procedures as a result of the issuance of SAS-96.
- Chapter 11 has an expanded discussion about various factors that affect the valuation of inventory.
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- Chapter 21 provides expanded guidance on new documentation requirements regarding analytical procedures and audit adjustments based on SAS-96.

### **CPE Available**

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The CPE course has the following characteristics:

**Prerequisites:** Basic knowledge of auditing

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**Level of Knowledge:** Intermediate—Builds on a basic level of understanding in order to relate fundamental principles or skills to practical situations and extend them to a broader range of applications. This level is for participants with some exposure to the subject.

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## 中文版序

以一句很多人使用的话说，会计行业近两年正处于争论的漩涡之中。

2001年以来，美国爆发一系列财务虚假案，使得安然、世通等巨型公司破产，也导致安达信这样一个有着九十多年历史的世界级会计师事务所饱含屈辱地退出审计市场。安然和世通等事件的影响巨大，损失了几十亿美元的价值。人们开始质疑，这些巨人公司的账面价值到底在多大程度上是真实的？事实上，公众对这种价值创造所依赖的会计和财务制度的信任已经动摇。为了重树公众信心，美国制定颁布了《公众公司会计改革和投资者保护法》（Public Company Accounting Reform and Investor Protection Act of 2002），简称为《萨宾纳斯—奥克斯莱法案》（Sarbanes-Oxley Act），对美国而且对世界各国会计、公司治理以致整个证券市场，都产生了相当大的影响。

在中国，上述问题也一样沉重。由于与会计信息相关的违规行为而被证监会查处，或被沪深证交所公开谴责和批评的上市公司，已经是越来越多。在一张张让人不放心的公司财务报表面前，公众感到疑惑，无所适从。银广夏和中天勤案件的查处，让会计师和注册会计师面临空前的信任危机，会计和审计专业的信誉面对巨大的挑战。

在会计信息和资本市场问题上，存在着一个“公司财务报告供应链”。谁组成了公司财务报告供应链呢？毫无疑问，公司财务报告供应链启动于公司内部管理层，他们是原始会计信息的拥有者，他们负责编制和向投资者与其他利益相关者提供财务报表，并承担会计信息质量的最终责任。实务中，会计报表和财务报告由CFO领导下的公司财务报告系统编制，由CPA进行独立审计鉴证，经过董事会批准和股东大会通过后予以公布，还要由证券分析师进行分析，由媒体进行信息传播。在获得上述直接和间接财务信息的基础上，投资人和其他利益相关者做出自己的决策。

显然，这个长长的公司财务报告供应链由许多环节组成，每个环节都有不同的供给方和需求方。

从公司财务报告供应链的视角看，应该说，财务信息的可靠性是由链条中的所有各方共同保证。当然，社会和公众有理由对链条中最为重要的两个环节——会计师和审计师——提出更高、更严格的要求。会计师和审计师必须在具备诚信度的同时，把透明度和受托责任奉为职业要素。

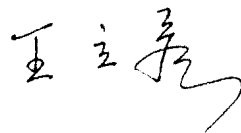
写了以上几段话，是为了引出对本套中信财会图书馆影印系列专业书籍的认识和介绍。这套系列丛书包括12本书。大体上可以归为三类：

第一类：《会计案头必备：财会人员日常速答手册》、《金融工具——会计及财务报告综合指南》、《商业企业与工业企业财务比率年鉴》、《购买和出售企业专业指南：税收、价值评估、法律和会计核算》、《启动财务——企业初创阶段筹集资金指南》。这几本书的内容聚焦于企业会计和财务管理人员的日常专业工作。

第二类：《审计委员会——公司董事、管理层以及咨询人员指引》、《会计违规和财务欺诈》、《审计程序》、《审计人员风险管理指南：审计与企业风险管理的结合》。这几本书的内容聚焦于审计方面，维护财务信息质量是共同主题。

第三类：《欧洲会计指南》、《国际会计准则指南》、《FASB准则的再阐释与分析：GAAP指南》。这几本书的共同主题是会计规范。

总而言之，这12本书是一套财会方面的好书，既包含有详细的专业规范，又包含了丰富的实务经验，具体应该特别指出以下重要话题：其一，与公司治理有关的机制问题，《审计委员会——公司董事、管理层以及咨询人员指引》非常值得细读；其二，有关《萨宾纳斯—奥克斯莱法案》的问题，在《会计案头必备：财会人员日常速答手册》一书中专设一章“The Sarbanes-Oxley Act of 2002”予以介绍；其三，《购买和出售企业专业指南：税收、价值评估、法律和会计核算》、《启动财务——企业初创阶段筹集资金指南》等书的主题，不在会计、审计方面，而是专项财务管理；其四，我国会计界对英美制度关注比较多，而对欧洲国家的会计制度了解很少，对此，阅读《欧洲会计指南》会有收益。



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Thank you for ordering the 2003 *Miller Audit Procedures*. Each year we bring you the best engagement guides available with accompanying electronic workpapers and practice aids. To confirm the technical accuracy and quality control of our materials, Aspen Law & Business voluntarily submitted to a peer review of our publishing system and our publications (see the Peer Review Letter on the following page).

In addition to peer review, our publications undergo strict technical and content reviews by qualified practitioners. This ensures that our books and practice aids meet “real-world” standards and applicability.

Our publications are reviewed every step of the way—from conception to production—to ensure that we bring you the finest guides on the market.

Updated annually, peer reviewed, technically accurate, convenient, and practical—the 2003 *Miller Audit Procedures* shows our commitment to creating books, practice aids, and workpapers you can trust.

# Peer Review Letter

May 26, 2000

Board of Directors  
Aspen Publishers, Inc.

We have reviewed the system of quality control for the development and maintenance of MILLER AUDIT PROCEDURES GUIDE: 2001 EDITION (materials) of Aspen Publishers, Inc. (the Company) (formerly materials of Harcourt, Inc.) in effect for the year ended April 30, 2000, and the resultant materials in effect at April 30, 2000, in order to determine whether the materials are reliable aids to assist users in conforming with those professional standards the materials purport to encompass. The design of the system, and compliance with it, are the responsibilities of the company. Our responsibility is to express an opinion on the design of the system, and the company's compliance with that system based on our review. Our review did not cover the development and maintenance of the continuing education programs included in the materials.

Our review was conducted in accordance with the standards for reviews of quality control materials established by the peer review committee of the SEC practice section of the AICPA Division for CPA Firms. In performing our review, we have given consideration to the following general characteristics of a system of quality control. A company's system for the development and maintenance of quality control materials encompasses its organizational structure and the policies and procedures established to provide the users of its materials with reasonable assurance that the quality control materials are reliable aids to assist them in conforming with professional standards in conducting their accounting, auditing, and attest practices. The extent of a company's quality control policies and procedures for the development and maintenance of quality control materials and the manner in which they are implemented will depend upon a variety of factors, such as the size and organizational structure of the company and the nature of the materials provided to users. Variance in individual performance and professional interpretation affects the degree of compliance with prescribed quality control policies and procedures. Therefore, adherence to all policies and procedures in every case may not be possible.

Our review and tests were limited to the system of quality control for the development and maintenance of the aforementioned materials of Aspen Publishers, Inc. (formerly materials of Harcourt, Inc.) and to the materials themselves and did not extend to the application of these materials by users of the materials nor to the policies and procedures of individual users.

In our opinion, the system of quality control for the development and maintenance of the quality control materials of Aspen Publishers, Inc. (formerly materials of Harcourt, Inc.) was suitably designed and was being complied with during the year ended April 30, 2000, to provide users of the materials with reasonable assurance that the materials are reliable aids to assist them in conforming with those professional standards the materials purport to encompass. Also, in our opinion, the quality control materials referred to above are reliable aids at April 30, 2000.

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CALDWELL, BECKER, DERVIN, PETRICK & CO., L.L.P.

# Preface

The primary objective of *Audit Procedures* is to show practitioners the most cost-effective approach for conducting high-quality audits of nonpublic commercial entities. *Audit Procedures* provides practical discussion and consideration of the day-to-day management of audit engagements. It reduces the technical language of official pronouncements to easy-to-read and easy-to-understand advice and procedures. It is designed to enhance the quality of your practice, and it presents an approach that will help you perform your audit engagements effectively and efficiently.

Throughout, *Audit Procedures* features various audit efficiency, effectiveness, and cost-saving measures to help reduce the tendency to overaudit. At the same time, it includes numerous practice aids—checklists, questionnaires, workpapers, sample correspondence, and sample auditor's reports—that will take you through an engagement from the initial evaluation of a client to the issuance of the auditor's report.

*Audit Procedures* consists of 22 chapters and covers all major audit topics, including:

- Pre-engagement activities and audit planning
- Audit strategy and overall audit approach
- Audit risk and materiality
- Internal control and assessment of control risk
- Audit sampling
- Analytical procedures
- Potential errors and fraud in specific audit areas
- All major audit areas: cash, investments and derivatives, accounts receivable, inventory, fixed assets, other assets, accounts payable and accrued expenses, debt obligations, income taxes, equity, and operations
- Minimum workpaper documentation requirements
- Financial accounting and reporting disclosures
- General audit procedures at various stages of the audit
- Auditor's reports
- Illustrations and applications of various forms, checklists, and practice aids

*Audit Procedures* comes with a CD-ROM that contains the following five sections:

- Section I—Audit Programs
- Section II—Correspondence and Confirmation Letters
- Section III—Practice Aids, Forms, and Checklists

- Section IV—Audit Procedures Automated Workpapers
- Section V—Auditor's Reports

The following reference abbreviations are used in *Audit Procedures*:

- AU—The auditing standards series in *AICPA Professional Standards* (Volume 1).
- QC—The quality control standards series in *AICPA Professional Standards* (Volume 2).
- ET—The Code of Professional Conduct in *AICPA Professional Standards* (Volume 2).
- CT—Accounting Standards *Current Text*, published by the Financial Accounting Standards Board (FASB).

This edition of *Audit Procedures* has been updated for new auditing pronouncements through SAS-96 (Audit Documentation) and accounting pronouncements through FASB Statement No. 145 (Rescission of FASB Statements No. 4, 44, and 64, Amendment of FASB Statement No. 13, and Technical Corrections). Also, the CD-ROM contents have been revised to reflect, where applicable, the effects of the new pronouncements. Additionally:

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- Chapter 21 provides expanded guidance about new documentation requirements regarding analytical procedures and audit adjustments for the issuance of SAS-96.

*Audit Procedures* can be used as a stand-alone practice guide or in conjunction with the accompanying software containing automated workpapers and audit text files. The author welcomes comments, suggestions, and recommendations to improve the book. These will be considered for incorporation in future revisions of *Audit Procedures*. Please send your comments to:

Anita Rosepka, Managing Editor  
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1185 Avenue of the Americas  
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**Field of Study:** Accounting & Auditing

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### **Acknowledgments**

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*George Georgiades*

Laguna Niguel, California



## About the Author

George Georgiades, CPA, has more than 21 years of experience in public accounting, including seven years as an audit senior manager with a major international firm. He currently has his own firm and consults exclusively with CPA firms on technical accounting, auditing, and financial statement disclosure issues. In writing *Audit Procedures*, Mr. Georgiades has capitalized on the extensive experience he has gained from association with clients and with international, national, regional, and local accounting firms. He has been involved personally in more than 600 audit engagements and related financial statements of both small, closely held companies and large, publicly held enterprises. He has personally conducted more than 75 peer reviews, consulting reviews, and inspections. Also, in writing *Audit Procedures*, he has provided the benefit of his extensive hands-on experience in performing independent technical reviews of financial statements.

Mr. Georgiades is also the author of *Miller GAAP Financial Statement Disclosures Manual*, *Miller GAAS Practice Manual*, and the *Miller GAAS Update Service*. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants, and serves on the California Society's peer review committee.