

Capacity Building Program on the Practical Aspects of Conducting Post Clearance Audit (PCA) for the Auditors, Gazipur, 22-25 July 2023

Program:

Day 1: 22 July	
Time	Activity
09:15 – 09:45	<i>Registration</i>
09:45 – 10:00	Welcome, Opening Remarks and Introduction <ul style="list-style-type: none"> ○ Opening Remarks <ul style="list-style-type: none"> ○ National Board of Revenue ○ Asian Development Bank (ADB) ○ Introduction to the Workshop – Context and Objectives
10.00 – 10.45	Session 1: Documentary and Information resources for conducting PCA
10:45 – 11:00	<i>Group Photo and Coffee Break</i>
11.00 – 13.15	Session 2: Use of Risk Management in PCA <ul style="list-style-type: none"> ● Risk analysis of the auditee company ○ Data sources – Internal and External ○ Cross-validation of Information ● Identification of risks
13:15 – 14:15	<i>Lunch</i>
14.15 – 15.00	Session 3: Planning and Executing Transaction Based PCA <ul style="list-style-type: none"> ○ Good practices in conducting TBA
15.00 – 16.15	Session 4: Planning and Executing Systems based PCA <ul style="list-style-type: none"> ○ Information collection for audit, ○ Trader Profile Update ○ Desk review ○ Preparation of an audit plan
16:15 – 16:30	<i>Coffee/Tea Break</i>
16.30 – 17.30	Session 5: Practical Exercise: Preparation of a Preliminary audit plan for the auditee company

Day 2: 23 July	
Time	Activity
09.30 – 11.30	Session 6: Basic Accounting and Analysing various Financial Statements <ul style="list-style-type: none"> ○ Income Analysis ○ Expenditure Analysis ○ P&L items ○ Balance Sheet Items
11:30 – 11:45	<i>Coffee/Tea Break</i>
11:45 – 13:15	Session 6 (<i>contd/..</i>): Basic Accounting and Analyzing various Financial Statements Types of Assets - Practical Example <ul style="list-style-type: none"> ○ Types of Liabilities - Practical Example ○ Depreciation and Amortization ○ Cash Flows ○ Purchases, Inventory, Bill of Materials, Work Orders, Warehousing records
13:15 – 14:15	<i>Lunch</i>
14:15 – 15.30	Session 7: Practical Exercises <ul style="list-style-type: none"> ○ Reading Accounts and Analyzing various Financial Statements
15:30 – 15.45	<i>Coffee/Tea Break</i>
15:45 – 17.30	Session 7 (<i>contd/..</i>): Practical Exercise Reading Accounting and Analyzing various Financial Statements

Day 3: 24 July	
Time	Activity
09.30 – 11.00	Session 8: Conduct of PCA <ul style="list-style-type: none"> ○ Planning the Entry Conference ○ Checking the internal controls, ○ Verification of compliance issues
11:00 – 11.15	<i>Tea/Coffee Break</i>
11.15 – 13.00	Session 8 (<i>contd/..</i>): Conduct of PCA <ul style="list-style-type: none"> ○ Verification of compliance issues ○ Preparation of draft audit report
13:00 – 14.00	<i>Lunch Break</i>
14:00 – 15.30	Session 9: Completion of Audit <ul style="list-style-type: none"> ○ Preparing Audit Report, ○ Exit Conference, ○ Review and Completion of Audit Checklist ○ Initiating legal Action

15:30 – 15:45	<i>Tea/Coffee Break</i>
15:45 – 17:00	<p>Session 10: Practical Exercise</p> <ul style="list-style-type: none"> ○ Preparation of draft audit report ○ Review and Completion of Audit Checklist <p>Session 11: Review of the Audit process and the practical exercises</p> <ul style="list-style-type: none"> ○ Learnings and scope for improvements ○ Discussion on the audit

Day 4: 25 July	
Time	Activity
9:30 – 10.00	Session 12: Audit Feedback to Risk Management
10.00 – 11.00	<p>Way forward – Planning for the pilot audits</p> <ul style="list-style-type: none"> ○ Auditee companies ○ Formation of audit teams and allocation of auditee companies ○ Roles and Responsibilities ○ Timelines
11:00- 11:45	<p>Certificate handout</p> <p>Closing</p>
12:00	<i>Lunch</i>