

2014 EMPLOYEE BENEFIT PLAN OVERVIEW FOR KNOWLEDGE COACH USERS

PURPOSE

This document is published for the purpose of communicating, to users of the toolset, updates and enhancements included in the current version. This document is not, and should not be used as an audit program to update the audit documentation of an engagement started in a previous version of this product

WORKPAPER UPDATES AND ROLL FORWARD NOTES

General Roll Forward Note:

You must be the current editor of all Knowledge Coach workpapers to update to the latest content, and you must be the current editor upon opening the updated workpaper for the first time to ensure you see the updated workpaper.

The 2014 *Knowledge-Based Audits of Employee Benefit Plans* has been updated to help auditors conduct audit engagements in accordance with the new clarified and redrafted auditing standards resulting from the ASB’s Clarity Project and related guidance, including the requirements of SAS-127, Omnibus Statement on Auditing Standards—2013. Many new tips and examples have been incorporated. The 2014 tools include links to specific guidance that provides instant access to detailed analysis related to the steps and processes discussed in the workpapers. Also included are revised financial statement disclosures checklists that provide a centralized resource of the current required and recommended U.S. GAAP disclosures and key presentation items, using the style referencing under the FASB Accounting Standards Codification™.

The 2014 edition of *Knowledge-Based Audits of Employee Benefit Plans* includes the following updates:

Knowledge-Based Audit Documents (KBAs)

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
KBA-101 Overall Audit Strategy					Some data in the Significant Change from Previous Year table will not be maintained on updated, please publish this workpaper before update to ensure your date is kept
Modify	Section I, Reporting Requirements table				Responses to questions will now flow in from KBA-200, data previously entered in this workpaper will be captured and retained on rollforward in KBA-200
New	Section I, Audit Coverage, Subsidiary Table				Responses to questions will now flow in from KBA-200, data previously entered in this workpaper will be captured and retained on rollforward in KBA-200. This table will be combined with the table that was in KBA-201, please review for potential duplicates.
Delete	Section I, Reliance on Others, Key Engagement Contacts Table				Responses to questions will now flow in from KBA-200, data previously entered in this workpaper will be captured and retained on rollforward in KBA-200. This table will be combined with the table that was in KBA-302 and KBA-302N, please review for potential duplicates. You can also add additional contacts if necessary.

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
KBA-103 Evaluating and Communicating Internal Control Deficiencies					
Modify	Modified instructions to include guidance on potential effects of deficiencies noted by the auditor.	Instructions	Y	AU-C 265	
KBA-104 Summary and Evaluation of Misstatements and Omitted, Inaccurate, or Incomplete Disclosures					
New	Conclusion on whether disclosures met auditor expectations moved from KBA-400 to the conclusion section of this workpaper.	Procedures Steps	N		
KBA-200 Plan Information and Background					
New	New workpaper developed to capture relevant entity information and background details in one workpaper.	Table other than procedures	N		This is a new foundation workpaper that will capture, combine, and retain data entered into KBA-101, KBA-201, KBA-302 and KBA-302N. Due to the combination of data from multiple sources please review for duplicates and accuracy.
KBA-201 Client/Engagement Acceptance and Continuance Form: Complex Plans					
Delete	Removed Part 1, Section I - Background and Basic Information, moved to KBA-200.	Table other than procedures	N		Data previously entered in this workpaper will be captured and retained on rollforward in KBA-200
KBA-201N Client/Engagement Acceptance and Continuance Form: Noncomplex Plans					
New	New workpaper developed to allow the auditor the option of documenting his or her client/engagement acceptance decisions in a memorandum format, based on the circumstances of the engagement.	Table other than procedures	N		
KBA-301 Worksheet for Determination of Materiality, Performance Materiality, and Thresholds for Trivial Amounts					
New	This workpaper has been moved to a word document to better facilitate flow and rollforward retention in Knowledge Coach.	Table - other than procedures	N		
KBA-301E Worksheet for Determination of Materiality, Performance Materiality, and Thresholds for Trivial Amounts					
	Continued to provide the existing excel document provided in earlier versions.				
KBA-302 Understanding the Entity and Its Environment: Complex Plans					

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
Modify	Section I: Entity Information	Table other than procedures	N		Responses to questions will now flow in from KBA-200, data previously entered in this workpaper will be captured and retained on rollforward in KBA-200. This table will be combined with tables that are in KBA-101, KBA-201 and KBA-302N, please review for potential duplicates.
Delete	Removed "No" from the Considered column.	Table other than procedures	N		
Delete	Removed duplicative considerations.	Table other than procedures	N		
Modify	Modified considerations to conform to AU-C 315.	Table other than procedures	Y	AU-C 315 and AU-C 240	
New	Added new consideration regarding management's belief that their level of authority justifies certain level of compensation and personal privileges.	Table other than procedures	Y	AU-C 240	
KBA-302N Understanding the Entity and Its Environment: Noncomplex Plans					
Modify	Section I: Entity Information	Table other than procedures	N		Responses to questions will now flow in from KBA-200, data previously entered in this workpaper will be captured and retained on rollforward in KBA-200. This table will be combined with tables that are in KBA-101, KBA-201 and KBA-302N, please review for potential duplicates.
KBA-400 Scoping and Mapping of Significant Account Balances, Classes of Transactions, and Disclosures					
Delete	Deleted column on "Did Management's Disclosures Meet the Auditor's Expectations." This question was moved to KBA-104. Modified instructions accordingly.	Table other than procedures	N		
KBA-403 Understanding Activity-Level Controls: Revenue, Employer and Employee Contributions Receivable, and Cash Receipts through KBA-410 Understanding Activity-Level Controls: Financial Reporting and Closing Process					
Modify	Added new and modified existing control objectives to apply specifically to employee benefit plans.	Table other than procedures	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
KBA-411 Understanding Controls Maintained by a Service Organization					Tailoring questions have been added to help facilitate a more efficient workflow.
New	Added step regarding the evaluation of the date of Type 1 reports.	Table other than procedures	Y	AU-C 402	
Modify	Modified step regarding the time period covered by Type 2 reports to conform to the standards.	Table other than procedures	Y	AU-C 402	
KBA-502 Summary of Risk Assessments					
Modify	Modified instructions to provide clearer guidance on the auditor's approach.	Instructions	N		

Audit Programs (AUDs)

- Audit programs have been reorganized and reordered for better workflow. Additionally, duplicative steps have been removed throughout the audit program series.
- **AUD-800 Series** has been reorganized to better reflect the order in which this work may be used during the audit engagement, as follows:

2014	2013	Title
AUD-801	AUD-801	Audit Program: Cash
AUD-802A	AUD-802A	Audit Program: Investments (Full-Scope Audits)
AUD-802B	AUD-802B	Audit Program: Investments (DOL Limited-Scope Audits)
AUD-803	AUD-803	Audit Program: Employer and Employee Contributions Received and Contributions Receivable
AUD-804	New	Audit Program: Other Assets—Including Other Receivables, Deposits or Reserves with and Receivables from Insurance Companies and Other Service Providers, and Operating Assets
AUD-805	AUD-814	Audit Program: Notes Receivable from Participants
AUD-806	AUD-806	Audit Program: Accounts Payable and Accrued Expenses

AUD-807	AUD-807	Audit Program: Debt Obligations
AUD-808	AUD-808	Audit Program: Other Income and Operating Expenses
AUD-809	AUD-809	Audit Program: Benefit Payments
AUD-810	New	Audit Program: Tax Status of the Plan
AUD-811	New	Audit Program: Changes in Service Providers; Plan Mergers or Spin-Offs; and Terminated and Partially Terminated or Frozen Plans
AUD-812	AUD-810	Audit Program: Journal Entries and Financial Statement Review
AUD-813	AUD-811	Audit Program: Related-Party and Party-in-Interest Transactions
AUD-814A	AUD-814A	Audit Program: Participant Data and Accounts—Defined Contribution Plans
AUD-814B	AUD-814B	Audit Program: Participant Data—Defined Benefit Plans
AUD-814C	New	Audit Program: Participant Data—Health and Welfare Defined Benefit Plans
AUD-814D	New	Audit Program: Benefit Obligations—Defined Benefit Plans, Including Health and Welfare Defined Benefit Plans
AUD-815	AUD-813	Audit Program: Minutes, Plan Documents, Agreements, and Relevant Contracts of an Employee Benefit Plan
AUD-816	AUD-812	Audit Program: Fair Value Measurements and Disclosures
AUD-817	New	Audit Program: Commitments and Contingencies
AUD-818	New	Audit Program: Accounting Estimates
AUD-819	New	Audit Program: Concentrations

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
AUD-100 Tailoring Question Workpaper					

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
New	New tailoring questions have been added.	Tailoring	N	N/A	Review and answer. All of these new tailoring questions will impact other workpapers. Be sure to add additional audit areas when applicable.
AUD-101 Overall Audit Program					Tailoring questions have been added to help facilitate a more efficient workflow.
Modify	Moved much of the detailed information from substeps to practice points so that experienced users familiar with this program have the option to save the time spent reading the detail.	Procedure Steps	N		
Modify	Combined steps to eliminate duplication; new step reads as follows: 4. Evaluate, conclude on, and document whether auditor has the ability to adhere to the fundamental principles and requirements of professional and ethics standards including: a. Integrity; b. Objectivity; c. Independence, d. Professional competence and due care; e. Compliance with firm policies; f. Confidentiality; and g. Professional behavior.	Procedure Steps	N		
Modify	Combined steps to eliminate duplication; new step reads as follows: 6. Perform client acceptance or continuance procedures in accordance with firm policy.	Procedure Steps	N		
Modify	Changed step to include directive to perform opening balance procedures. New step reads as follows: 8. Perform the preliminary engagement activities necessary to establish an appropriate audit strategy and audit plan, including the audit procedures necessary to obtain sufficient appropriate audit evidence regarding the opening balances.	Procedure Steps	N		
Modify	Changed step to perform preliminary engagement activities. New step now reads: Perform the planning activities necessary to establish an appropriate audit strategy and audit plan including the audit	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	procedures necessary to obtain sufficient appropriate audit evidence regarding the opening balances.				
Delete	Moved project management step to practice point, deleting the following step: 16. Consider preparing a detailed list of information that is needed to perform the audit, for the client to prepare.	Procedure Steps	N		
Delete	Moved project management step to practice point, deleting the following step: 17. Consider preparing a budget for completion of the audit engagement.	Procedure Steps	N		
Modify	Modified materiality step to include AU-C 600 considerations. Modified steps reads as follows: 20. Determine materiality for the financial statements as a whole, the materiality level or levels for particular classes of transactions, account balances, or disclosures, if applicable, and performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing, and extent of further audit procedures. This determination should include component materiality and component performance materiality when those provisions of AU-C 600 apply.	Procedure Steps	Y	AU-C 600	
Delete	Deleted the following step: For entities with multiple locations or business units, determine tolerable misstatement at an amount that reduces to an appropriately low level the probability that the total of uncorrected and undetected misstatements would result in material misstatement of the financial statements.	Procedure Steps	N		
Delete	Moved step to review the minutes from board of trustees meetings and other relevant administrative or investment committee meetings to AUD-202 Planning the Employee Benefit Plan Audit	Procedure Steps	N		
Modify	Combined steps. New step reads as follows: 30. Identify and document the following: a. Potential litigation and claims; b. Commitments and contingencies; c. Concentrations of risk;	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	d. Related-party transactions; e. Significant management estimates and judgments f. New or significant accounting issues; and. g. Other areas requiring special audit consideration.				
Delete	Deleted the following step: Identify financial and nonfinancial information that may be useful for performing substantive analytical procedures.	Procedure Steps	N		
Delete	Deleted the following step: For clients with multiple locations or business units, identify significant accounts, classes of transactions, and disclosures, and their relevant assertions based on the financial statements, and assess the risk of material misstatement to the financial statements to determine the extent to which audit procedures should be performed at selected locations or business units to obtain sufficient appropriate audit evidence about whether the financial statements are free of material misstatement.	Procedure Steps	N		
Delete	Added documentation to understanding step above and deleted this duplicate step: Document the understanding obtained of internal controls relevant to the audit and of each of the internal control components, the sources of information from which the understanding was obtained, and the risk assessment procedures performed.	Procedure Steps	N		
Delete	Added documentation to step above and deleted this duplicate step: Document the controls related to the identified risks about which the auditor has obtained an understanding.	Procedure Steps	N		
Modify	Combined steps on response. Modified step reads as follows: 48. Design, document, and implement the auditor's overall responses to the assessed risks of material misstatement at the financial statement level.	Procedure Steps	N		
Delete	Deleted step: 52. Design, document, and implement overall responses to	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	address the assessed risks of material misstatement at the financial statement level.				
Delete	Deleted step: 53. Determine whether it is necessary to make pervasive changes to the nature, timing, and extent of audit procedures to adequately address the assessed risks of material misstatement; such as: <ul style="list-style-type: none"> • Increasing substantive testing of the valuation of numerous significant accounts at year-end because of significantly deteriorating market conditions; and • Obtaining more persuasive audit evidence from substantive procedures due to the identification of pervasive weaknesses in the plan's control environment. 	Procedure Steps	N		
Modify	Combined steps. New step reads as follows: Determine whether to test the operating effectiveness of internal controls over financial reporting. If testing the operating effectiveness of internal controls for significant audit areas, document the planned approach to testing, results of testing, and conclusions.	Procedure Steps	N		
Delete	Deleted the following duplicate step from the perform procedures section as it appears in the concluding section: Perform audit procedures to evaluate whether the overall presentation of the financial statements, including the related disclosures, is in accordance with the applicable financial reporting framework.	Procedure Steps	N		
AUD-202 Planning the Employee Benefit Plan Audit					
Modify	Changed the step to perform client acceptance or continuance procedures. New step reads: We have completed <i>KBA-201 Client/Engagement Acceptance and Continuance Form</i> and have received appropriate approval for the acceptance of the plan as a client.	Procedure Steps	N		
New	Read the plan instrument, including amendments, to determine, among other things, whether the plan is (1) a single employer, multiemployer, or multiple employer plan; (2) a contributory or noncontributory plan; and (3) required	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	to be funded and the nature of the benefits promised.				
New	Read agreements with trustees, investment advisers, and insurance companies to determine whether the plan is a self-funded, an insured, or a split-funded plan. If the plan is an insured or a split-funded plan, determine the type of insurance contract (for example, deposit administration, immediate participation guarantee, or individual policy).	Procedure Steps	N		
New	Review the prior year financial statements, Form 5500, Annual Return/Report of Employee Benefit Plan, filings with the DOL and related correspondence, and the status of IRS determination letters and DOL advisory or exemption opinions, if any.	Procedure Steps	N		
New	<p>Added the following new substeps to items to be discussed with management :</p> <ul style="list-style-type: none"> • Whether the plan’s financial statements will be prepared in accordance with U.S. GAAP or in accordance with a special purpose framework (for example, modified cash basis), as permitted by ERISA or DOL regulations. • Whether the plan’s accounting records and participant data are maintained by the plan sponsor, a bank, an insurance carrier, or other outside parties, and how such information is maintained. • Whether the plan maintains a list of parties in interest. • Whether the plan has procedures for identifying reportable transactions. • Whether the plan maintains a list of entities whose employees participate in the plan. • Whether the plan has either an audit committee or a group equivalent to an audit committee that has been formally designated with responsibility for oversight of the financial reporting process. • Whether the plan allows participants to initiate transactions by telephone or electronic means (such as the Internet or intranet). 	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	<ul style="list-style-type: none"> Whether the plan allows participants to initiate transactions by telephone or electronic means (such as the Internet or intranet). Whether there have been any changes in service providers. Whether there have been significant changes in the number of participants. 				
New	<p>Read reports from the plan's actuary, bank or trustee, insurance company, service auditors, other independent auditors, and internal auditors.</p> <p>a. After reading these reports, communicate, as necessary, with the preparer of these reports to determine the extent of audit procedures or the ability to rely on the content of any of these reports.</p> <p>b. Discussing with actuaries their use of participant census data and other data that is significant to the actuarial computations.</p>	Procedure Steps	N		
New	Determine the extent of testing of participant data that is necessary by the auditor.	Procedure Steps	N		
New	Consider the tax-exempt status of the plan, including whether the plan has procedures for assuring compliance with applicable Internal Revenue Code (IRC) plan qualification requirements.	Procedure Steps	N		
New	Read minutes of trustee, benefits committee, or board of directors meetings applicable to the plan.	Procedure Steps	N		
New	If the audit firm is engaged to audit the plan sponsor's financial statements, we considered gaining an understanding of the assertions relevant to payroll that were tested during the plan sponsor's audit.	Procedure Steps	N		
AUD-601 Audit Program: Testing and Evaluating Internal Auditors' Work					
Modify	Updated for SAS-128, <i>Using the Work of Internal Auditors</i>	Procedure Steps	Yes	SAS-128	
AUD-603 Audit Program: Using the Work of An Auditor's Specialist					
New	Added practice point on referring to the auditor's specialist in the auditor's opinion.	Practice Point	Y	AU-C 620	

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
AUD-800's Audit Programs					
Modify	Combined disclosures substep in all audit programs. Modified substep to read as follows: c. Financial information is appropriately presented and described and disclosures are clearly expressed at appropriate amounts.	Procedure Steps	N		
New	Materiality Summary Tables have been added to all workpaper. Data flows from KBA-301				
New	Tailoring has been added for the Operating Effectiveness Testing. This tailoring is on a per audit area basis.				Be sure to answer all tailoring questions in AUD-100 before starting the rest of your engagement.
AUD-801 Audit Program: Cash					Tailoring added and modified to reflect changes noted below.
New	We inquired of plan management about any omitted balances that may be held by the plan sponsor, trustee, or custodian.	Procedure Steps	N		
Modify	We prepared (or obtained) a listing of cash accounts open as of the statement of net assets available for benefits date and cash accounts opened or closed during the period under audit, showing (a) account number and type, (b) custodian, and (c) balance per the general ledger.	Procedure Steps	N		
Delete	Deleted duplicative steps to test the mathematical accuracy and reconcile cash accounts to the plan's trial balance.	Procedure Steps	N		
Modify	We determined that all accounts opened or closed during the period under audit were approved by appropriate personnel.	Procedure Steps	N		
AUD-802A Audit Program: Investments (Full-Scope Audits)					Tailoring added and modified to reflect changes noted below.
New	Added new primary audit objectives: Investments and investment transactions are initiated in accordance with the established investment policies and comply with plan provisions. All investments are owned by the plan free of liens, pledges, and other security interests or, if not, the security interests are identified and properly disclosed.	Table Other Than Procedures	N		
New	Added substep to determine whether the trustee or custodian has insurance covering the plan assets to the step	Procedures Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	to obtain positive confirmation:				
New	We applied appropriate analytical procedures to the transaction information on the schedule of investments noted above (e.g., comparing the ending balances to prior year and investigating any significant changes; reviewing significant sales or purchases throughout the year).	Procedures Steps	N		
Modify	Added the following substeps to the step to test the reasonableness of investment income: a. Applied the appropriate analytical procedures to the income information on the schedule above by comparing average rate of returns to published benchmarks in the industries for the investments held by the plan. b. Determined that dividends declared are recorded as of the ex dividend date.	Procedures Steps	N		
New	We evaluated whether unrealized gains or losses have been properly presented and disclosed in the financial statements.	Procedures Steps	N		
New	In the case of each nonresponse to confirmations sent, we performed alternative procedures, such as: <ul style="list-style-type: none"> • Examining source documents, such as invoices or broker's statements. • Inspecting executed agreements. • Examining cash receipts, disbursements, and trade confirmations subsequent to year-end. 	Procedures Steps	N		
New	Added the following substeps to the step if a service organization provided services that are part of the plan's information system: <ul style="list-style-type: none"> • Evaluated whether the Type 1 report is as of a date or, in the case of a Type 2 report, is for a period that is appropriate for our purposes. • Evaluated the sufficiency and appropriateness of the evidence provided by the report for the understanding of the user entity's internal control relevant to the audit. • Determined whether complementary user entity controls identified by the service organization are 	Procedures Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	relevant in addressing the risks of material misstatement relating to the relevant assertions in the user entity's financial statements and, if so, obtained an understanding of whether the user entity has designed and implemented such controls.				
New	We reviewed minutes, agreements, and confirmations for evidence of liens, pledges, or other security interest in investments.	Procedures Steps	N		
New	If the investment manager's compensation is material and based on the plan's investment performance or other similar criteria, we determined that the investment performance criteria affecting such compensation have been adequately tested to serve both purposes.	Procedures Steps	N		
New	We confirmed the status of any securities that are in transit with the plan's trustee, custodian, or co-trustee broker.	Procedures Steps	N		
New	Added audit procedures for investments in mutual funds and exchange traded funds	Procedures Steps	N		
New	Added new substep to procedures for investments in master trusts: We tested the allocation of master trust gains and losses including expenses at the individual plan level in accordance with the allocation methodology described in the master trust or other plan agreements.	Procedures Steps	N		
Modify	Changed the title of "audit procedures for investments with insurance companies" to "audit procedures for contracts with insurance companies"	Procedures Steps	N		
New	Added the following substep to the procedures for contracts with insurance companies: Assessed the creditworthiness of the insurance company through the review of publicly available information, audited financial statements or credit rating reports.	Procedures Steps	N		
New	Added the following additional information to be confirmed with the insurance company: Interest, dividends, refunds, credits, and changes in value and whether such amounts have been charged or credited	Procedures Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	during the year on an estimated or actual basis. The amount of issuer's fees and other expenses incurred during the year. Transfers between various funds and accounts.				
New	Added a subheading and new audit procedures for guaranteed investment contracts (GICS), deposit administration contracts (DA), immediate participation guarantee contracts (IPG), and benefit responsive synthetic GICs.	Procedures Steps	N		
New	Added new audit procedures for investments held within an omnibus account.	Procedures Steps	N		
New	Added new audit procedures for investments in trust owned life insurance policies.				
New	27. We reviewed the plan's reconciliations of statements or data feeds from custodians to the accounting records and determined that: a. Reconciling items were resolved properly. b. Journal entries related to the reconciliations were appropriate and made by authorized persons.	Procedure Steps	N		
New	28. We reviewed any master netting arrangements and determined that all related financial instruments were recorded.	Procedure Steps	N		
New	Added audit procedures for securities lending activities.	Procedure Steps	N		
New	Added audit procedures for investments in asset-backed securities.	Procedure Steps	N		
New	We evaluated management's valuation policies and valuation models, including the assumptions used, consideration of estimation uncertainty, and frequency of recalibration.	Procedure Steps	N		
New	Substep added to valuation procedures: b. We determined that the method used to determine the fair value of the securities and derivatives was consistently applied across periods and evaluated any change in such method for propriety and management bias.	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
New	We agreed information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedure Steps	N		
AUD-802B Audit Program: Investments (DOL Limited-Scope Audits)					Tailoring added and modified to reflect changes noted below.
New	Added new substep to step to obtain and review the certification provided by the bank, financial institution, or insurance company: If any investment contract is considered fully benefit responsive, we determined whether the certification included the adjustment from fair value to contract value and if it did not, we tested the adjustment.	Procedure Steps	N		
New	We agreed information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedure Steps	N		
New	We reviewed financial statement disclosures related to this cycle to ensure: a. Disclosed events and transactions have occurred and pertain to the plan. b. All disclosures that should have been included in the financial statements and supplemental schedules have been included. c. Financial information is appropriately presented and described and disclosures are clearly expressed and at appropriate amounts.	Procedure Steps	N		
AUD-803 Audit Program: Employer and Employee Contributions Received and Contributions Receivable					Tailoring added and modified to reflect changes noted below.
Modify	Changed primary audit objective to read: Amounts received or due have been appropriately determined, recorded, and disclosed in the financial statements in the proper period, in conformity with the plan's provisions and in accordance with the applicable financial reporting framework	Table Other Than Procedures	N		
New	Added new primary audit objectives: A. Uncollectible accounts are promptly identified and provided for. The allowance for uncollectible accounts is	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	<p>appropriate.</p> <p>B. Receivables due from withdrawing employers in a multiemployer plan have been accurately determined and recorded in accordance with the applicable financial reporting framework and in the proper period.</p>				
New	<p>Added new substeps for analytical procedures for defined contribution plans:</p> <p>(1) Computed the average elective deferral per participant and average employer matching or profit sharing contribution per participant and compared with those of prior plan years and against auditor expectations based upon knowledge of the plan sponsor's business operations.</p> <p>(2) Calculated total employer contributions as a percentage of participant contributions, and compared results with prior years and expectations based on plan provisions.</p> <p>(3) For noncontributory plans or discretionary employer contributions (for example, profit sharing contributions) that are not based on participant contributions, compared employer contributions per active participant with prior years and expectations.</p>	Procedure Steps	N		
New	<p>If the plan has an employer that has withdrawn or intends to withdraw from the plan, we determined that the withdrawal liability has been formally assessed by the plan and appropriately determined by agreeing the employer receivable to the actuarial computation.</p>	Procedure Steps	N		
New	<p>Added new steps for contributions received for multiemployer plans:</p> <p>a. Reviewed pertinent sections of the collective bargaining agreement as a basis for considering what payroll data should be tested.</p> <p>b. Compared the amount of employer contributions recorded in the plan's records with the amount negotiated in the collective bargaining agreement.</p> <p>c. We tested that contributions are arithmetically correct and that the contribution rate specified in the collective bargaining agreement was used.</p>	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
New	For a defined benefit plan, we reviewed the criteria used by the plan in accruing employer (and employee) contributions receivable and determined that accruals have been recorded in accordance with the applicable financial reporting framework.	Procedure Steps	N		
AUD-804 Audit Program: Other Assets—Including Other Receivables, Deposits or Reserves with and Receivables from Insurance Companies and Other Service Providers, and Operating Assets					Tailoring added and modified to reflect changes noted below.
New	New Audit Program: Other Assets—Including Other Receivables, Deposits or Reserves with, and Receivables from Insurance Companies and Other Service Providers, and Operating Assets				
AUD-805 Audit Program: Notes Receivable from Participants					Tailoring added and modified to reflect changes noted below.
New	New primary audit objectives A. All notes receivable from participants are properly recorded and exist. B. Notes receivable from participants are initiated in accordance with the plan’s provisions.	Table Other Than Procedures	N		
New	New substep for testing the schedule of notes receivable from participants: Agreed the ending balance to the trustee (custodian) statement including new loan disbursements, loan principal repayments, loan-deemed distributed.	Procedure Steps	N		
New	New substep for testing outstanding loans: We determined that the loan has been properly segregated in the individual’s account.	Procedure Steps	N		
New	We agreed information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedure Steps	N		
AUD-807 Audit Program: Debt Obligations					Tailoring added and modified to reflect changes noted below.
New	New primary audit objective: For ESOP notes payable, unallocated shares are properly released to eligible participants.	Table Other Than Procedures	N		
Modify	Modifying the title of an analytical step to match AID- 819.	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
Modify	Reorganized the order of the audit procedures.	Procedure Steps	N		
New	We reviewed the debt payment schedules and considered whether the plan has the ability to pay current debt installments or to refinance the debt, if necessary.	Procedure Steps	N		
Modify	Elevated a step (9) from substep level (7f).	Procedure Steps	N		
New	For ESOP notes payable, we tested the release of shares held as collateral in accordance with plan or loan document provisions and inquired about the consistency of those provisions with the nonexempt transaction requirements.	Procedure Steps	N		
Modify	Modified audit step regarding restrictive covenants to include the consideration of "cross default" provisions.	Procedure Steps	N		
AUD-808 Audit Program: Other Income and Operating Expenses					Tailoring added and modified to reflect changes noted below.
Modify	Changed title of this program to Other Income and Operating Expenses				
New	New primary audit objective: Plan expenses are paid in accordance with plan provisions.	Table Other Than Procedures	N		
New	We reviewed service agreements and performed tests to ascertain that the contracted services were performed and that the payments were in accordance with the terms of the agreement. If the plan is charged an allocation of fees incurred by a service provider on behalf of several plans (master trust), we reviewed the allocation methodology to ensure the associated fees are in accordance with the terms of the plan and contract with the service provider.	Procedure Steps	N		
New	If plan expenses are allocated among several plans sponsored by the same plan sponsor or a multiemployer plan, we reviewed the allocation to determine that it is appropriate and determined that the method of allocation selected was approved by the board of trustees or administrative committee.	Procedure Steps	N		
AUD-809 Audit Program: Benefit Payments					Tailoring added and modified to reflect changes noted below.

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
New	New primary audit objectives: B. Payments are made to or on behalf of persons entitled to them and only to such persons (that is, that payments are not being made to deceased beneficiaries or persons other than eligible participants and beneficiaries). C. Benefit payments are recorded correctly as to account, amount, and period.	Table Other Than Procedures	N		
Modify	Reorganized the order of the audit procedures and separated procedures for defined contribution and defined benefit plans from procedures for health and welfare plans.	Procedure Steps	N		
New	Substantial additions were made to this program including new procedure steps for Health Claims and Welfare Claims, procedures for reviewing the financial statement information and disclosures, and for documenting analytical procedures.	Procedure Steps	N		
AUD-810 Audit Program: Tax Status of the Plan					Tailoring added and modified to reflect changes noted below.
New	New Audit Program: Tax Status of the Plan				
AUD-811 Audit Program: Changes in Service Providers; Plan Mergers or Spin-Offs; and Terminated and Partially Terminated or Frozen Plans					Tailoring added and modified to reflect changes noted below.
New	New Audit Program: Changes in Service Providers; Plan Mergers or Spin-Offs; and Terminated and Partially Terminated or Frozen Plans				
AUD-812 Audit Program: Journal Entries and Financial Statement Review					Tailoring added and modified to reflect changes noted below.
Modify	Moved consideration for selecting journal entries to test into main step eliminating 5 sign offs.	Procedure Steps	N		
New	f. Whether items selected for testing should include journal entries made throughout the audit period.	Procedure Steps	N		
Modify	Moved consideration for selecting journal entries at components to test into main step eliminating 5 sign offs.	Procedure Steps	N		
Modify	Modified step for JE to test at period end. Modified step reads as follows: Items selected for testing included journal entries and other adjustments made in the course of preparing the financial statements and those made at the end of a reporting period.	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
Delete	Deleted the following step as it duplicates step in another program: We inquired of individuals involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries and other adjustments, including: a. Accounting and data entry personnel about whether they were requested to make unusual entries during the audit period. b. Certain programmers and IT staff about the existence of any unusual and/or unsupported entries and whether they were initiated directly by top management outside the normal accounting process.	Procedure Steps	N		
Delete	Deleted the following step as it duplicates step in another program: We examined material journal entries and other adjustments made in the course of preparing the financial statements and performed the following procedures: a. We agreed any material journal entries or other adjustments to the underlying support for such entries.	Procedure Steps	N		
Modify	Reorganized the steps for supplementary information to separately address supplementary information required by the DOL in a full-scope audit and in a limited-scope audit.	Procedure Steps	N		
Delete	Deleted the steps applicable to required supplementary information.	Procedure Steps	N		
Modify	Combined steps on financial statement review to read as follows: 9. We performed an overall review of the financial statements, including performing analytical procedures to evaluate our conclusions regarding significant accounts and disclosures and to assist in forming an opinion on whether the financial statements as a whole are free of material misstatement.	Procedure Steps	N		
New	a. The financial information and related disclosures are presented fairly, in all material respects, in conformity with the applicable financial reporting framework.	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
AUD-813 Audit Program: Related-Party and Party-in-Interest Transactions					Tailoring added and modified to reflect changes noted below.
Modify	This audit program has been modified to only apply to Related-Party and Party-In-Interest Transactions. The other sections were developed into their own audit programs for better usability and tailoring.	Procedures Steps	N		
Modify	Step 1 modified to better reflect the required reassessment procedures required by AU-C 550, to include new and modified substeps.	Procedure Steps	Y	AU-C 550	
New	New substep added to step 1: We evaluated controls in place to assess the appropriateness of related-party or party-in-interest transactions before such transactions close.	Procedures Steps	N		
Modify	Step 2 modified to better reflect the required reassessment procedures required by AU-C 550, to include new and modified substeps.	Procedure Steps	Y	AU-C 550	
Modify	Step 4 modified to better reflect the required reassessment procedures required by AU-C 550, to include new and modified substeps.	Procedure Steps	Y	AU-C 550	
New	New substep added to step 4 With respect to material uncollected balances, guarantees, and other obligations, we obtained information about the financial capability of the other party(ies) to the transactions. (Such information may be obtained from audited financial statements, unaudited financial statements, income tax returns, and reports issued by regulatory agencies, taxing authorities, financial publications, or credit agencies.)	Procedures Steps	N		
Modify	Substeps of fraud risk steps removed and replaced by modifications at step 2.	Procedure Steps	Y	AU-C 550	
Delete	Removed duplicative step on transactions not previously identified and on fraud risk.	Procedure Steps	N		
Modify	Reorganized the order of the audit procedures.	<i>Procedure Steps</i>	<i>N</i>		
New	Added new step on forming an opinion and the related evaluations.	Procedure Steps	Y	AU-C 550	

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
AUD-814A Audit Program: Participant Data and Accounts—Defined Contribution Plans					Tailoring added and modified to reflect changes noted below.
New	<p>New primary audit objectives:</p> <p>B. Allocation of net assets to the individual participant accounts is accurate and in accordance with the plan document.</p> <p>C. Participant accounts (including forfeiture account) are complete and accurately valued in total.</p> <p>D. All covered employees have been properly included in the eligibility reports and contribution records.</p> <p>E. Participant transactions are authorized and executed at the proper amount, in the proper period, and in accordance with the plan document and participant’s direction.</p> <p>F Participant data are presented in the financial statements in accordance with the applicable financial reporting framework and adequate disclosures are expressed and at appropriate amounts.</p>	Table Other Than Procedures	N		
New	We determined whether the sum of individual participant accounts, including forfeiture balances, reconcile with the total net assets available for benefits held in the trust.	Procedure Steps	N		
New	We tested the accuracy and allocation of transfers by participants between investment options.	Procedure Steps	N		
New	We determined that employer and employee contributions were properly allocated to the investments selected by the participant and to the relevant subcategory (e.g., Roth, pretax, post-tax account selected by the participant), and examined forms documenting the investment allocation and options elected.	Procedure Steps	N		
New	We agreed information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedure Steps	N		
AUD-814B Audit Program: Participant Data—Defined Benefit Plans					Tailoring added and modified to reflect changes noted below.
Modify	Created separate programs for participant data for Defined Benefit Plans (AUD-814B) and Health and Welfare Defined Benefit Plans (AUD-814C) and Benefit				

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	Obligations (AUD-814D)				
New	<p>New and revised primary audit objectives:</p> <p>Participant census data used in calculating the actuarially computed present value of accumulated plan benefits is complete and accurate.</p> <p>Participant data are presented in the financial statements in accordance with the applicable financial reporting framework and adequate disclosures are expressed and at appropriate amounts.</p>	Table Other Than Procedures	N		
New/Modify	<p>Modified step 2 for testing payroll records to read:</p> <p>a. We tested relevant demographic data, such as birth date, date of hire, termination date, retirement date, gender, marital status and period of service from plan records to personnel files to ensure participant met the eligibility requirements of the plan document.</p> <p>b. If hours or earnings (compensation) enter into the actuary's calculations of accumulated plan benefits, we tested hours and/or wages paid from plan records to employer's earning records.</p> <p>d. For participant census data listings that include multiple plans, we determined that the participant was coded to the appropriate plan based upon eligibility.</p> <p>e. For deferred vested participants, we obtained the projected benefit calculation and determined the reasonableness of the projected benefit amount per the census file based on the plan provisions.</p> <p>g. Reconciled the aggregate census data (for example, the number of employees and covered compensation to amounts shown in the actuarial valuation report).</p>	Procedure Steps	N		
New	We performed substantive analytical procedures by comparing the number of participants for the current year with the prior year, as well as the number of participants with the number of employees.	Procedure Steps	N		
New	We obtained and reviewed a rollforward of the census data from one year to the next and reviewed a reconciliation of any differences.	Procedure Steps	N		
New	We agreed information in the financial statements, the	Procedure	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Steps			
AUD-814C Audit Program: Participant Data—Health and Welfare Defined Benefit Plans					AUD-814B was broken apart into four separate areas. This is one of the new audit areas add to the tailoring questions in AUD-100. Review the questions in AUD-100. New tailoring question related to these steps. All answers and customizations will retain per your roll forward selections.
New	New audit program on participant data for health and welfare plans.				
New	New primary audit objective: Participant data are presented in the financial statements in accordance with the applicable financial reporting framework and adequate disclosures are expressed and at appropriate amounts.	Table Other Than Procedures	N		
New/Modify	Modified step 2 for testing payroll records to read: a. We tested relevant demographic data, such as birth date, date of hire, termination date, retirement date, gender, marital status and period of service from plan records to personnel files to ensure participant met the eligibility requirements of the plan document. b. If hours or earnings (compensation) enter into the actuary's calculations of benefit obligation (postretirement and postemployment plan benefits,)we tested hours and/or wages paid from plan records to employer's earning records. c. For participant census data listings that include multiple plans, we determined that the participant was coded to the appropriate plan based upon eligibility. e. For participant census data listings that include multiple plans, we determined that the participant data was coded to the appropriate plan based upon eligibility.	Procedure Steps	N		
New	If the plan bases employer contributions on a participant level (such as compensation, we obtained a schedule of employer contributions by participant and recomputed in accordance with the terms of the plan.	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
New	We tested participants who first met the eligibility requirements during the benefit valuation year under audit and determined whether these individuals were properly included within the plan's records and census data provided to the actuary.	Procedure Steps	N		
New	We performed substantive analytical procedures by comparing the number of participants for the current year with the prior year, as well as the number of participants with the number of employees.	Procedure Steps	N		
New	We obtained and reviewed a rollforward of the census data from one year to the next and reviewed a reconciliation of any differences.	Procedure Steps	N		
New	We agreed information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedure Steps	N		
AUD-814D Audit Program: Benefit Obligations—Defined Benefit Plans, Including Health and Welfare Defined Benefit Plans					AUD-814B was broken apart into four separate areas. This is one of the new audit areas add to the tailoring questions in AUD-100. Review the questions in AUD-100. New tailoring question related to these steps. All answers and customizations will retain per your roll forward selections.
New	New audit program on Benefit Obligations				
New	New primary audit objective: For HW plans, claims payable, claims IBNR and premiums due to insurance entities are valid obligations of the plan.	Table Other Than Procedures	N		
New	We confirmed premiums payable with the insurance entity.	Procedure Steps	N		
New	We also performed analytical procedures, between current year and prior year in relation to claims incurred during the period and changes in the number of participants and investigated any unusual changes.	Procedure Steps	N		
New	New substeps for testing IBNR: (1) We compared the plan sponsor's methodology for estimating IBNR with the methodology used in the prior period for consistency. (2) We considered the effect of factors such as changes in	Procedure Steps	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	<p>claim costs, trends of recent experience, and catastrophic losses.</p> <p>(3) We tested input data used in the estimated claims IBNR back to source documents.</p> <p>(4) We performed analytical procedures, such as comparing the estimated claims IBNR to the number of participants as of the financial statement date with that of the prior year and investigated any significant fluctuations.</p>				
AUD-815 Audit Program: Minutes, Plan Documents, Agreements, and Relevant Contracts of an Employee Benefit Plan					Tailoring added and modified to reflect changes noted below.
Modify	We read the minutes of the board of trustees and other relevant committees such as the plan's administrative, benefits, audit, and investment committees and the plan sponsor's board of directors or its committees, and abstracted those items that could have an effect on the plan's financial statements.	Procedure Steps	N		
New	We agreed information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedure Steps	N		
New	<p>We reviewed financial statement disclosures related to this cycle to ensure:</p> <p>a. Disclosed events and transactions have occurred and pertain to the plan.</p> <p>b. All disclosures that should have been included in the financial statements have been included.</p> <p>c. Financial information is appropriately presented and described and disclosures are clearly expressed and at appropriate amounts.</p>	Procedure Steps	N		
AUD-816 Audit Program: Fair Value Measurements and Disclosures					Tailoring added and modified to reflect changes noted below.
Delete	Removed duplicative steps.	Procedures Steps	N		
New	Added steps on the evaluation of third-party pricing services.	Procedure Steps	Y	AU-C 540	
New	We agreed information in the financial statements, the	Procedure	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Steps			
AUD-817 Audit Program: Commitments and Contingencies					AUD-813 was broken apart into four separate areas. This is one of the new audit areas add to the tailoring questions in AUD-100. Review the questions in AUD-100. New tailoring question related to these steps. All answers and customizations will retain per your roll forward selections.
New	New audit program on Commitments and Contingencies.				
New	New inquiries regarding: Any audit or investigation that the Department of Labor (DOL), IRS, Pension Benefit Guarantee Corporation (PBGC), or other regulatory agency has made of the plan's activities or filings since the last audit. Possible mergers or spin-offs affecting the plan.	Procedures Steps	N		
New	We obtained and reviewed, for financial statement implications, any report of an audit or investigation not reviewed as part of the audit planning process, including the effect of transactions noted therein that give rise to potential receivables arising from breaches of fiduciary duties or prohibited transactions.	Procedures Steps	N		
New	Added new step on obtaining an understanding of how the plan is complying with the applicable legal and regulatory framework.	Procedure Steps	Y	AU-C 250	
New	Added new step on obtaining sufficient appropriate audit evidence regarding material amounts that are determined by the provisions of laws and regulations that have a direct effect on the financial statements.	Procedure Steps	Y	AU-C 250	
Delete	Removed duplicative step on fraud, as the work is done in AUD-903.	Procedures Steps	N		
New	Added new step on the evaluation of the effect of legal counseling restricting the use of their report.	Procedure Steps	Y	AU-C 250	
New	Added new step on the auditor's consideration that obtaining a legal letter is not required, when the auditor has not identified actual or potential litigation, claims, or assessments.	Procedure Steps	Y	AU-C 250	

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
New	Added step to agree information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedures Steps	N		
Modify	Reorganized the order of the audit procedures.	Procedures Steps	N		
AUD-818 Audit Program: Accounting Estimates					AUD-813 was broken apart into four separate areas. This is one of the new audit areas add to the tailoring questions in AUD-100. Review the questions in AUD-100. New tailoring question related to these steps. All answers and customizations will retain per your roll forward selections.
New	New audit program on Accounting Estimates.				
Modify	Reorganized the order of the audit procedures.	Procedures Steps	N		
New	Added step to agree information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedures Steps	N		
Delete	Removed duplicative steps.	Procedures Steps	N		
AUD-819 Audit Program: Concentrations					AUD-813 was broken apart into four separate areas. This is one of the new audit areas add to the tailoring questions in AUD-100. Review the questions in AUD-100.
New	New audit program on Concentrations.				
New	Added new risks: a. Concentrations in participants in a specific industry that carries with it certain risks. b. Investments and other assets (other than financial instruments) that are concentrated in a single industry or in a single geographic area.	Procedures Steps	N		
New	Added step to agree information in the financial statements, the supplemental schedules, and the accompanying notes to the underlying accounting records in this area.	Procedures Steps	N		
AUD-901 Audit Program: Subsequent Events					Tailoring questions have been added to help facilitate a more efficient workflow.

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
New	Added step on the auditor's responsibilities when he or she has identified subsequent events that require adjustment or disclosure.	Procedure Steps	Y	AU-C 560	
New	Added new inquiries whether there have been any: <ul style="list-style-type: none"> • Amendments to plan and trust instruments and insurance contracts • Mergers or spin-offs of plan assets. • Matters involving unusual terminations of participants, such as termination arising from a sale of a division or layoffs • Adverse financial conditions of the plan sponsor. 	Procedures Steps	N		
AUD-902 Audit Program: Going Concern					Tailoring questions have been added to help facilitate a more efficient workflow.
New	Added step on the auditor's consideration on conditions or events identified during the audit and whether those conditions or events were indicative of substantial doubt regarding the plan's ability to continue as a going concern.	Procedure Steps	Y	AU-C 570	
Modify	Reorganized the order of the audit procedures.	Procedures Steps	N		
Delete	Removed duplicative steps.	Procedures Steps	N		
New	Added step regarding comparative financial statements in which there was substantial doubt regarding the plan's ability to continue as a going concern in the prior period, yet that doubt has been alleviated in the current period.	Procedure Steps	Y	AU-C 570	
New	Added step regarding the auditor's responsibilities when management has asked the auditor to reissue an auditor's report that eliminates the going-concern emphasis-of-matter paragraph.	Procedure Steps	Y	AU-C 570	
Delete	Deleted the yes/no conclusion as it was duplicative of the audit program.	Procedure Steps	N		
AUD-903 Audit Program: Consideration of Fraud					Tailoring questions have been added to help facilitate a more efficient workflow.
Modify	Modified the instructions to include Sections and additional	Procedures	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
	guidance.	Steps			
Delete	Deleted the duplicative substeps regarding brainstorming meeting and added reference to KBA-303 where the work is completed, eliminating 9 sign offs.	Procedures Steps	N		
Modify	Reorganized the order of the audit procedures.	Procedures Steps	N		
Delete	Deleted the duplicative substeps regarding identified risks of material misstatement and added reference to KBA-501 and KBA-502 where the work is completed, eliminating 4 sign offs.	Procedures Steps	N		
Delete	Deleted the duplicative substeps regarding revenue transactions and added reference to AUD-803 where the work is completed, eliminating 5 sign offs.	Procedures Steps	N		
Delete	Deleted substeps related to unpredictability, retained top-level step, eliminating 4 sign offs.	Procedures Steps	N		
Delete	Deleted the duplicative substeps regarding accounting estimates and added reference to AUD-820 where the work is completed, eliminating 3 sign offs.	Procedures Steps	N		
Delete	Deleted the duplicative substeps regarding obtaining written representation and added reference to AUD-101 where this step is performed, eliminating 5 sign offs.	Procedures Steps	N		
New	Added a Results section to capture findings as a result of work performed on this audit program.	Procedures Steps	N		
AUD-904 Audit Program: Compliance with Laws and Regulations					Tailoring questions have been added to help facilitate a more efficient workflow.
New	We consulted with the client's legal counsel or other specialists about the application of ERISA to the circumstances and the possible effects on the financial statements.	Procedures Steps	N		
New	If applicable, we considered the results of the procedures performed pertaining to related-party and party-in-interest transactions to obtain further understanding of the nature of the transaction.	Procedures Steps	N		
Delete	Removed duplicative steps.	Procedures	N		

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward Considerations
		Steps			
AUD-905 Audit Program: Evaluating Subsequently Discovered Facts Existing at the Date of the Auditor's Report					Tailoring questions have been added to help facilitate a more efficient workflow.
Modify	Modified the instructions to include Sections and additional guidance.	Procedures Steps	N		
New	Added a Results section to capture findings as a result of work performed on this audit program.	Procedures Steps	N		

Auditor's Reports (RPTs)

- **All Relevant Reports** updated to present illustrative language on supplementary information required by the DOL.
- **NEW RPT-0900 Auditor's Report Finder** a new questionnaire that assists the auditor in determining the proper auditor's report to use based on the conditions identified during the audit engagement.
- **NEW RPT-0906 Unmodified Opinion: Form 11-K Audit Report for Filing with the SEC** sample illustrative report provided for report to be filed with an 11-K.
- **New RPT-0907 Unmodified Opinion: Newly Established Trust—Full-Scope Audit (Single Year)** sample illustrative report provided for reporting on financial statements of a newly established trust.
- **RPT-0919 Unmodified Opinion: Successor Auditor's Unmodified Opinion When Predecessor Auditor's Report Included an Emphasis-of-Matter Paragraph and Is Not Presented** Deleted Unmodified Opinion: Single Financial Statement Prepared in Accordance with U.S. GAAP.
- **New RPT-0934 Unmodified Opinion on Financial Statements with Qualified Opinion on Supplementary Information Required by DOL under ERISA: Omitted Disclosure of Loans to Participants on Schedule H** Sample unmodified opinion on financial statements with qualified adverse opinion on supplementary information required by DOL under ERISA due to omission of disclosure of loans to participants on Schedule H.
- **NEW RPT-0966 Adverse Opinion: Defined Benefit Plan—Omitted Information Regarding Actuarial Present Value of Accumulated Plan Benefits** sample adverse opinion for a defined benefit plan that omits information regarding actuarial present value of accumulated plan benefits.
- **New RPT-0979 DOL Limited-Scope Audit: Disclaimer of Opinion—Omitted Schedule Required by DOL—Defined Contribution Plan** Sample limited scope audit report for a defined contribution plan that omits a schedule required by the DOL.
- **New RPT-0980 DOL Limited-Scope Audit: Disclaimer of Opinion—Omitted Information Required by DOL—Defined Contribution Plan** Sample limited scope audit report for a defined contribution plan that omits information required by the DOL.
- **RPTs 0907 Unmodified Opinion: Newly Established Trust—Full-Scope Audit (Single Year) through RPT-0919 Unmodified Opinion: Successor Auditor's Unmodified Opinion When Predecessor Auditor's Report Included an Emphasis-of-Matter Paragraph and Is Not Presented** renumbered accordingly to accommodate RPT-0906.
- **RPT-0934 Unmodified Opinion on Financial Statements with Qualified Opinion on Supplementary Information Required by DOL under ERISA: Omitted Disclosure of Loans to Participants on Schedule H and RPT-0936 Unmodified Opinion on Financial Statements with Disclaimer of Opinion on Unaudited Other Information Included in Documents Containing the Audited Financial Statements** renumbered accordingly to accommodate RPT-0934.
- **RPT-0979 DOL Limited-Scope Audit: Disclaimer of Opinion—Omitted Schedule Required by DOL—Defined Contribution Plan and RPT-0983 DOL Limited-Scope Audit: Disclaimer of Opinion: 403(b) Plan** renumbered.

Correspondence Documents (CORs)

- *2014 Knowledge-Based Audits of Employee Benefit Plans* illustrative example correspondence documents have been updated throughout to include new practice points and examples, and to adopt the new terminology used in the clarified standards.
- **COR-200 Series** has been reorganized to better reflect the order in which these correspondences may be used during the audit engagement, as follows:

2014	2013	Title
COR-203	COR-201	Plan Consent and Acknowledgment Letter
COR-206	COR-202	Successor Auditor Acknowledgment Letter
COR-207	COR-203	Representation Letter from Successor Auditor to Predecessor Auditor
COR-201	COR-204	Audit Engagement Letter: Full Scope
COR-201A	COR-204A	Audit Engagement Letter: Limited Scope
COR-208	COR-205	Inquiry Letter from the Component Auditor to the Group Engagement Team
COR-209	COR-206	Group Engagement Team's Response Letter to Inquiries from the Component Auditor
COR-210	COR-207	Group Engagement Team's Request for Representations from Component Auditor Who Audits the Financial Statements of a Component
COR-211	COR-208	Group Engagement Team's Request for Component Auditor's Confirmations When the Component Auditor Performs Certain Audit Procedures
COR-214	COR-209	Group Engagement Team's Request for Documentation from Component Auditor
COR-217	COR-210	Communication to Client When the Auditor Is <i>Not</i> Required by Law, Regulation, or Audit Contract to Provide Access to the Audit Documentation
COR-218	COR-211	Letter to Regulator Prior to Allowing a Regulator Access to the Audit Documentation: Full Scope
COR-218A	COR-211A	Letter to Regulator Prior to Allowing a Regulator Access to the Audit Documentation: Limited Scope
COR-219	COR-212	Auditor's Agreement with and Request for Representations from the Auditor's Specialist Who Performs Certain Audit Procedures
COR-204	COR-213	Communication with Predecessor Auditor Prior to Client/Engagement Acceptance
COR-205	COR-214	Request from Client to Predecessor Auditor to Release Information to Successor Auditor

COR-212	COR-215	Component Auditor's Confirmation Response to Group Engagement Team
COR-216	COR-216	Communication with Those Charged with Governance during Planning
COR-215	COR-301	Letter to Component Auditors Regarding Related Parties
COR-213	COR-302	Group Engagement Team's Letter of Instruction to the Component Auditor Who Performs Certain Audit Procedures or Audits the Financial Statements of a Component

- **NEW COR-215 Letter to Component Auditors Regarding Related Parties and Parties-in-Interest** replaces COR-301.
- **NEW COR-213 Group Engagement Team's Letter of Instruction to the Component Auditor Who Performs Certain Audit Procedures or Audits of the Financial Statements of a Component** replaces COR-302.
- **COR-301** no longer in use.
- **COR-302** no longer in use.
- **COR-803 Request for Confirmation of Discretionary Trust -804 Request for Confirmation of Securities Held by Custodians/Trustees** added obtaining information at the beginning of the plan year.
- **COR-805 Request for Confirmation of Employer Contributions Receivable or Remitted: Positive Request -806 Request for Confirmation of Employer Contributions Receivable and Remitted: Negative Request** revised to include confirmation of remitted contributions in addition to contributions receivable.
- **COR-807 Request for Confirmation of Notes Receivable** revised to be a confirmation of notes receivable.
- **COR-808 Request for Confirmation of Health and Welfare Contract with Insurance Company or Claims Administrator** added obtaining information at the beginning of the plan year and obtaining a copy of the most recent financial statements of the insurance company.
- **New COR-810 Request for Confirmation of Notes Payable**
- **COR-814 Related-Party and Party-in-Interest Confirmation Letter** revised to address matters for EBPs.
- **COR-901 Management Representation Letter** revised to include representations specific to EBPs in the body of the letter.
- **COR-906 Communication to Board of Trustees of Material Weaknesses: Ineffective Oversight by Those Charged with Governance** modified introductory paragraph and reformatted this letter to confirm to clarified format.
- **COR-908 Request for Actuarial Information for a Defined Benefit Retirement Plan and COR-908A Request for Actuarial Information for a Health and Welfare Benefit Plan** updated.

Practice Aids (AIDs)

- All AIDs have been updated with formulas that perform automatic calculations, wherever applicable.
- **AID-201 Nonaudit Services Independence Checklist** added practice point on Exposure Draft – Omnibus Proposal – AICPA Professional Ethics Division, Interpretations and Definitions.
- **New AID-301 Preliminary Analytical Procedures: Fluctuation and Ratio Analysis** Preliminary Analytical Procedures: Fluctuation and Ratio Analysis – replaces AID-801 which was deleted.
- **AID-601 Considering the Use of the Work of Internal Auditors** updated for SAS-128
- **New AID-602 Understanding and Preliminary Assessment of the Entity's Internal Audit Function** New AID to help the auditor obtain an understanding of the entity's internal audit function, make a preliminary assessment of the internal audit function, and document the procedures for understanding the internal audit function's organizational status, determining the nature and extent of the work of the internal audit function that can be used, the technical competence of the internal auditors, and the systematic and disciplined approach used by the internal audit function.
- **AID-801 Audit Sampling Worksheet for Substantive Tests of Details** – A word version of this document has been added as a tool to perform sampling tests of details.

- **New AID-903 Audit Report Preparation Checklist** developed to help determine whether the auditor’s report contains the elements required by professional standards when the auditor is not using the provided illustrative report examples.

Resource Documents (RESs)

- **RES-002 Index of Audit Programs, Forms, and Other Practice Aids** modified as appropriate to incorporate new workpapers and realignment of workpaper numbering schemes.
- **NEW RES-019 Examples of Conditions or Events That May Indicate Risks of Material Misstatement of the Group Financial Statements** New resource document providing examples of conditions and events that may be indicative of risk of material misstatements of the group financial statements.
- **NEW RES-020 Factors to Be Considered When Documenting Client/Engagement Acceptance and Continuance** New resource document providing examples of factors to be considered when documenting client/engagement acceptance and continuance.
- **KCO-001 2014 Employee Benefit Plan Title Overview for Knowledge Coach Users** formally **RES-KCO** has been added as a reference document for the workpaper update information, along with list of related workpapers for the title.

In addition, forms and practice aids throughout have been updated to include new examples and tips and, where applicable, to take into account:

New literature, standards, and developments, reflected in the following current audit and accounting guidance:

Statements on Auditing Standards (SASs):

SAS-128, *Using the Work of Internal Auditors*.

FASB Accounting Standards Codification as of March 10, 2014, and through Accounting Standards Update No. 2014-05—*Service Concession Arrangements (Topic 853)*.

RELATED, FOUNDATIONS AND ASSOCIATION WORKPAPERS FOR THIS TITLE

Related workpapers are Knowledge Coach Word workpapers where information flows in or out of tables within the workpaper. Some of these related workpapers are Foundation workpapers or associated workpapers.

Foundation Workpapers include most of the Communication Hub workpapers, which are central to the Knowledge-Based Audit Methodology used by the Knowledge Coach titles. Associated workpapers require you to associate them with custom values, such as audit areas, specialists, service organizations, and other items. Workpapers require an association when you need to have more than one instance of a particular Knowledge Coach workpaper in your binder for each type of item to which the workpaper is related. Making this association allows Knowledge Coach information to flow properly between workpapers.

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>	<i>Association Workpaper</i>
KBA	KNOWLEDGE-BASED AUDIT DOCUMENTS		
KBA-101	Overall Audit Strategy	X	
KBA-102	Engagement Completion Document	X	
KBA-103	Evaluating and Communicating Internal Control Deficiencies	X	
KBA-105	Review of Significant Accounting Estimates	X	
KBA-200	Plan Information and Background	X	
KBA-201	Client/Engagement Acceptance and Continuance Form: Complex Plans		
KBA-201N	Client/Engagement Acceptance and Continuance Form: Noncomplex Plans		
KBA-301	Worksheet for Determination of Materiality, Performance Materiality, and Thresholds for Trivial Amounts		
KBA-302	Understanding the Plan and Its Environment: Complex Plans		
KBA-302N	Understanding the Plan and Its Environment: Noncomplex Plans		

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>	<i>Association Workpaper</i>
KBA-303	Inquiries of Management and Others within the Plan about the Risks of Fraud		
KBA-400	Scoping and Mapping of Significant Account Balances, Classes of Transactions, and Disclosures	X	
KBA-401	Understanding Entity-Level Controls: Complex Plans		
KBA-401N	Understanding Entity-Level Controls: Noncomplex Plans		
KBA-402	Understanding General Controls for Information Technology		
KBA-403	Understanding Activity-Level Controls: Revenue, Employer and Employee Contributions Receivable, and Cash Receipts		
KBA-404	Understanding Activity-Level Controls: Benefit Payments and Distributions		
KBA-405	Understanding Activity-Level Controls: Investments		
KBA-406	Understanding Activity-Level Controls: Participant Data		
KBA-407	Understanding Activity-Level Controls: Notes Receivable from Participants and Hardship Withdrawals		
KBA-408	Understanding Activity-Level Controls: Accounts Payable and Disbursements		
KBA-410	Understanding Activity-Level Controls: Financial Reporting and Closing Process		
KBA-411	Understanding Controls Maintained by a Service Organization		X
KBA-502	Summary of Risk Assessments	X	
KBA-503	Basis for Inherent Risk Assessment		

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>	<i>Association Workpaper</i>
KBA-902	Audit Review and Approval Checklist		
KBA-904	Audit Documentation Checklist		
AUDs	AUDIT PROGRAMS		
AUD-100	Tailoring Question Workpaper	X	
AUD-101	Overall Audit Program	X	
AUD-201	Audit Program: Opening Balances and Additional Audit Procedures for an Initial Audit Engagement		
AUD-202	Planning the Employee Benefit Plan Audit		
AUD-602	Audit Program: Involvement of a Component Auditor		X
AUD-603	Audit Program: Using the Work of an Auditor's Specialist		X
AUD-604	Audit Program: Using the Work of a Management's Specialist		X
AUD-701	Audit Program: Designing Tests of Controls		
AUD-800	Audit Program: Custom		X
AUD-801	Audit Program: Cash		
AUD-802A	Audit Program: Investments (Full-Scope Audits)		
AUD-802B	Audit Program: Investments (DOL Limited-Scope Audits)		

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>	<i>Association Workpaper</i>
AUD-803	Audit Program: Employer and Employee Contributions Received and Contributions Receivable		
AUD-804	Audit Program: Other Assets—Including Other Receivables, Deposits or Reserves with and Receivables from Insurance Companies and Other Service Providers, and Operating Assets		
AUD-805	Audit Program: Notes Receivable from Participants		
AUD-806	Audit Program: Accounts Payable and Accrued Expenses		
AUD-807	Audit Program: Debt Obligations		
AUD-808	Audit Program: Other Income and Operating Expenses		
AUD-809	Audit Program: Benefit Payments		
AUD-810	Audit Program: Tax Status of the Plan		
AUD-811	Audit Program: Changes in Service Providers; Plan Mergers or Spin-Offs; and Terminated and Partially Terminated or Frozen Plans		
AUD-812	Audit Program: Journal Entries and Financial Statement Review		
AUD-813	Audit Program: Related-Party and Party-in-Interest Transactions		
AUD-814A	Audit Program: Participant Data and Accounts—Defined Contribution Plans		
AUD-814B	Audit Program: Participant Data—Defined Benefit Plans		
AUD-814C	Audit Program: Participant Data—Health and Welfare Defined Benefit Plans		
AUD-814D	Audit Program: Benefit Obligations—Defined Benefit Plans, Including Health and Welfare Defined Benefit Plans		

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>	<i>Association Workpaper</i>
AUD-815	Audit Program: Minutes, Plan Documents, Agreements, and Relevant Contracts of an Employee Benefit Plan		
AUD-816	Audit Program: Fair Value Measurements and Disclosures		
AUD-817	Audit Program: Commitments and Contingencies		
AUD-818	Audit Program: Accounting Estimates		
AUD-819	Audit Program: Concentrations		
AUD-901	Audit Program: Subsequent Events		
AUD-902	Audit Program: Going Concern		
AUD-903	Audit Program: Consideration of Fraud		
AUD-904	Audit Program: Compliance with Laws and Regulations		
AIDs	PRACTICE AIDs		
AID-302	Understanding the Entity's Revenue Streams and Revenue Recognition Policies		
AID-601	Considering Reliance on the Work of Internal Auditors		
AID-702	Results of Tests of Controls		
AID-801	Audit Sampling Worksheet for Substantive Tests of Details		
AID-901	Differences of Professional Opinion		

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>	<i>Association Workpaper</i>
AID-903	Audit Report Preparation Checklist		

Additional Information for Associated Workpapers

The following tables list the workpapers that require association in this title, along with the information that must be completed before you can insert each workpaper.

Workpaper Requiring Association	What is it associated with?		
	Workpaper	Table/Question	Association Item (Custom Value)
KBA-411 Understanding Ctrl: Service Org (Custom)	AUD-100 Tailoring Question Workpaper	Does the plan use service organizations? Shows the " Document the service organizations used by the plan." table in KBA-101 Overall Audit Strategy.	
	KBA-101 Overall Audit Strategy	Document the service organizations used by the plan.	Service Organization
AUD-602 Audit Program: Component Auditor Involvement (Custom)	AUD-100 Tailoring Question Workpaper	Do we intend to rely on audit evidence provided by a component auditor? is "Yes" Shows the " Document the audit evidence provided by the component auditor(s) that we will rely on in our engagement." table in KBA- 101 Overall Audit Strategy.	
	KBA-101 Overall Audit Strategy	Document the audit evidence provided by the component auditor(s) that we will rely on in our engagement.	Audit Firm Name
AUD-603 Audit Program: Auditor's Specialist (Custom)	AUD-100 Tailoring Question Workpaper	Do we expect to use a specialist on our audit? is "Yes" Shows the "Document the expected use of a specialist(s) on our audit." table in KBA-101 Overall Audit Strategy.	
	KBA-101 Overall Audit Strategy	Document the expected use of a specialist(s) on our audit. Then select Auditor's Specialist from the Type of Specialist Column	Specialist Firm Name
AUD-604 Audit Program: Management's Specialist (Custom)	AUD-100 Tailoring Question Workpaper	Do we expect to use a specialist on our audit? is "Yes" Shows the "Document the expected use of a specialist(s) on our audit." table in KBA-101 Overall Audit Strategy.	
	KBA-101 Overall Audit Strategy	Document the expected use of a specialist(s) on our audit. Then select Management's Specialist from the Type of Specialist Column.	Specialist Firm Name
AUD-800 Audit Program: (Custom)	AUD-100 Tailoring Question Workpaper	What financial statement audit areas are applicable to this engagement? "Customize Audit Area" link within the answer selection box.	Custom Audit Area