Materia Administrative Auditing

*Prof Rosa María López Larios*

**Grupo: 53A / 83A**

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| **TEMA: Auditing Norms****Subtema: Norms, classification and characteristics**  |  **Clases: 5 to 8**  **Fecha: February 12th to 16th** |

**OBJECTIVE:** Identify the auditing norms, its classification and characteristics, in order to be aware that the audit work should comply with certain regulation to assure quality in the audit results.

**INSTRUCTIONS**: Analyze the information above related to auditing norms and prepare a synoptic table in your notebook with the data obtained.

**CONTENT:**

The classification of auditing norms is the following:

1. Personal norms
2. Work execution norms
3. Information norms
4. **Personal Norms**

They refer to the skills, behavior, and aptitudes that auditors must comply with to assume the audit work

Personal norms are divided in:

1. **Technical training and professional skills**

The audit work must be practiced by individuals with professional training (university degree) and expertise as auditors

1. **Professional care and diligence**

Auditors must work with integrity, responsibility and punctuality to assure an accurate, complete and useful work

1. **Independence**

It is freedom to express and opinion, auditors should ignore pressures and avoid subjectivities so that their work could be accurate

1. **Work Execution Norms**

They refer to specific aspects of the way an auditing work must be executed to be objective, reliable, sufficient and valid in order to give support to the final report

Work execution norms are divided in:

1. **Planning and supervision**

The auditor must programmed different tasks involved in the audit work and establish proper methods to supervise the audit development

1. **Study and evaluation of internal control**

It is important to determine the degree of confidence in controls as well as the nature, extension and time of analysis and tests

1. **Sufficient and precise evidence**

To present an opinion, the auditor must perform useful tests and obtain reliable results, reports and conclusions

1. **Information Norms**

They regulate the preparation of the final report which should include:

* Situation of the organization
* Dictum
* Responsibility assumed by the auditor about the content of the audit report

In a financial auditing, that is performed to the financial statements, the audit report specifies if they are in agreement with accounting principles.

In a financial auditing the modalities of an opinion are:

* Clean and without limitations
* With limitations
* Adverse or negative
* Abstention of opinion

Besides the opinion about the current situation the auditor gives suggestions to make improvements.

**HOMEWORK:**

Investigate the modalities of a dictum in a financial statement review and bring an example of each one, in order to identify differences between them. This information can be printed and will be analyzed in class.