



# The Institute of Internal Auditors, India

## Bombay Chapter

### WHO SHOULD ATTEND?

#### Calling all...

Auditors at all levels who write or review audit reports.  
Those responsible for developing audit-report structures and formats.

### COURSE OUTLINE

The course has been designed by IIA Inc. based on global standards and will be conducted by Ravi Harihara Iyer.

#### Ravi Harihara Iyer

Ravi is a Chartered Accountant and MBA (Finance) with specialization in internal audit, risk management and internal controls. Ravi is also a qualified CIA, CISA, CISSP and PMP in addition to being a Certified SAP FI consultant from the US. He is a Member of the Internal Audit Standards Board of the Institute of Chartered Accountants of India and is involved in codifying best practices in internal audit in India. He is a Council Member of IIA-India and is also the Vice President of IIA Delhi Chapter.

Ravi has over 17 years of work experience spanning both industry and the consulting profession. He has worked in reputed multinational companies like Intel and HCL in leadership positions in the internal audit and risk management functions. He was also a part of Deloitte's Enterprise Risk Services practice in Canada and India. He has international experience and has worked in Singapore, Middle East and Canada. He has conducted many training programs for IIA Delhi Chapter and for multinational organizations like Genpact, Air India. He is also a Faculty Member at INGAF (Ministry of Finance) for capacity building in Government & Public sector in the area of Internal Audit and Risk Management which is attended by national and international participants. Ravi is currently Director, Avant Garde Business Solutions Private Limited and can be reached at [riyer@avantgarde.biz](mailto:riyer@avantgarde.biz).

### PROGRAMME SCHEDULE - TWO DAYS WORKSHOP

The dates and the venue for the forthcoming two-day Workshop on Report Writing are now finalized.

Dates: Thursday, the 3<sup>rd</sup> June 2010 and Friday, the 4<sup>th</sup> June 2010, 9.30 a.m. to 6.00 p.m.  
Venue: Hotel Hyatt Regency Mumbai, Sahar Airport Road, Andheri East, Mumbai 400 099  
Fees: Rs.7,500 plus Service Tax of 10.3%

#### The Audit-Report Writing Task

Objectives of audit reports  
Readers of audit reports  
Limitations placed on audit reports and report writers

#### Components of Audit Observations

Criteria: definition, guidance, and types  
Conditions: definition, guidance, and levels of detail



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Causes: definition, guidance, and levels of cause

Effects: definition, guidance, and levels of effect

Recommendations and/or Action Plans: definition, guidance, and types

### **Organization of Audit Observations**

Additional content within audit observations: risk ratings and background

Observation styles: paragraph, mapped, table, and bulleted

### **Quality of Reporting**

Relevant guidance

Coherence

Handling of technical terminology

Readability and conciseness

Sentence-structure clarity

### **Audit-Report Structure**

Relevant guidance

Overview of typical structure including executive summary, observations and appendices

Executive Summary covering objectives, scope, opinion, Standards-compliance statement and additional Executive Summary sections

Appendices including definitions of whole-report and observation ratings, glossary and/or definitions of acronyms and abbreviations and supporting details

Other sections such as header and footer identifying information, distribution, and audit-performed-by information

Automated reporting and tools including electronic work-papers, automated writing tools and web delivery action plan

### **Specialized Reporting**

Sarbanes-Oxley compliance

Investigations

Consulting engagements

### **Tone**

Unbiased, objective language

Strategies for managing tone