



Audit Planning Memorandum

Audit Scope and Strategy

MEMORANDUM INFORMATION

Company Name

Audit Type

Audit Period

Audit Reference No.

Engagement Partner

Memorandum Date

AUDIT OBJECTIVE & SCOPE

Item

Detail

Audit Objective

Scope of Audit

Entities / Locations Covered

Reporting Framework

Exclusions

KEY RISK AREAS

Risk Area

Risk Description

Inherent Risk

Control Environment

Residual Risk

High / Med / Low

Strong / Adequate /
Weak

High / Med / Low

	High / Med / Low	Strong / Adequate / Weak	High / Med / Low
	High / Med / Low	Strong / Adequate / Weak	High / Med / Low
	High / Med / Low	Strong / Adequate / Weak	High / Med / Low

AUDIT APPROACH & METHODOLOGY

Phase	Activity	Approach / Method
Planning	Risk assessment; materiality determination	Analytical procedures, inquiry
Fieldwork	Testing of controls and transactions	Sampling, observation, confirmation
Reporting	Documentation and report preparation	Review of findings, management discussion
Follow-Up	Monitoring of remediation actions	Status tracking, re-testing

TIMELINE & RESOURCES

Phase	Start Date	End Date	Team Member	Role
Planning				Engagement Partner
Fieldwork				Senior Auditor
Reporting				Staff Auditor
Follow-Up				Manager

MATERIALITY

Overall Materiality (OM)	
Performance Materiality (PM)	
Clearly Trivial Threshold	
Basis for Materiality Calculation	

SIGNATURE & APPROVAL

Prepared By

Reviewed By

Approved By

Name: _____

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Name: _____

Title: _____

Title: _____

Title: _____

Date: _____

Date: _____

Date: _____

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