Appendix 8

(Ref: Para. A139)

example assurance reports on controls

Example 1: Limited Assurance Report on Design and Description of the Entity’s Controls as at a Specified Date

Example 2: Reasonable Assurance Report on the Design, Description and Operating Effectiveness of the Entity’s Controls throughout the Period

Example 3: Reasonable Assurance Report on the Design and Implementation of the Entity’s Controls as at a Specified Date

Example 4: Reasonable Assurance Report on the Design and Operating Effectiveness of the Entity’s Controls throughout the Period

*The following examples of reports are for guidance only and are not intended to be exhaustive or applicable to all situations. They can be applied to both attestation and direct engagements. These examples are short-form reports but may be converted to long-form reports by inclusion of additional information as indicated.*

###### Example 1: Limited Assurance Report on Design and Description of the Entity’s Controls as at a Specified Date

**Independent Assurance Practitioner’s Report**

[*Appropriate Addressee*]

Scope

We have undertaken a limited assurance engagement on the design of controls within ABC’s [*type or name of*] system (the controls), comprising [*identify system by distinguishing features, boundaries and control components*],[[1]](#footnote-1) as at [*date*] relevant to [[*list overall objectives*]/ the following control objectives: [*list or reference specific control objectives*]][[2]](#footnote-2) and ABC’s description of its [*type or name of*] system at pages [*bb‑cc*] (the description).[[3]](#footnote-3) The scope of our limited assurance engagement does not include whether the controls were implemented as designed or operated effectively.

ABC’s Responsibilities

ABC is responsible for:

* 1. the [*functions or services*] within the [*type/name of*] system;
  2. identifying the control objectives;
  3. identifying the risks that threaten achievement of the control objectives;
  4. designing controls to mitigate those risks, so that those risks will not prevent achievement of the identified control objectives; and
  5. preparing the description [and Statement][[4]](#footnote-4) at page [*aa*], including the completeness, accuracy and method of presentation of the description [and Statement].89

*Our Independence and Quality Management*

We have complied with the independence and relevant ethical requirements, [[5]](#footnote-5)\* which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Australian Standard ASQM 1,[[6]](#footnote-6)# which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Assurance Practitioner’s Responsibilities

Our responsibility is to express a limited assurance conclusion on [ABC’s Statement regarding][[7]](#footnote-7) the suitability of the design of controls in the [*type or name of*] system to achieve the identified control objectives and the presentation of ABC’s description of the [*type or name of*] system, based on our procedures. We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance* *Engagements* *on* *Controls* issued by the Auditing and Assurance Standards Board. That standard requires that we comply with relevant ethical requirements and plan and perform our procedures to obtain limited assurance about whether anything has come to our attention that, in all material respects, the controls were not suitably designed to achieve the identified control objectives or the description was not fairly presented as at [*date*].

An assurance engagement to report on the design and description of controls involves performing procedures to obtain evidence about the suitability of the control objectives as criteria to evaluate the controls, the risks that threaten achievement of those objectives, the suitability of the design of the controls to achieve the stated control objectives and the completeness, accuracy and method of presentation of the description of the [*name of*] system as at [date].

In a limited assurance engagement, the assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and examination of design specifications or documentation, and evaluates the evidence obtained. The procedures selected depend on our judgement, including the assessment of the risks that the controls are not suitably designed and that the description is not fairly presented. An assurance engagement of this type also includes evaluating the overall presentation of the description and the suitability of the control objectives.

[*Insert an informative summary of the nature, timing and extent of procedures performed that, in the assurance practitioner’s judgement, provides additional information that may be relevant to the users’ understanding of the basis for the assurance practitioner’s conclusion. The* *following* *section* *has* *been* *provided* *as* *guidance*, *and* *the* *example* *procedures* *are* *not* *an* *exhaustive* *list* *of* *either* *the* *type*, *or* *extent*, *of* *the* *procedures* *which* *may* *be* *important* *for* *the* *users’* *understanding* *of* *the* *work* *performed.*[[8]](#footnote-8)

Given the circumstances of the engagement, in performing the procedures listed above we:

* Through enquiries, obtained an understanding of ABC’s control environment and information systems relevant to [*type or name of*] system.
* Through enquiries and inspection, obtained an understanding of how the controls were designed to operate and evaluated whether those controls would be sufficient to achieve each [overall/specific] control objective.
* Assessed whether the description accurately reflected the design of controls identified through the procedures above.][[9]](#footnote-9)

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and consequently the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, we do not express a reasonable assurance opinion on the controls.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed, once the controls are in operation the control objectives may not be achieved so that fraud, error, or non‑compliance with laws and regulations may occur and not be detected. [Further, the internal control structure, within which the controls that we have assured are designed to operate, has not been assured and no conclusion is expressed on the suitability of its design.][[10]](#footnote-10)

A limited assurance engagement on the design and description of controls at a specified date does not provide assurance on whether the controls were implemented as designed, operated effectively as designed or will operate effectively in the future. Any projection of the outcome of the evaluation of the suitability of the design of controls to future periods is subject to the risk that the controls may become unsuitable because of changes in conditions, or that the degree of compliance with them may deteriorate.

Conclusion

Our limited assurance conclusion has been formed on the basis of the matters outlined in this report.

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that, in all material respects [ABC’s Statement is not fairly presented, in that]:[[11]](#footnote-11)

* 1. the controls as at [*date*] were not suitably designed to achieve [[*list overall objectives*]/the control objectives identified]; and
  2. the description does not fairly present the [*the type or name of*] system as at [*date*] as designed.

[For a long-form report include a separate section, under an appropriate heading, or reference to an attachment for any additional information agreed in the terms of engagement to be provided to users, for example:

* Terms of the engagement.
* Criteria being used, such as the specific control objectives and controls designed to achieve each objective.
* Descriptions of the tests of controls that were performed.
* Findings relating to the tests of controls that were performed or particular aspects of the engagement.
* Details of the qualifications and experience of the assurance practitioner and others involved with the engagement.
* Disclosure of materiality levels.
* Recommendations for improvements to controls.]

[Restricted Use][[12]](#footnote-12)

[This report has been prepared for use by [*intended users*] for the purpose of [*explain purpose*]. We disclaim any assumption of responsibility for any reliance on this report to any person other than [*intended users*], or for any other purpose other than that for which it was prepared.]

[Assurance practitioner’s signature][[13]](#footnote-13)

[Date of the assurance practitioner’s assurance report]

[*Assurance practitioner’s address*][[14]](#footnote-14)

###### Example 2: Reasonable Assurance Report on the Design, Description and Operating Effectiveness of the Entity’s Controls throughout the Period

**Independent Assurance Practitioner’s Report**

[*Appropriate Addressee*]

Scope

We have undertaken a reasonable assurance engagement on the design of controls within ABC’s [*type/name of*] system (the controls), comprising [*identify system by distinguishing features, boundaries and control components*],[[15]](#footnote-15) throughout the period [*date*] to [*date*] relevant to [[*list overall control objectives*]/ the following control objectives: [*list or reference the control objectives*]], ABC’s description of its [*type or name of*] system at pages [*bb‑cc*] (the description),[[16]](#footnote-16) and the operating effectiveness of those controls.

ABC’s Responsibilities

ABC is responsible for:

* 1. the [*functions or services*] within the [*type/name of*] system;
  2. identifying the control objectives;
  3. identifying the risks that threaten achievement of the control objectives;
  4. designing controls to mitigate those risks, so that those risks will not prevent achievement of the identified control objectives;
  5. preparing the description [and Statement][[17]](#footnote-17) at page [*aa*], including the completeness, accuracy and method of presentation of the description [and Statement];101 and
  6. operating those controls effectively as designed throughout the period.

*Our Independence and Quality Management*

We have complied with the independence and relevant ethical requirements,[[18]](#footnote-18)\* which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Australian Standard ASQM 1,[[19]](#footnote-19)# which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Assurance Practitioner’s Responsibilities

Our responsibility is to express an opinion on [ABC’s Statement regarding][[20]](#footnote-20) the suitability of the design of controls to achieve the control objectives, the presentation of ABC’s description of the [*type or name of*] system and the operating effectiveness of ABC’s controls within [*type or name of*] system, based on our procedures. We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance* *Engagements* *on* *Controls* issued by the Auditing and Assurance Standards Board. That standard requires that we comply with relevant ethical requirements and plan and perform our procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the control objectives, the description is fairly presented and the controls operated effectively throughout the period.

An assurance engagement to report on the design, description and operating effectiveness of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the control objectives, the completeness, accuracy and method of presentation of the description of the [*name of*] system and the operating effectiveness of controls throughout the period. The procedures selected depend on our judgement, including the assessment of the risks that the controls are not suitably designed, the description is not fairly presented or the controls did not operate effectively. Our procedures included testing the operating effectiveness of those controls that we consider necessary to achieve the control objectives stated in the description. An assurance engagement of this type also includes evaluating the overall presentation of the description and the suitability of the control objectives.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non‑compliance with laws and regulations may occur and not be detected. [Further, the internal control structure, within which the controls that we have assured are designed to operate, has not been assured and no opinion is expressed as to its design or operating effectiveness.][[21]](#footnote-21)

An assurance engagement on the operating effectiveness of controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

Opinion

Our opinion has been formed on the basis of the matters outlined in this report.

In our opinion, in all material respects [ABC’s Statement is fairly presented, in that]:[[22]](#footnote-22)

* 1. the controls were suitably designed to achieve [[*list overall objectives*]/ the control objectives identified] throughout the period [*date*] to [*date*];
  2. the description fairly presents the [*type or name of*] system as designed, throughout the period [*date*] to [*date*]; and
  3. the controls, necessary to achieve the control objectives, operated effectively as designed, throughout the period from [*date*] to [*date*].

[*For a long-form report, include a separate section, under an appropriate heading, or reference to an attachment for any additional information agreed in the terms of engagement to be provided to users, for example:*

* Terms of the engagement.
* Criteria being used, such as the specific control objectives and controls designed to achieve each objective.
* Descriptions of the tests of controls that were performed.
* Findings relating to the tests of controls that were performed or particular aspects of the engagement.
* Details of the qualifications and experience of the assurance practitioner and others involved with the engagement.
* Disclosure of materiality levels.
* Recommendations for improvements to controls.]

[*Restricted Use*][[23]](#footnote-23)

[This report has been prepared for use by [*intended users*] for the purpose of [*explain purpose*]. We disclaim any assumption of responsibility for any reliance on this report to any person other than [*intended users*], or for any other purpose other than that for which it was prepared.]

[Assurance practitioner’s signature]

[Date of the assurance practitioner’s assurance report]

[Assurance practitioner’s address]

###### Example 3: Reasonable Assurance Report on the Design and Implementation of the Entity’s Controls as at a Specified Date

**Independent Assurance Practitioner’s Report**

[*Appropriate Addressee*]

Scope

We have undertaken a reasonable assurance engagement on the design and implementation of controls within ABC’s [*type/name of*] system (the controls), comprising [*identify system by distinguishing features, boundaries and control components*][[24]](#footnote-24) as at [*date*] relevant to [[*list overall objectives*]/ the following control objectives: [*List or reference the control objectives*]][[25]](#footnote-25)

ABC’s Responsibilities

ABC is responsible for:

* 1. the [*functions or services*] within the [*type/name of*] system;
  2. identifying the control objectives;
  3. identifying the risks that threaten achievement of the control objectives;
  4. designing controls to mitigate those risks, so that those risks will not prevent achievement of the identified control objectives;
  5. implementing the controls as designed; and
  6. [preparing the accompanying Statement at page [*aa*], including the completeness, accuracy and method of presentation of the Statement.][[26]](#footnote-26)

Our Independence and Quality Management

We have complied with the independence and relevant ethical requirements,[[27]](#footnote-27)\* which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Australian Standard ASQM 1,[[28]](#footnote-28)# which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Assurance Practitioner’s Responsibilities

Our responsibility is to express an opinion on [ABC’s Statement regarding][[29]](#footnote-29) the suitability of the design to achieve the control objectives and implementation as designed, of ABC’s controls within [*type or name of*] system based on our procedures. We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance* *Engagements* *on* *Controls* issued by the Auditing and Assurance Standards Board. That standard requires that we comply with relevant ethical requirements and plan and perform our procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the control objectives and the controls, necessary to achieve the control objectives, were implemented as designed as at [*date*].

An assurance engagement to report on the design and implementation of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the control objectives and the implementation of those controls as designed as at [date]. The procedures selected depend on our judgement, including the assessment of the risks that controls are not suitably designed or implemented as designed. Our procedures included testing the implementation of those controls that we consider necessary to achieve the control objectives identified. An assurance engagement of this type also includes evaluating the suitability of the control objectives.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and implemented as designed, once the controls are in operation the control objectives may not be achieved so that fraud, error, or non‑compliance with laws and regulations may occur and not be detected. [Further, the internal control structure, within which the controls that we have assured are designed to operate, has not been assured and no opinion is expressed as to its design or implementation.][[30]](#footnote-30)

An assurance engagement on the implementation of controls at a specified date does not provide assurance on whether the controls operated effectively as designed or will operate effectively in the future. Any projection of the outcome of the evaluation of the suitability of the design of controls to future periods is subject to the risk that the controls may become unsuitable because of changes in conditions.

Opinion

Our opinion has been formed on the basis of the matters outlined in this report.

In our opinion, in all material respects [ABC’s Statement is fairly presented, in that]:[[31]](#footnote-31)

* 1. the controls within the [*the type or name of*] system were suitably designed as at [*date*] to achieve [[*list overall objectives*]/ the control objectives identified]; and
  2. the controls were implemented as designed as at [*date*].

[*For a long-form report, include a separate section, under an appropriate heading, or reference to an attachment for any additional information agreed in the terms of engagement to be provided to users, for example:*

* Terms of the engagement.
* Criteria being used, such as the specific control objectives and controls designed to achieve each objective.
* Descriptions of the tests of controls that were performed.
* Findings relating to the tests of controls that were performed or particular aspects of the engagement.
* Details of the qualifications and experience of the assurance practitioner and others involved with the engagement.
* Disclosure of materiality levels.
* Recommendations for improvements to controls.]

[Restricted Use][[32]](#footnote-32)

[This report has been prepared for use by [*intended users*] for the purpose of [*explain purpose*]. We disclaim any assumption of responsibility for any reliance on this report to any person other than [*intended users*], or for any other purpose other than that for which it was prepared.]

[Assurance practitioner’s signature]

[Date of the assurance practitioner’s assurance report]

[Assurance practitioner’s address]

###### Example 4: Reasonable Assurance Report on the Design and Operating Effectiveness of the Entity’s Controls throughout the Period

**Independent Assurance Practitioner’s Report**

[*Appropriate Addressee*]

Scope

We have undertaken a reasonable assurance engagement on the design and the operating effectiveness of controls within ABC’s [*type/name of*] system (the controls), comprising [*identify system by distinguishing features, boundaries and control components*],[[33]](#footnote-33) throughout the period [*date*] to [*date*]] relevant to [[*list overall objectives*]/ the following control objectives: [*List or reference the control objectives*]][[34]](#footnote-34)

ABC’s Responsibilities

ABC is responsible for:

* 1. the [*functions or services*] within the [*type/name of*] system;
  2. identifying the control objectives;
  3. identifying the risks that threaten achievement of the control objectives;
  4. designing controls to mitigate those risks, so that those risks will not prevent achievement of the identified control objectives;
  5. operating effectively the controls as designed throughout the period; and
  6. [preparing the accompanying Statement at page [*aa*], including the completeness, accuracy and method of presentation of the Statement.][[35]](#footnote-35)

Our Independence and Quality Management

We have complied with the independence and relevant ethical requirements,[[36]](#footnote-36)\* which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Australian Standard ASQM 1,[[37]](#footnote-37)# which requires the firm to design, implement and operate a system of quality management including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Assurance Practitioner’s Responsibilities

Our responsibility is to express an opinion on [ABC’s Statement regarding][[38]](#footnote-38) the suitability of the design to achieve the control objectives and operating effectiveness of ABC’s controls within [*type or name of*] system, based on our procedures. We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance* *Engagements* *on* *Controls* issued by the Auditing and Assurance Standards Board. That standard requires that we comply with relevant ethical requirements and plan and perform our procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the control objectives and the controls operated effectively throughout the period.

An assurance engagement to report on the design and operating effectiveness of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the control objectives and the operating effectiveness of controls throughout the period. The procedures selected depend on our judgement, including the assessment of the risks that the controls are not suitably designed or the controls did not operate effectively. Our procedures included testing the operating effectiveness of those controls that we consider necessary to achieve the control objectives identified. An assurance engagement of this type also includes evaluating the suitability of the control objectives.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved and so fraud, error, or non‑compliance with laws and regulations may occur and not be detected. [Further, the internal control structure, within which the controls that we have assured operate, has not been assured and no opinion is expressed as to its design or operating effectiveness.][[39]](#footnote-39)

An assurance engagement on operating effectiveness of controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

Opinion

Our opinion has been formed on the basis of the matters outlined in this report.

In our opinion, in all material respects [ABC’s Statement is fairly presented, in that]:[[40]](#footnote-40)

* 1. the controls within the [*the type or name of*] system were suitably designed to achieve [[*list overall objectives*]/the control objectives identified]; and
  2. the controls operated effectively as designed throughout the period from [*date*] to [*date*].

[*For a long-form report, include a separate section, under an appropriate heading, or reference to an attachment for any additional information agreed in the terms of engagement to be provided to users, for example:*

* Terms of the engagement.
* Criteria being used, such as the specific control objectives and controls designed to achieve each objective.
* Descriptions of the tests of controls that were performed.
* Findings relating to the tests of controls that were performed or particular aspects of the engagement.
* Details of the qualifications and experience of the assurance practitioner and others involved with the engagement.
* Disclosure of materiality levels.
* Recommendations for improvements to controls.]

[*Restricted Use*][[41]](#footnote-41)

[This report has been prepared for use by [*intended users*] for the purpose of [*explain purpose*]. We disclaim any assumption of responsibility for any reliance on this report to any person other than [*intended users*], or for any other purpose other than that for which it was prepared.]

[Assurance practitioner’s signature]

[Date of the assurance practitioner’s assurance report]

[Assurance practitioner’s address]

1. Identify system by function or service provided and entity, facility or location. If the scope of the engagement is restricted to certain control components, identify those components. Components may include: the control environment, risk assessment, control activities, information and communication or monitoring activities, or equivalent components defined by control framework applied. [↑](#footnote-ref-1)
2. Control objectives are listed if they are not detailed in the entity’s description. [↑](#footnote-ref-2)
3. If some elements of the description are not included in the scope of the engagement, this is made clear in the assurance report. [↑](#footnote-ref-3)
4. Insert for attestation engagements if a responsible party’s or evaluator’s Statement is provided to users. [↑](#footnote-ref-4)
5. \* See ASA 102 *Compliance with Ethical Requirements when Performing Audits, Reviews and Other Assurance Engagements*. [↑](#footnote-ref-5)
6. # See ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*. [↑](#footnote-ref-6)
7. Insert for attestation engagements if the opinion is phrased in terms of the Statement. [↑](#footnote-ref-7)
8. The procedures are to be summarised but not to the extent that they are ambiguous, nor described in a way that is overstated or embellished or that implies that reasonable assurance has been obtained. It is important that the description of the procedures does not give the impression that an agreed-upon procedures engagement has been undertaken, and in most cases will not detail the entire work plan. [↑](#footnote-ref-8)
9. This section should be deleted if the assurance practitioner concludes that the expanded information on the procedures performed is not needed in the circumstances of the engagement. [↑](#footnote-ref-9)
10. Include if only selected components of control have been assured. [↑](#footnote-ref-10)
11. Insert for attestation engagements if the conclusion is phrased in terms of ABC’s Statement. [↑](#footnote-ref-11)
12. Insert section if the report is restricted use. [↑](#footnote-ref-12)
13. The assurance practitioner’s report needs to be signed in one or more of the following ways: name of the assurance practitioner’s firm, name of the assurance practitioner’s company or the personal name of the assurance practitioner as appropriate. [↑](#footnote-ref-13)
14. The assurance practitioner’s address includes the location in the jurisdiction where the assurance practitioner practices. [↑](#footnote-ref-14)
15. Identify the system by function or service provided and entity, facility or location. If the scope of the engagement is restricted to certain control components, identify those components. Components may include: the control environment, risk assessment, control activities, information and communication or monitoring activities, or equivalent components defined by control framework applied. [↑](#footnote-ref-15)
16. If some elements of the description are not included in the scope of the engagement, this is made clear in the assurance report. [↑](#footnote-ref-16)
17. Insert for attestation engagements if the responsible party’s or evaluator’s Statement is provided to users. [↑](#footnote-ref-17)
18. \* See ASA 102 *Compliance with Ethical Requirements when Performing Audits, Reviews and Other Assurance Engagements*. [↑](#footnote-ref-18)
19. # See ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*. [↑](#footnote-ref-19)
20. Insert for attestation engagements if the opinion is phrased in terms of the Statement. [↑](#footnote-ref-20)
21. Include if only selected components of control have been assured. [↑](#footnote-ref-21)
22. Insert for attestation engagements if the opinion is phrased in terms of ABC’s Statement. [↑](#footnote-ref-22)
23. Insert section if the report is restricted use. [↑](#footnote-ref-23)
24. Identify the system by function or service provided and entity, facility or location. If the scope of the engagement is restricted to certain control components, identify those components. Components may include: the control environment, risk assessment, control activities, information and communication or monitoring activities, or equivalent components defined by control framework applied. [↑](#footnote-ref-24)
25. Either list overall control objectives or list specified control objectives depending on scope of engagement. [↑](#footnote-ref-25)
26. Insert for attestation engagements if the responsible party’s or evaluator’s Statement is provided to users. [↑](#footnote-ref-26)
27. \* See ASA 102 *Compliance with Ethical Requirements when Performing Audits, Reviews and Other Assurance Engagements*. [↑](#footnote-ref-27)
28. # See ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*. [↑](#footnote-ref-28)
29. Insert for attestation engagements if the opinion is phrased in terms of the Statement. [↑](#footnote-ref-29)
30. Include if only selected components of control have been assured. [↑](#footnote-ref-30)
31. Insert for attestation engagements if the opinion is phrased in terms of the Statement. [↑](#footnote-ref-31)
32. Insert section if the report is restricted use. [↑](#footnote-ref-32)
33. Identify the system by function or service provided and entity, facility or location. If the scope of the engagement is restricted to certain control components, identify those components. Components may include: the control environment, risk assessment, control activities, information and communication or monitoring activities, or equivalent components defined by control framework applied. [↑](#footnote-ref-33)
34. Either list overall control objectives or list specified control objectives depending on scope of engagement. [↑](#footnote-ref-34)
35. Insert for attestation engagements if the responsible party’s or evaluator’s Statement is provided to users. [↑](#footnote-ref-35)
36. \* See ASA 102 *Compliance with Ethical Requirements when Performing Audits, Reviews and Other Assurance Engagements*. [↑](#footnote-ref-36)
37. # See ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*. [↑](#footnote-ref-37)
38. Insert for attestation engagements if the opinion is phrased in terms of the Statement. [↑](#footnote-ref-38)
39. Include if only selected components of control have been assured. [↑](#footnote-ref-39)
40. Insert for attestation engagements if the opinion is phrased in terms of the Statement. [↑](#footnote-ref-40)
41. Insert section if the report is restricted use. [↑](#footnote-ref-41)