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# SIGNIFICANT ASPECTS OF THE FORMATION AND GENERALIZATION OF EVIDENCE IN AUDIT KHOLIKOV BOBOMUROD ABDUSATTOROVICH

#### **Abstract**

# **Keywords:**

Audit Evidence, Audit Working Papers, Internal Control System, Audit Report, Audit Planning, Written Presentation Letter, General Audit Reference, Audit Report This article is devoted to the process of formation and generalization of evidence at the end of the audit, in which the content of the audit working papers is disclosed, and the sources of their formation and types of evidence are clearly classified. The article also suggests the types of evidence to be formed at the end of the audit, their composition and features of use, the factors influencing the reliability of this evidence, and the form and content of the letter of recommendation to be drawn up at the end of the audit.

# **Author correspondence:**

# KholikovBobomurodAbdusattorovich

Independent Researcher, Tashkent Institute of Finance, Tashkent, Uzbekistan

Email: kholikovb@mail.ru

#### INTRODUCTION

It is known that the results of the audit should be documented, regardless of whether deficiencies or irregularities have been identified. This requires that the results of the audit be reflected in formally approved documents in the form and content prescribed by law, and that the information contained in the documents be accompanied by their sources or supporting evidence. Methods of collecting, compiling, storing, formalizing and presenting such documents and supporting evidence National Standard of Auditing of the Republic of Uzbekistan No. 6 "Documentation of audit" AFMS No. 4, AFMS No. 16 "Use of Expert Services", AFMS No. 50 "Audit Evidence", and No. 70 "Audit Report on Audit Reports and Financial Reporting" It is set to be regulated on the basis of documents such as AFMS.

The requirements of the above-mentioned standards are mandatory for all audit firms in the course of the audit, which involves the preparation of a formal audit opinion (except for the rules that are of a direct recommendatory nature). The requirements of these standards are recommended during audits that do not involve the preparation of a formal audit opinion based on its findings, as well as in the provision of proactive audits and audit-related services (consulting services). In case of deviations from the mandatory requirements of the above standards in the course of audits, the audit organization is obliged to state this in its working documents and in a written report to the management of the audited entity for audit (or related services).

In the audit literature, the term audit evidence has been studied by different authors based on different approaches. In particular, according to economist S.M.Bichkova, audit evidence is considered as "fact" and "process". Evidence means that it can serve to confirm or deny the existence of another fact or process, and to obtain information about a specific

fact that allows one to form a conclusion about the reliability of the financial statements [1].

In another second approach, V.B.Ivashkevich argues that "audit evidence is a documented source of information obtained as a result of an audit of accounting" [2]. J. Robertson, a foreign economist, also defines evidence as "audit evidence is information that determines the auditor's actions in obtaining information, that is, influencing the opinion of the auditors and determining their decisions" [3].

International Standard on Auditing No. 500, Audit Evidence, which is the main regulatory document governing the collection and use of evidence in an audit, defines audit evidence as follows: "Audit evidence is the basis for the audit opinion information used by the auditor. Audit evidence consists of accounting records and other information that form the basis for financial statements" [4].

The results of the audit are reflected in the audit report and the final result of the audit report. In this context, first of all, it is necessary to clarify the concepts of audit report and conclusion and separate them from each other. in particular, the Dictionary of Accounting gives a very brief description: "An audit report is an official audit report based on the results of an audit" [5].

In this regard, according to Professor I. Kuziev, "Auditor's report is based on detailed information on audit evidence collected during the audit, deviations in accounting, irregularities in the financial statements, as well as as a result of the audit. a report containing other information obtained "[6]. In turn, the audit report ko'ra70 in accordance with the national standard of auditing activities "Audit report and audit report on financial statements", "Audit report - the accuracy (correctness) of financial statements and accounting. The opinion of the audit organization on the compliance of the procedure with the requirements established by law is expressed in writing and is open to users of the financial statements of the business entity "[7].

In our opinion, first of all, it is necessary to clarify the meaning of the term "audit working papers". It should be noted that the term "audit working papers" is used only in the above-mentioned normative documents and in the scientific research of economists Z.Mamatov, B.Hamdamov, M.Tulakhodjaeva and I.Kuziev and the literature created by them. the issues of forming the report and conclusion are studied. However, the methodology for preparing and submitting audit working papers other than the audit report and conclusion has not been adequately studied or described. In order to fully disclose the nature of the audit working papers, we have provided an improved definition of this term below and have developed a clear list of the documents that are part of it.

In our opinion, the audit working documents are the audit organization for the organization, conduct and completion of the audit, the audit client and third parties (supervisors, buyers and customers, suppliers and contractors, banking organizations, debtors and creditors) is a set of documents that reflect the information obtained from.

# RESEARCH METHODOLOGY

Based on methods such as scientific abstraction, analysis, synthesis, grouping in the generalization and analysis of the audit process, as well as the collection of evidence from methods such as analysis, inventory, comparison, arithmetic calculation and various mathematical and statistical modeling in the collection of audit evidence widely used. In all cases, analysis is performed and information is obtained as evidence. However, it should be noted that the audit methodology should include accounting, statistical, analytical, mathematical and philosophical methods to ensure the effectiveness of its results and the reliability of the evidence obtained.

# **ANALYSIS AND RESULTS**

In our opinion, the approximate list of documents that can be included in the working papers is given in the Annex to the National Auditing Standard No. 6 "Audit Documentation", but in this national standard of auditing the names of working papers are described in general and abstract terms [8]. We believe that their content must be clear and complete for the user of the document. In this sense, in our opinion, the list of documents that can be included in the audit working papers is as follows:

- documents (organizational and constituent documents of the enterprise) containing information on the organizational and legal and organizational structure of the business entity;
- documents prepared at the planning stage of the audit (documents reflecting the general plan and programs of the audit and their additions and changes);
- documents describing the accounting and internal control system and the results of its study;
- initial and consolidated documents reflecting the analysis of business transactions and accounting records of the audited entity;
- Interim documents reflecting the auditor's (expert's) opinion and conclusions on the results of the audit;
- Tests and questionnaires to verify the legality of transactions and the reliability of financial statements;
- Copies of letters or discussion notes to ensure compliance with the terms of the audit contract with the business entity;
- information on the activities of the enterprise from regulatory and law enforcement agencies and third parties, as well as letters of confirmation from the audited business entity;
  - audit report and audit report on the results of the audit;
- Copies of accounting and other financial documents of the business entity and other documents related to the audit:
  - other audit documents.

The working papers may have been prepared by the auditing firm or obtained from the audited entity itself or from other persons. In our opinion, audit documents can be classified according to the source and content of their formation as follows:

- 1. Documents drawn up (prepared) by the audit organization (audit contract, letters of appeal of the audit organization, general audit plan, audit program, audit questionnaires and tests, expert opinion or report, audit report, manuscript on the results of the audit information, audit report, audit report, etc.).
- 2. Documents drawn up (prepared) by the customer of the audit (letter of invitation to conduct an audit, a written presentation of the management of the business entity, the charter (charter) of the enterprise, the registration of the enterprise. Certificate, financial liability agreements, constituent documents, accounting policy of the business entity, primary and consolidated accounting documents, documents of the internal control system, explanations and receipts from the responsible persons of the enterprise during the inspection, as well as forms of financial reporting of the enterprise, etc.).
- 3. Documents concluded (prepared) by third parties on the activities of the customer of the audit (agreement on the provision of banking services, financial contracts, tax references, previous audit report and conclusion, bank statements, payment documents, credit folders, receipts, writs of execution, letters of complaint, etc.).

In turn, study each of the above series of audit working papers according to the stages of the audit (planning, conduct and completion) or by classifying them into other

types according to their importance, retention, timing and content possible. However, the method, source, relevance, content, and form of obtaining them are important to the auditor (Figure 1).

Sufficiency of audit evidence represents the quantitative measure (limit) of audit evidence required for the audit firm to provide an opinion

The adequacy of the audit evidence represents a measure of the quality of the audit evidence, indicating the importance and reliability (accuracy) of the audit evidence in the audit firm's opinion.

Audit evidence is considered reliable if it is supported by the actual condition of the documents and assets, equity and liabilities.

Fig. 1. Qualitative criteria for the adequacy and adequacy of audit evidence

In our opinion, the form and content of audit working papers are directly related to the following factors:

- a) the form and purpose of the audit;
- b) the form of the audit opinion;
- c) characteristics and complexity of the business (business) of the business entity;
- d) the state of the accounting and internal control system of the business entity;
- d) the state of management and control over the work of the audit organization's staff;
  - e) the type of audit methods used and the actions taken in the course of the audit.

Documents listed in the regulations governing auditing in the Republic of Uzbekistan are included in the working documents of the audit organization. Forms of working papers shall be developed independently by the audit organization, unless the documents regulating auditing activities in the Republic of Uzbekistan provide for such forms. It should be noted that the above-mentioned documents, depending on the purpose and type of audit, at least two copies are taken from them, which serve as a source of information for the audit report. However, in our opinion, regardless of the purpose and type of the audit, the auditor's working papers must contain and keep copies of the following documents:

- Charter of the business entity;
- founding agreements of the business entity;
- certificate of registration;
- documents containing information on the organizational and management structure of the enterprise;
  - founding documents;
  - business accounting policy;
- primary and consolidated accounting documents confirming the reliability of the indicators of financial reporting forms;

financial (statistical and tax) reporting forms relevant to the audit period.

In our opinion, in the course of the audit, the management of the audited entity should send a "request for documents" in the form and content recommended by us to obtain documents that are important for the audit, and at the end of the audit this "request for documents" We consider it expedient to ensure the return to the client-enterprise management in the case approved by.

Working papers are stored in the property of audit firms conducting audits. Copies of documents of the business entity, including photocopies, may be included in the working documents of the audit organization with the consent of the business entity.

audited business entity and other persons, including tax and government authorities, do not have the right to require the audit organization to provide all or part of the working documents or copies thereof. Except as provided in the legislation of the Republic of Uzbekistan (Table1).

Table1
Types of audit evidence collection\*

Types of audit procedures	Description of actions
Document verification	Examine the client document to substantiate the evidence
Asset check	Check the physical availability of customer assets
Tracking	Tracking the process or procedure, especially the parties using the customer's restricted areas
External confirmation	Obtain third-party approval, written directly for the auditor, confirming the amount of debt by the client's purchaser
Recalculation	Checking mathematical accuracy in records and documents, for example in calculating inventory
Comparative account	Independently compile and monitor the actual work performed by the client, for example a comparative account with a bank
Analytical processes	Mental analysis of the relationship between financial and non-financial data
See	The type of analytical process in which the accounting information is usually considered to determine whether it is relevant or not, for example, the credit balance of the account is checked against the debit balance
Demand	The client searches for information from internal or external entities of the organization, for example, contacting the CFO or CEO about changes in accounting policies

<sup>\*</sup>Prepared by the author

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The information contained in the working papers shall be kept confidential in accordance with the principles set forth in the Law of the Republic of Uzbekistan "On Auditing" and shall not be disclosed by the audit organization. The content of audit work documents is required to include the following information:

- a) information on the planning of the audit;
- b) records of the form, timing and scope of the audit;
- c) the auditor's views and conclusions on the results of the audit;
- g) information on the evidence justifying the auditor's judgments and conclusions.

It should be noted that the auditor can be a strong professional in his field or conduct the audit accurately and clearly. However, stating the results of the inspection in a language that is understandable and simple to all may not be reflected in the documents of the established form and content. Thus, in our opinion, the full, accurate and timely presentation of audit results in working papers depends on the knowledge, skills and abilities of the auditor.

In our opinion, the auditor's working papers should reflect the issues studied by the auditor and the auditor's conclusions on these issues in such a way that the auditor who has read them has full and detailed information about the audit. It is also required that the information included in the working papers be clearly stated and that their essence and form are clearly stated and do not require different interpretations.

In our opinion, the study found that the volume and content of audit working papers vary depending on the following factors:

- whether the audited business entity is a new client of the audit organization, ie not audited in the previous periods;
  - the business entity is a non-state entity;
  - the audit is conducted at the request of a third party;
  - Require a special report by the customer on the results of the inspection.

Working papers should be prepared before, during and after the audit. At the time of submission of the audit report to the business entity, all working documents must be drawn up and completed in the prescribed form and content.

The documents included in the working papers of the audit are required to contain references to the source of information included in them or evidence substantiating the information. If conditional symbols are used in working papers, then such symbols must be explained. We believe that each working document should have its own numerical index. In this case, the procedure for compiling and issuing figures should be determined by the internal standards of the audit organization.

Upon completion of the audit, the working documents must be submitted to the archives of the audit organization for mandatory storage. The process of storage, registration and archiving of audit documents is organized and supervised by the head of the audit organization or a person authorized by him.

The audit organization should ensure that the audit working papers are not accessible to other auditors and professionals who did not participate in the audit of the business entity. In addition, the audit organization must ensure the safekeeping of working papers. The period of storage of audit working papers is determined in accordance with the requirements of the legislation. The procedure for storage of these documents, terms, procedure for their use, restrictions on their use must be established by the internal standard of the audit organization.

In case of loss or destruction of working documents, the head of the audit organization is required to conduct a service investigation, which is formalized by a special commission with a relevant certificate. Receipt of working papers from the audit

organization may be carried out only in the cases and in the manner prescribed by the legislation of the Republic of Uzbekistan, by the competent authorities.

In our opinion, as noted above, the content and form of working papers created during the audit process are regulated by the requirements of the internal standards of the audit organization, especially as a result of the fact that internal audit standards are not developed at the required level. in some cases, inspections are of poor quality due to the level of formalization required. This requires improving the methodology for presenting the results of the audit stages in a document of a clear form and content.

In our opinion, it is advisable to reflect the results of the audit stages in a document called an "audit report" based on the scope of the audit, the characteristics of the entity being audited and the severity of the deficiencies identified in the audit. In this regard, if we pay attention to the audit practice of the CIS countries, in most of them (Russia, Belarus, Kazakhstan, Moldova) the results of the interim audit are reflected in a working document called "act" or "act". In accordance with paragraph 31 of the Regulations on the procedure for conducting inspections of the activities of business entities and the register of inspections, It will be formalized according to the instructions in the letter.In our opinion, the "act" in the practice of control is usually drawn up in the course of inspections, in which the measures of specific responsibility (damages, warnings, fines and penalties, reassignment) to eliminate deficiencies identified by law enforcement or regulatory agencies are included in the act. odor is displayed in the form of a decision. This contradicts the principles of independence and impartiality of auditing [9]. Also, the Law of the Republic of Uzbekistan "On Auditing", the current national standards of auditing and the audit literature on the interim results of the audit are reflected in the document in what form and content? The need is not clearly stated. Registered only with the Ministry of Justice of the Republic of Uzbekistan on December 29, 2006, No. 1650In paragraph 31 of the "Regulations on the procedure for maintaining the register of inspections and inspections of business entities " It will also be formalized by an instruction on In view of the above, we consider it appropriate to summarize the results of the audit by the auditor in accordance with the scope (volume) of the inspected objects (transactions) in the audited entity in the following two documents:

- 1. Interim audit report;
- 2. General audit manual.

For example, if the results of the audit of inventories are reflected in the general audit report, we recommend to compile an interim audit report on the results of the audit of goods, finished products, materials, semi-finished products that are part of inventories. In this case, we believe that on the basis of all the information of the interim audit report, a general audit report should be compiled and formalized with the attached evidence.

It should be noted that the current law and regulations on the activities of the auditor and the textbooks do not strictly define the content, form and procedure for the preparation of working papers for the period of the audit, the audit is not reflected in the standard form and content results are not fully and clearly documented. In order to clarify the above, we consider it appropriate that the interim results of the audit be reflected in a document called the "audit reference book". As a result of the research, in order to improve this process, a model form of "audit manual" was developed and it was recommended to make additions and amendments to the International Auditing Standard No. 230 "Audit Documents" on the use of this standard form [10].

The date of submission of the certificate on the results of the inspection to the inspected business entity is the date of completion of the inspection. When the audited entity refuses to receive a certificate of the results of the audit, the head of the audit team makes an entry in the certificate of the results of the audit, and from now on the audit. The

finished h is calculated. In this case, a copy of the certificate on the results of the inspection is sent to the business entity by mail or letter of intent.

In our opinion, the audit certificate should be drawn up by the auditors themselves on a numbered, clean sheet of paper based on computer graphics at the end of each audit. As a result of research conducted by the joint venture UZKABEL and the audit organization Grant Thornton, the content of the audit report should include the following information:

- 1) place of inspection, date of drawing up the reference (for example, March 10, 2018, department of materials accounting of JSC "A", Samarkand, Abay street, 13);
- 2) the basis for the audit (registration number and date of the audit contract, the order of the head of the audit organization (group leader), the audit plan and program);
- 3) the period of the audit and its conduct (mandatory, proactive and audit period at the initiative of regulatory or law enforcement agencies, the audited reporting period);
- 4) last name, first name, patronymic and position of the members of the audit team (assistant auditor and expert) who conducted the audit;
- 5) surname, name, patronymic and position of the head responsible for the inspected object;
- 6) full name of the legal entity according to the constituent documents of the inspected enterprise, surnames, first names, patronymics of the officials who performed managerial or accounting functions during the inspection;
- 7) location of the enterprise (postal address), bank details, as well as its identification number (if required in accordance with the characteristics of the object of inspection);
- 8) information on the initial audits (if necessary, the measures taken on the results of previous tax audits, audits and inspections of the General Directorate of Public Financial Controlin brief);
- 9) general information about the period under review and the documents submitted by the enterprise for the inspection;
- 10) a description of the deficiencies identified as a result of the inspection and the reasons for their occurrence:
- 11) the final opinion and conclusions of the auditor (head of the audit team) on the results of the audit (the severity of the identified deficiencies and their impact on the financial statements, if such symptoms are not identified, it should be indicated in the reference) condition);
- 12) proposals on elimination of identified shortcomings or their non-recurrence (proposals on each identified shortcomings should be stated separately);
- 13) confirmation marks or signatures of the members of the audit team who prepared the audit report and confirmed the results of the audit;
- 14) information on the responsible persons who got acquainted with the content of the certificate and received a copy of it or were dissatisfied with the results of the inspection.

The content of the above requirements should be clearly stated in detail in the reference. They must adequately and fully reflect the course of the inspection and its results. However, in practice, all required conditions are not always reflected in the documents in which the auditors report the results of the audit. In our opinion, in practice, the following deviations from auditors are most common when formalizing audit results:

- the auditor's last name, first name and patronymic shall be indicated in the abbreviated form;
  - instead of the postal address, the address of the audited enterprise is located;
  - previous inspections is not provided;

- there is no information on the documents submitted by the enterprise for inspection or audit evidence;
- ❖ the content of the identified deficiencies, the reasons for their occurrence and the reasons for which the identified deficiencies violate the requirements of the legislation are not clearly disclosed;
- the conclusions and conclusions of the auditor (head of the audit team) on the results of the audit are not fully disclosed.

The head of the audit team should check the absence of such cases in the audit reports, if there are any shortcomings, the head of the audit team should correct errors or omissions in the report and accept the certificates after sufficient evidence is collected. should be taken.

In our opinion, the audit report should be made in at least 2 copies and the evidence collected on the objects of inspection should be attached to each report at least one copy. All copies must be signed by the auditor or the head of the audit team who conducted the audit. In turn, the duly approved reference is used as a basis for the preparation of the audit report. However, in auditing practice, the results of the interim audit are often compiled in documents of 1 copy, or the results of the interim audit are not generalized in the documents of standard content and form.

Today, in the process of audits, there are many cases when clients deliberately or unknowingly do not provide all the documents describing the reliability of financial statements to auditors in full and on time. This, in some cases, results in an unreliable or unreasonable conclusion or assessment of the client's performance by the audit firm as a result of the client's incomplete submission of evidence. Also, the results of the audit or the course of the audit are directly related to the reliability or accuracy of the evidence gathered. However, the reliability of the evidence gathered in auditing practice can be significantly affected by the following factors:

- 1. Existence of interrelated partners.
- 2. Balance of accounts for transactions with related parties.
- 3. Availability of assets pledged as collateral.
- 4. Lack of ownership of all assets of the enterprise.
- 5. Availability of warranties provided to third parties.
- 6. Existence of current and contingent liabilities.
- 7. Availability of lawsuits (writs of execution) for the reporting period.
- 8. After the reporting date, however, the existence of transactions made before the date the audit report is submitted.
  - 9. Inventories account at minimum cost or net realizable value.
- 10. existence of plans that could significantly change the carrying amount of the assets and liabilities reflected in the client's financial statements.
- 11. Whether the customer is planning to discontinue production of a particular product type, the state of reproduction of obsolete Inventories, or the presence of other plans that may occur.
  - 12. Is the client planning to change their business in the near future.

In our view, information on the first nine items above can be obtained by the auditor from documentary evidence available to the audited entity. However, if he is not provided with pledge agreements or warranty obligations, this does not mean that the client does not always have the pledged property or the pledged obligations.

Therefore, as evidence, the auditor must obtain a letter of recommendation from the client, which discloses the current state of affairs on these issues. However, the only evidence of the information provided in paragraphs 10 and 12 may be a letter of

recommendation from the customer. For the audit organization, the management letter must be submitted by the head of the business entity before the submission of the audit report.

As a result of research conducted by audit organizations, in the course of inspections, there were many cases when business entities deliberately or unknowingly did not provide complete and timely submission of certain documents justifying the reliability of financial statements to auditors. This, in some cases, leads to an unreliable or unreasonable conclusion of the audited entity on the activities of the business entity, as a result of incomplete submission of evidence by the audited entity. In our opinion, in order to prevent such cases, it is advisable for the audit organization to receive a letter of recommendation from the management of the audited entity guaranteeing the completeness of the audited documents and this letter before submitting the audit report.

Also, the International Auditing Standard No. 580 "Written Submissions" and other audit regulations do not recommend the standard form of the letter of recommendation, so in practice the content and form of the letter are interpreted differently, which does not clearly indicate the importance and effectiveness of the letter to the auditor., in the monograph the sample form and content of the presentation letter were recommended (Table 1).

In our opinion, an officially approved letter of recommendation stating that the audit organization has been provided with all the information necessary to form a fair and reliable opinion on the financial statements should be submitted on the date of submission of the audit report. In our opinion, the significance of this letter of recommendation is that, first, the client's management is responsible for serious irregularities in the financial statements due to the failure to examine certain documents that affect the reliability of financial statements in post-audit audits.

Second, this document further reduces the audit risk for the audit organization, i.e., the auditor's level of responsibility in the future. The letter of acknowledgment that the letter of recommendation contained by the client's management provided all the primary accounting documents, agreements, minutes of the founders' meetings and meetings of the supervisory board during the audit period should be clearly stated in the above letter of recommendation.

#### CONCLUSIONS AND SUGGESTIONS

This is due to the fact that in the practice of auditing in the country, there are cases when client companies do not provide the auditor with all the documents available in the company, for example, some sales contracts. However, it then submits them to other investigating authorities. As a result, errors arise in determining the financial results, calculating taxes, as well as in the formation of the audit opinion. To prove that these contracts were not provided at the time of the audit, the auditor should compile a list of all documents examined. If, after the audit and the audit opinion is issued, documents are identified that have not been submitted to the audit, the client's management is liable for serious irregularities in the financial statements that occurred during the audit. The auditors, on the other hand, evaluate the situation by comparing the list of documents examined and the list of documents in the letter of recommendation at the end of the audit.

It is known that one of the most important stages of the investigation is its final stage. Because at this stage, the results of the audit are summarized and the audit report and conclusion are formed. In our opinion, it is expedient to carry out the final stage of the audit process in the following 4 stages:

- 1. Summarize and evaluate the results of the audit.
- 2. Preparation and approval of the audit report.
- 3. Formulation and execution of the audit report.
- 4. Submitting the audit report and conclusion to the client's management.

We recommend that the head of the audit team conduct a "questionnaire to determine the completeness of the audit" at the end of the audit, and the application of the standard form of this questionnaire in audit organizations has yielded positive results. The significance of this questionnaire in the proposed form and content is that in the final stage, all audits performed by auditors are performed in full, to determine the status of the documents to be prepared and submitted to the client-enterprise, and to complete some unfulfilled operations.

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