

Documenting internal controls: identifying and recording organizational controls has become common practice for many audit professionals

By Andreas G. Koutoupis | [Internal Auditor](#) - Oct, 2007

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THE COMMITTEE OF SPONSORING Organizations of the Treadway Commission (COSO) defines internal control as a process, effected by the board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives. Controls should promote efficiency, reduce the risk of asset loss, and ensure the reliability of financial statements and compliance with relevant laws and regulations.

Internal controls include policies, procedures, and practices at every organizational level, and both management and internal auditors must possess a thorough understanding of controls to document them. Reasons for documentation vary, but often stem from regulatory requirements. For example, management in companies listed on the New York Stock Exchange are required to evaluate and document internal controls periodically to provide reasonable assurance regarding the reliability of financial reporting. In addition, The IIA's International Standards for the Professional Practice of Internal Auditing (Standards) recommends a periodic evaluation of the adequacy of the organization's control systems, and, in many companies, management and other stakeholders require an assessment of control effectiveness and efficiency.

Regulatory requirements, professional guidelines, and company mandates provide good reason for internal auditors to develop control documentation skills. With the right methods and tools, auditors can achieve a better understanding of controls and help management determine which documentation methods might best serve organizational needs.

IDENTIFYING CONTROLS

Before documenting internal controls, auditors need to identify them, as well as consider the relevant objectives and risks at the entity and process level. Controls must reduce risk to an acceptable level, but not at excessive cost. Management establishes internal controls in response to risk, whether viewed as opportunities, uncertainties, or hazards.

Controls can be identified at every level of the organization, across all five COSO components:

- * Control environment.
- * Risk assessment.
- * Control activities.
- * Information and communication.
- * Monitoring.

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