

Audit Manual

What do you need to know about this manual?

Our Audit Manual provides step by step procedures for the auditors of private companies. Users of our system benefit from:

- A fully comprehensive package - incorporating disclosure checklists and audit regulation compliance and engagement letters; there is no need to purchase extra manuals.
- Electronic copy of all the standard documentation you need, including planning, completion, disclosure checklists and flexible audit programmes, all of which can be tailored on screen.
- An audit procedures manual providing step by step guidance through the audit process.
- A copy of our audit exemption specialist assignment manual at no extra charge, as well as guidance and programmes to use for unincorporated assignments.
- Regular updating - no need to worry about new regulations. We do that for you.

Free inspection

You can review this tried and tested product with a free, no obligation inspection sample. After all, over 1000 users nationwide can't be wrong! To request a free inspection copy email your request to karina@mercia-group.co.uk

Documentation

The CD contains all the master documentation in electronic format. Once installed, the documentation can be tailored on screen or printed direct from the manual.

Training

Whether you are converting from an existing system or using an audit system for the first time, we offer full training on the correct use of the manual along with excellent after training support.

Training options include:

- in-house courses
- a series of open courses held around the country
- a digital copy of a 'live presentation' of a course on CD
- Webinars that look in detail at particular areas of an audit, for example, at sampling or related parties.

Costs

There is a one-off fee for the right to use and copy the documentation of just **£245*** per Responsible Individual for audit purposes at your firm. This fee provides you with a CD containing all of the documents in electronic format.

You will be automatically enrolled in our online update service. No charge is made for any updates issued in the first year.

Subsequent updates are covered by an all encompassing annual fee, dependent on the number of Responsible Individuals (RIs) for audit purposes in your firm, as follows:

Size of firm	Annual Update Fee
Sole practitioner	£140*
2-4 RIs	£275*
5-9 RIs	£375*
10-19 RIs	£495*
20 and over RIs - contact Belinda Auchimowicz at belinda.auchimowicz@mercia-group.co.uk or on 0116 2581200	

* Mercia [members](#) (excluding CPD members) receive a 10% discount.

All prices are plus VAT.



For queries regarding the Audit Manual please contact david.gallagher@mercia-group.co.uk

To order email your request to karina@mercia-group.co.uk

Alternatively you can call them on 0116 258 1200