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IMPROVING DOCUMENTATION OF THE AUDIT OF CASH OPERATIONS TO IMPROVE ACCOUNTING IN THE ENTERPRISE MANAGEMENT SYSTEM

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Abstract. In the work , the documentation of the audit of cash transactions has been improved. A general audit plan , audit program , auditor's working documents have been developed. This will make it possible that cover issues related that accounting documentation. The proposed method will improve the control system and increase the efficiency of enterprise management .

Key words: Documentation, accounting, audit, cash operations, general plan, program, working documents, management

At the current stage of the development of accounting, timely and high-quality development of the methodology for documenting the audit is important for improving the efficiency of enterprise management. Today, there are no approved forms of audit methodology, so each audit firm develops its own internal audit standards based on regulatory documents.

The purpose of audit planning is to identify the most important areas of the audit, identified problems that should be investigated in more detail.

The planning process is conventionally divided into stages: preliminary (strategic) planning, drawing up a general plan, developing an audit program.

In the planning process, two main documents of the auditor are created: the general audit plan and the audit program.

The general audit plan should be detailed enough to serve as an instruction for the development of the audit program, its exact form and content will depend on the size of the business entity, the complexity of the audit, as well as on the specific methods and technologies used by the auditor.

The authors have developed a method of documenting the audit (tables 1-9).

Table 1. A general plan for the audit of cash operations is proposed

Table 1. A general plan for the addit of cash operations is pr						ons is brobosc	
Stage				Content of audit procedures	Audit	Name of the	
				term auditor			
Prepa	rato	ry		Acquaintance with the company's activities			
				Drawing up an audit plan of cash operations			
Act	ual			Inventory of cash operations			
Ba	sic		/	Checking the correctness of the cash limit			
				calculation			
ır				Verification of primary documents			
Transferr				Checking the cash book			
ans	_)	Verification of correspondence of accounts			
Tr	ed 10	$L\Delta$	١	from cash operations			
,	ခ			Checking accounting registers for cash			
				operations			
				Verification of financial statements for the			
	display of cash transactions						
			Compilation of the audit report and audit				
				opinion			

	I able	e 2. The propose	ed audit program (of cash transaction
List of audit	Sources of	Code of	Control period	Name of the
procedures	information for	working		examiner
	audit	documents		
Checking the	Application-			
correctness of the cash	calculation for	RD-1		
limit calculation	setting the limit			
Verification of	DVO VVO	RD-2.1,		
primary documents	PKO VKO	RD-2.2		
Checking the cash	Cash book, PKO.	RD-3		
book	VKO	KD-3		
Verification of				
correspondence of	Cash book	RD-4		
accounts from cash	Cash book	KD-4		
operations				
Checking accounting	Magazina 1			
registers for cash	Magazine 1, News 1	RD-5		
operations	News 1			
Verification of				
financial statements	Balance	RD-6		
for the display of cash	Daiance	KD-0		
transactions				

Table 2. The proposed audit program of cash transactions

According to ISA "Planning", the auditor must develop and document the audit program, which determines the nature, time and scope of the planned audit procedures necessary for the implementation of the overall audit plan.

The audit program must meet the purpose and tasks of the audit, audit procedures must be developed taking into account the basic principles of financial reporting and the quality of the audit.

The audit program details the general plan for conducting the audit, contains a list of audit procedures necessary to achieve the purpose of the audit, is drawn up before the start of the audit, but may change during the audit.

According to ISA 500 "Audit Evidence", audit evidence is all information used by the auditor to formulate the conclusions on which the auditor's opinion is based.

According to the International Auditing Standard "Documentation", the auditor must document information that is important from the point of view of forming evidence to support the auditor's opinion, as well as evidence that the audit was performed in accordance with International Auditing Standards.

The term "documentation" means working documents prepared by the auditor or received by him in connection with the audit and stored in him.

The auditor's working documents are documents created in the audit process for the purpose of managing it, or are used as evidence of sufficient validity of the auditor's opinion regarding the reliability of financial statements.

Thus, working documents: help to plan and conduct an audit, help to supervise and verify the audit work, contain audit evidence obtained as a result of the audit work, in support of the auditor's opinion.

The scope of the working papers depends on the professional judgment of the auditor, as it is neither necessary nor appropriate to document every issue considered by the auditor. The working documents must contain the auditor's explanation of all important issues that require an opinion, as well as the auditor's conclusions about them.

In accordance with the Law of Ukraine "On the Audit of Financial Statements and Audit Activity" and International Auditing Standards, at the final stage of the audit, the auditor must prepare an audit report on the results of the audit.

Every day Chief (senior) accountant Nazarenko O.O

January/5, 2023.

A sample Application-settlement for setting a limit is given below.

Calculation of setting the limit of cash balance in the cash register Diamond LLC 69000 м. Zaporizhzhia, 8 Shchaslyva St 1. Cash turnover In fact, for any three months in a row from the N Name of indicators last twelve, preceding the with/p period of setting (revision) of the cash register limit Cash proceeds (receipts to cash registers, except for amounts 3000 received from banks) 2 Average daily receipts (divide line 1 by the number of business 50 days of the enterprise in three months) Paid in cash for various needs, as well as for business trips 4800 3 (except for payments related to wages, pensions, scholarships, dividends) Average daily cash disbursement (divide line 3 by the number of business days of the enterprise in three months) The name of the indicator Established by the company 1. Cash balance limit in the cash register The name of the indicator The deadline for handing over cash receipts (cash) is determined and the details of bank account contracts are indicated/

M. P. January 5, 2023.

2. Deadlines for submitting cash receipts (cash)

Head of the enterprise Kotelevska K.V.

Figure 1 . Application-calculation for setting the limit

Table 3 . Working document of the auditor on recalculation of cash register limit RD-1

140	ico: Working	aocument o	or the addity	i on iccaican	ation of cash i	egister mint KD-1
	According to the company		According	to the audit data	a /	Deviation
	Average daily cash disbursement (divide line 3	Cash proceeds (receipts to cash	Average daily receipts (divide	Paid in cash for various needs, as well as for	Average daily cash disbursement (divide line 3	Average daily cash disbursement (divide line 3 by the number of
Indicator	by the number of business	registers, except for	line 1 by the	business trips (except	by the number of	business days of the enterprise in
	days of the enterprise in	amounts received	number of business	for payments	business days of the	three months)
	three months)	(Janks)	20 day at mon 20*3=60 3000/60=50	sions.	20 day at mont. 20*3=60 4800/60=80	70-80= -10
Limit	70	3000	50	dividends) 4800	80	-10

A sample of the Profitable cash order is given below. Standard form No. KO-1 Diamant LLC Diamant LLC enterprise, organization enterprise, organization Identification 7575757 Code by UKUD code of **EDRPOU** RECEIPT PROFITABLE CASH ORDER to profitable cash Nu Correspo Code order No. 382 mbe ndent analyt Date Destinati playing r ical Sum doc drafting score, on code accou sub k nting account cop 382 05.03.20 311 800.00 Accepted from PJSC " Nadrabank " ch-z Yakymenko T.V. Accepted from <u>PJSC " Nadrabank " ch-z Vakymenko T.V.</u> Basis for economic needs surname, first name, patronymic Basis for economic needs Eight hundred UAH. 00 kopecks in writing Appendix Advance reports for March 2023 Eight hundred UAH 00 kopecks in writing Chief accountant March 2023 Received by the cashier M. P. Chief accountant Figure 2. Profitable cash order ▼ Table 4 . Anditor's working document for varification of profitable cash order RD-2.1 Availability of all PKO details Signatures The Correspo accountant Adopted amount Additio Amoun cashier No Date ndent **Basis** from t, UAH in n score writing for 03/05/ PJSC " 382 800 311 economic ++2023 Nadrabank ' needs

Conclusions based on the results of the working document: in PKO No. 382 dated 05.03.2023, the signatures of the accountant, cashier and seal are missing.

			A sar	nple of th	e Disbursei	nent Ca	ish Order	is given b	elov	V.			
Diamant LLC Identification													
(name of the enterprise (institution, organization)) code EDRPOU <u>75757575</u>													
					bursemen								
				f	rom "05" M	farch 20)23						_
Do	cument	Compi	lation	Co	orrespondin	g Aı	nalytical	Sum	De	stina	tion		
n	umber	da	te		account,	a	ccount			code	•		
				5	subaccount		code						
	246	03/05/	2023		372			800.00					
			•	'									
Iss	ue <u>Doros</u>	henko (Oleksiy	Leonidov	ych		/						
(su	name, first	name, p	atronymi								-		
Re	ason: <u>on</u>	a busine	ess trip										
	\rightarrow	\	\		/								
	nount\ <u>ei</u> g						/ 						
	vnias.\00)_ kope	cks\	/	\								
	words)					/	\						
Ap	pendix: 1	Advance	e report	<u>No. 40/ d</u>	ated March	1, 2023	<u>s.</u>						
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He			1 > 7 :	Ch Ch	ief Accoun	tant							
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	1	Simnos	na	\longrightarrow				$\overline{}$			UAF	1. 00	
	pecks words)	\	\	X									
		123 R ac	inient's	ignatu				\					
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(na	me, numbe	r. date an	d place of	f issuance	of the docume	ent certif	aing the ide	ntity of the	recin	ient)	2002	<u>-</u>	
	ied by the				7	\	L		F				
	1		/	Fig	ure 3. Disb	urseme	nt cash o	rder					
\downarrow	Table	5. Audi	itor's w		ocument fo				tre	casi	ord	er R	D-2.2
Ava				es of the							1	•	
No	Date	Amou	Cor	Issue	Basis	The	Addition	1)	d	sign	atures	<u> </u>	
		nt,	count			amou		the	a	8			
		UAH				nt in		5 t	t		nt		
						writin		according to document	e		accountant	#	u
						g		cor		head	noo	cashier	person
								ac do		he	acı	ca	pe
24	03/05/2	800	372	Doroshe	on a	+	Advanc	passport	+	-	-	-	-
6	023			nko	business		e report						
		1		O.L.	trip							1	

Conclusions based on the results of the working document: VKO No. 246 dated 05.03.2023 lacks the signatures of the manager, accountant, cashier, and the person who received the funds.

A sample of the Cash Book is given below.

Identification code EDRPOU 75757575

LLC "Diamant"

(name of the enterprise (institution, organization))

Cash book

for 2023

In this book, 100 pages are numbered and laced, sealed with the seal of M.

P. Kotelevsky's

signature March 6, 2023.

Box office for March 6, 2023.

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Sample 3, 5, 7, 9 and other pages

Document number	From whom it was received or to whom it was issued	Correspondence number main account, sub- account	Receipts	Expense	L lin
1	2	3	4	5	ir th
		e beginning of day	70.00	Н	cu
PKO 382	PJSC " Nadrabank "	311	700.00		
VKO 246	Doroshenko O.L.	372		600.00	
			700.00	600.00	

	From whom	Number of	Receipts	Expense			
Document	it was	the	•	*			
number	received or	corresponding					
	to whom it	account,					
	was issued	subaccount					
1	2	3	4	5			
Together in	a day		700.00	600.00			
D 1 44	1 1 0.1	1	170.00	TT			
Balance at t	the end of the	e day,	170.00	Н			
including fo	or salary			Н			
Cashier	Yakymenko)					
(signature)	- <u> </u>						
` ` ` '	ne entries in t	he cash book	and				
documents	in the amoun	t of one incom	ne and one	expenditur			
(in words) (- 1			
expenditure receipts.							
Accountant Nazarenko							
(signature)							
(Signature)							

Figure 4. Cash book

Table 6. Auditor's working document of comparison of primary documents with cash book RD-3

The first	No		According to primary documents		o the cash book	Deviation	on
document		Date	Amount, UAH	Date	Amount, UAH	Date	Amount, UAH
1	2	3	4	5	6	7 (comparison of numbers 3 out of 5)	8=4-6
PKO	382	03/05/2023	800	03/06/2023	700	1 day	-100
VKO	246	03/05/2023	800	03/06/2023	600	1 day	-200

Conclusions based on the results of the working document: in the cash book: PKO No. 382 was entered on 06.03.2023. instead of 05.03.2023 and for an amount less than UAH 100, VKO No. 246 entered on March 6, 2023. instead of 05.03.2023 and for an amount less than 200 hryvnias.

Table 7. Working documents of the auditor - verification of the correctness of the display in the accounting of cash transactions RD-4

Content of the	According to the company			Accord	ing to the a		0	Correction	1
operation	Dt	Kt	Amount,	Dt	Kt	Amount,	Dt	Kt	Amount,
			UAH			UAH			UAH
A salary was issued from	372	301	6000	661	301	6000	→ 372	301	6000
the cash register			\	written cancella	rrect operatoff with a ration e correct opled	ed	661	301	6000

Conclusions based on the results of the working document: incorrect correspondence of invoices instead of Dt 661 Kt 301 in the amount of UAH 6,000, Dt 372 Kt 301 in the amount of UAH 6,000 was incorrectly distributed.

Table 8. Auditor's working document RD-5 - Checking accounting registers for cash operations

	Cash book	Magazina 1	Canaral ladgar	Devia	tion
Reporting period	Cash book , UAH.	Magazine 1, News 1, UAH.	General ledger, UAH	Magazine from Cash	The main book
	UAH.	News 1, UAH.	UAH	book	from the magazine
1	2	3	4	5=3-2	6=4-3
4th quarter	2200	2000	2000	-200	-
Together	2200	2000	2000	-200	-

Conclusions based on the results of the working document: In Journal 1 and the General Ledger, the amount is understated by UAH 200 compared to the Cash Book.

Table 9. Auditor's working document RD-6 - Verification of financial statements on the display of cash transactions

	Tramarian and	Balance	Deviation of the
Date	Turnover and	(F. 1 year 1165 - Balance Dt count 31,	balance sheet
Date	balance sheet,	subaccounts 333, 334, 351) or F.1.r.1166, if	from the turnover
	hryvnias.	cash is shown as a separate item, UAH	statement
1	2	3	4=3-4
Balance as of 01.01.2024	2000	1000	-1000
Together	2000	1000	-1000

Conclusions based on the results of the working document: in the Balance sheet, the amount is understated by UAH 1,000 compared to the balance sheet, which indicated a balance of UAH 1,000.

The audit report is a document prepared by the subject of audit activity in accordance with international auditing standards and the requirements of the Law based on the results of the audit of financial statements (consolidated financial statements).

So, in the work, the documentation of the audit of cash operations has been improved, which, unlike the existing ones, includes: a general audit plan, an audit program, auditor's working documents. The proposed method of audit of cash operations will provide an opportunity to cover issues related to accounting documentation. The developed technique will improve the control system and increase the efficiency of enterprise management.

Reference

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