### PLANNING MATERIALITY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Auditee:** |  | **Reviewed by:** | **Name** | **Rank** | **Date** |
| **Period end:** |  | **Level 1** |  |  |  |
| **Prepared by:** |  | **Level 2** |  |  |  |
| **Rank:** |  | **Level 3** |  |  |  |
| **Date:** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Basis for overall materiality** | | |  |  |  |  |
| *For example: 1% of gross expenditure is used to calculate overall materiality after transfer payments are deducted in line with SAI policy. Transfer payments are deducted when calculating materiality as these amounts will be audited separately as part of the receiving entity.* | | | | | | |
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| **Calculation of overall materiality** | | | |  |  |  |
| **Materiality basis** | | | **Guideline %** | **% used** | **Amounts ($) from financial statements** | **Materiality amounts** |
| *Gross revenue / receipts* | | | *1-3* |  |  | 0.00 |
| *Gross expenditure* | | | *1-3* |  |  | 0.00 |
| *Total assets* | | | *1-3* |  |  | 0.00 |
| *Equity* | | | *3-5* |  |  | 0.00 |
|  |  |  |  |  |  |  |
| **Reconciliation to the Lead schedule (where necessary)** | | | | |  |  |
|  |  |  |  | $ |  |  |
| Basis used for materiality *i.e. Gross expenditure* | | | |  |  |  |
| Adjustments *i.e. Less Transfer payments* | | | |  |  |  |
| Amount used to calculate overall materiality | | | |  |  |  |
|  | |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Qualitative materiality factors** | | |  |  |  |  |
|  |  |  |  |  |  |  |
| *[I.e. non-compliance with legislative or regulatory requirements, fraud identified or matters in the public interest]* | | | | | | |
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