### SUBSTANTIVE ANALYTICAL PROCEDURES

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

1. **Identify the amount and assertion to be tested**

*[e.g. testing accuracy of the provision for bad debts]*

1. **Develop an expectation**

*[e.g. provision for bad debt is expected to be XXX]*

1. **Determine the threshold**

*[e.g. variance below 10% are acceptable]*

1. **Identify significant differences for investigation**

*[e.g. variances above 10%]*

1. **Investigate differences**

*[Discuss with management and obtain explanations for significant differences]*

1. **Evaluate findings**