

Chapter 20

Audit of the Payroll and Personnel Cycle

■ Review Questions

20-1 General ledger accounts that are likely to be affected by the payroll and personnel cycle in most audits include the following:

Cash	Direct labor
Inventory	Salary expense
Construction in progress	Commission expense
Wages payable	Payroll tax expense
Payroll taxes withheld	
Accrued payroll taxes	

20-2 In companies where payroll is a significant portion of inventory, as in manufacturing and construction companies, the improper account classification of payroll can significantly affect asset valuation for accounts such as work in process, finished goods, and construction in process. For example, if the salaries of administrative personnel are incorrectly charged to indirect manufacturing overhead, the overhead charged to inventory on the balance sheet can be overstated. Similarly, if the indirect labor cost of individual employees is charged to specific jobs or processes, the valuation of inventory is affected if labor is improperly classified. When some jobs are billed on a cost plus basis, revenue and the valuation of inventory are both affected by improperly classifying labor to jobs.

20-3 Five tests of controls that can be performed for the payroll and personnel cycle are:

1. *Examine time card for indication of approval to ensure that payroll payments are properly authorized.* The purpose of this test is to determine that recorded payroll payments are for work actually performed by existing employees (occurrence).
2. *Account for a sequence of payroll checks to ensure existing payroll payments are recorded.* The purpose of this test is to determine that existing payroll transactions are recorded (completeness).
3. *Examine time cards to ensure that recorded payroll payments are for work actually performed by existing employees.* The purpose of this test is the same as in item 1 above.
4. *Compare postings to the chart of accounts to ensure that payroll transactions are properly classified.* (Classification)
5. *Observe when recording takes place to ensure that payroll transactions are recorded on a timely basis.* (Timing)

Chapter 20 Arens

Raffaella Di Napoli



Chapter 20 Arens:

Chapter 20 Arens Book Review: Unveiling the Magic of Language

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