



Audit and Accounting Manual

American Institute of CPAs

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Developed exclusively for small-and medium size CPA practices, the *Audit and Accounting Manual* demonstrates useful techniques and procedures for audit engagements that you perform. This manual explains engagement steps from planning, to performing procedures, to issuing your reports.

Updated as of June 1, 2011, the *manual* includes:

- Guidance on internal controls
- Audit documentation guidelines
- Illustrative confirmation letters
- Illustrative engagement and representation letters
- Illustrative auditor's reports
- Guidance on quality control and a full reprint of the AICPA's Practice Aid, *Establishing and Maintaining a System of Quality Control for a CPA Firm's Accounting and Auditing Practice—Revised for the Issuance of Statement on Quality Control Standards No. 7, A Firm's System of Quality Control*
- And much more!

As an added feature, the *Audit and Accounting Manual* includes all *Audit Risk Alerts* published by the AICPA, including *Communicating Internal Control Related Matters in an Audit — Understanding SAS No. 115 — Audit Risk Alert*. This particular alert is an important tool for helping auditors of financial statements identify differences between SAS No. 112 and SAS No. 115. The audit risk alerts update CPAs on recent practice issues and professional standards that affect industry specific engagements. The audit risk alerts also help plan and perform audits by identifying significant business risks that may result in the material misstatement of a client's financial statements.



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