CERTIFIED PUBLIC ACCOUNTANT

I1.4 AUDITING

DATE: FRIDAY 29, NOVEMBER 2024

MARKING GUIDE AND MODEL ANSWERS

SECTION A

QUESTION ONE

Marking guide **Maximum marks**

a) In accordance with ISA 315, Discuss on How the auditor would get an understanding of the entity and its environment. (*1 mark for a stated element and 1 mark for a valid explanation, award 0.5 marks if only stated element but not explained).* (8 Marks)

b) Using the information provided in the above case study, discuss any SIX audit risks, and explain the auditor's response to each risk in planning the audit Gen Z Ltd. *(1 mark for each explained audit risk as per the case study and 1 mark for relevant and valid response, Award 0.5 marks for general valid points for audit risk or responses that are not relevant to the case study).* (12 Marks)

Total marks **(20 Marks)**

Model answer

a) How the auditor would get an understanding of the entity and its environment:

ISA 315 "*Identifying and assessing the risks of material misstatement through understanding the entity and its environment"* states that the objective of the auditor is to identify and assess the risks of material misstatement, whether due to fraud or error, through understanding the entity and its environment, including the entity's internal control, thereby providing a basis for designing and implementing responses to the assessed risks of material misstatement.

The standard states that the auditor obtain an understanding of the entity and its environment through the following ways:

- **Enquiry:** The auditor would enquire management, appropriate individuals within the internal audit function and others within the entity, those charged with governance may give insight into the environment in which the financial statements are prepared.

- **Analytical procedures:** Analytical procedures" means evaluations of financial information made by a study of plausible relationships among both financial and non-financial data. Analytical procedures also encompass the investigation of identified fluctuations and relationships that are inconsistent with other relevant information or deviate significantly from predicted amounts.

They include the considerations of comparisons with:

- Similar information for prior periods
- Anticipated results of the entity, from budgets or forecasts
- Predictions prepared by the auditors
- Industry information

A variety of methods can be used to perform the procedures ranging from simple comparisons to complex analysis using statistics, on a company level, branch level or individual account level as well as ratio analysis.

- **Observation and inspection:** The auditor may obtain an understanding of the entity and its environment through observing and inspecting the performance of entity's elaborated internal controls and their effectiveness in the client's operations.

- **Prior year knowledge:** Like the permanent audit file where information of continuing importance to the audit is kept. When the auditor intends to use information obtained from the auditor's previous experience with the entity and from audit procedures performed in previous audits, the auditor shall evaluate whether such information remains relevant and reliable as audit evidence for the current audit.

- **Client acceptance or continuance process:** In addition to information obtained from applying analytical procedures, other information obtained about the entity and its environment, the applicable financial reporting framework and the entity's system of internal control may be helpful in identifying the risks of material misstatement due to fraud. The discussion among team members may provide information that is helpful in identifying such risks. In addition, information obtained from the auditor's client acceptance and retention processes, and experience gained on other engagements performed for the entity, for example, engagements to review interim financial information, may be relevant in the identification of the risks of material misstatement due to fraud.

- **Discussion by the audit team:** The engagement partner and other key engagement team members shall discuss the application of the applicable financial reporting framework and the susceptibility of the entity's financial statements to material misstatement. When there are engagement team members not involved in the engagement team discussion, the engagement partner shall determine which matters are to be communicated to those members.
- **Information from the engagements undertaken for the entity:** This may be from previous engagements or from undertaking other types of assignment to the client of which the auditor might have acquired relevant information to help him get an understanding of the entity and its environment.

b) Audit risks, and auditor's response to each risk in planning the audit Gen Z Ltd:

Audit risk	Audit response
Planning to capitalize the Frw 500 million by the finance director over development expenditure incurred: This material amount should only be capitalized if the related product can generate future profits as set out in IAS 38 "*intangible assets*". There	Obtain and review an analysis showing development costs. Testing should be carried out to ensure the technical and commercial feasibility of each product and where it can not be proven that future economic benefits will result from the product developed, the

Audit risk	Audit response
is risk that at least some of the expenditure does not meet the criteria. This will mean assets are overstated.	related costs should be expensed not capitalized.
There will be significant levels of work in progress and the year end as anticipated, likely to constitute a material balance: The pharmaceuticals production process is likely to be complex and the audit team may not be sufficiently qualified to assess the quantity and value of work in progress. Therefore, they may be unable to gain sufficient evidence over a material area of the financial statements.	M&C associates should assess its ability to gain the required level of evidence and if it is not sufficient, it should approach an independent expert to value the work in progress. This should be arranged after obtaining consent from Gen Z Ltd management and in time for the year-end inventory count.
Gen Z ltd uses standard costing to value inventory and under IAS 2 "*inventories"* the standard cost method may be used for convenience but only if the results approximate actual cost. However, standard costs have not been updated since the product was first manufactured, leading to a risk that standard cost are out of date. If they are, this could mean inventory is over or undervalued in the statement of financial position.	The auditor should consider comparing the standard costs used for inventory valuation to the actual cost for an appropriate sample of inventory items. Any significant variations should be discussed with management to gain evidence that the valuation is reasonable and inventory is fairly stated.
One-Third of the warehouses used as stores belong to third parties: Sufficient and appropriate audit evidence will need to be obtained to confirm the quantities of inventory held in these locations in order to verify existence and completeness.	There will be need to perform additional procedures including attending inventory counts at third party warehouses to ensure that inventory quantities have been confirmed across all locations.
Acquired new accounting system in September 2023: The fact that the two systems were not parallelly run increases the risk that errors occurring during the changeover were not highlighted and all areas of the financial statements could potentially be affected.	The audit team will fully document the relevant controls over the new system. Testing should be performed to ensure the closing data on the old system was correctly transferred as the opening data on the new system and that transactions have not been duplicated on both systems and therefore included twice.
The Leaving of the IT manager who developed the customized system and his replacement who is yet to start the work till the time of the audit: Without the IT	The audit team will need to ascertain from the finance director how this risk of misstatement is being mitigated. During the audit, the audit team should remain alert

Audit risk	Audit response
manager support in the interim, errors may occur and may not be picked up due to a lack of knowledge or experience of the system. This could potentially result in misstatements in many areas of the financial statements.	throughout the audit for evidence of errors, particularly when testing transactions occurring between September and January.
The already short reporting timetable for Gen Z Ltd is likely to be reduced: This could increase detection risk because there is pressure on the team to obtain sufficient and appropriate evidence in a shorter timescale, which could adversely influence judgement on the size of samples and extent of work done.	If it is confirmed with the finance director that the time available at the final audit is to be reduced then the ability of the team to gather sufficient appropriate evidence should be assessed. If it is not realistically possible to perform all the required work at a final audit then an interim audit should take place to reduce the level of work to be done at the final audit.

QUESTION TWO

Marking guide **Maximum marks**

a) In accordance with the information provided above, develop an audit program that you will use to review the cash receipts and payment system at booking offices of Ebenezel tours and travels Ltd. *(Award 1 mark for a right assertion, control objective, control and a relevant test of control. Do not award marks for a general answer that are not in line with the controls on cash system as per the cash study).* (20 Marks)

Total marks **(20 Marks)**

Model Answers

a) **Audit program for review of cash receipts and payment system at booking offices of Ebenezer tours and travels Ltd:**

Assertion	Control objective	Control	Test of control
Occurrence	*To ensure that all valid cash receipts were received and deposited	*Separate responsibilities for receiving cash and tickets issuing	*On sample basis, verify the issued tickets by the cashier and crosscheck with the corresponding cash receipt recorded in the cash register to confirm that the all issued tickets have been paid for.
Existence Completeness	*To ensure that recorded cash	*The tasks of weekly cash is done by the cashier together with other	*Check whether there has been involvement of an independent staff in cash

Assertion	Control objective	Control	Test of control
	transactions have been deposited at the bank *To ensure that petty cash transactions are approved and are in accordance limits. *To ensure that petty cash replenishment requests are approved by the booking manager do not exceed the thresholds.	independent staff who is not involved in daily management of cash at the booking office. *Weekly cash receipts are banked upon approved reconciliation by booking manager. *The cash deposit process is to be done by more than one staff from the booking office. *Bank deposit slips are reviewed and acknowledged by the supervisor. *Petty cash payments and replenishment requests are approved and are in accordance with the petty cash thresholds.	count before each weekly deposit. *On a sample basis, ensure there has been reconciliation approved by the booking manager before each deposit to acknowledge the amount of cash being deposited. *Observe/inspect the cash deposit process to ensure that the cashier is accompanied at the bank. *On a sample basis, obtain the bank deposit slips and verify that they were stamped by the booking manager. *Check whether the petty cash transactions are approved by the booking manager before payments and did not exceed Frw 50,000 per transaction *Check whether petty cash replenishment requests are approved by the booking manager and were in accordance to the allowed threshold of Frw 500,000
Accuracy and completeness	*To ensure all cash receipts and payments are correctly recorded in the cash register.	*Bus tickets and receipts are referenced and properly recorded and dated in the cash register.	*Review and ensure that issued bus tickets, payment receipts and agents' commissions are recorded and referenced cash register.

Assertion	Control objective	Control	Test of control
	*To ensure that all agents' commissions were accurately calculated	*Agents commissions are correctly calculated, recorded and referenced to their corresponding tickets in the cash register.	* Check whether the agents commission are paid in accordance to the approved rate of 10% of a ticket sale.
Cut-off Completeness Classification	*To ensure that cash transactions have been recorded in the correct period.	*Cash register shows all cash transactions that occurred in the concerned financial year *Cash counts are done at the year end with the presence of a finance person or an internal auditor or any other independent staff. *Cash certificates for the cash balance at the year end are provided to the finance department for reporting purpose.	*Compare dates on tickets receipts and dates in the cash register. *Verify the end year cash certificates to ensure that the cash counts were done together with an independent staff from booking office. *Check whether the balances as per cash certificates are recorded in the finance cash ledgers.

QUESTION THREE

Marking Guide

Section	Content	Marks Allocation
(a) Corporate Scandals and Governance Codes	Explanation of how scandals like Enron and WorldCom influenced the creation of governance codes. Reference to loss of trust, regulatory response, and introduction of Cadbury Report and Combined Code.	4 Marks
(b) Analysis of Cadbury Report and Combined Code	Detailed analysis of key principles and recommendations of the Cadbury Report and Combined Code (4 Marks). Evaluation of their applicability in today's corporate landscape with examples and impact assessment (6 Marks).	10 Marks

Section	Content	Marks Allocation
(c) Significance of Sound Corporate Governance	Discussion on the importance of corporate governance, including investor confidence, risk management, compliance, and global competitiveness. Relevant examples provided (e.g., Volkswagen).	6 Marks
Total		**20 Marks**

Model Answer

(a) How Corporate Scandals Have Influenced the Development of Governance Codes (4 Marks)

Corporate scandals of the 1980s and 1990s, including cases like Enron, WorldCom, and BCCI, played a significant role in shaping corporate governance codes. These scandals revealed widespread issues such as fraudulent financial reporting, lack of board oversight, conflicts of interest, and executive misconduct. As a result, stakeholders lost confidence in corporate management, prompting regulators and industry bodies to develop governance codes aimed at restoring trust. The Cadbury Report (1992) was one of the first responses to these issues, focusing on improving board accountability, transparency in financial reporting, and the role of independent directors. This was followed by the Combined Code (1998), which integrated various governance recommendations and became a benchmark for best practices globally.

Key Points to Note:

- Scandals exposed weaknesses in oversight and transparency.
- They led to loss of investor confidence, prompting regulatory reforms.
- Development of governance codes aimed at preventing similar occurrences.

(b) Analysis of the Key Principles and Recommendations of the Cadbury Report and the Combined Code, and Their Applicability Today (10 Marks)

Cadbury Report (1992): Key Principles and Recommendations

The Cadbury Report, published in the UK, focused on improving the financial reporting and accountability of companies. Its key principles include:

1. Separation of Roles: Recommended separating the roles of the CEO and Chairperson to prevent concentration of power.
2. Board Independence: Emphasized the need for independent non-executive directors to provide unbiased oversight.
3. Internal Controls: Stressed the importance of a robust internal control system to safeguard company assets and ensure reliable financial reporting.

4. Transparency in Financial Reporting: Urged companies to produce clear, truthful financial statements to enhance stakeholder confidence.

Combined Code (1998): Key Principles and Recommendations

The Combined Code built upon the Cadbury Report and other governance reports, such as Greenbury (1995) and Hampel (1998). Key principles include:

1. Board Structure and Composition: Recommended a balanced board with a mix of executive and non-executive directors.
2. Audit Committees: Required companies to establish audit committees composed of independent directors to oversee financial reporting and risk management.
3. Remuneration Policies: Advocated for transparency in executive remuneration to align incentives with shareholder interests.
4. Shareholder Engagement: Encouraged open communication between the board and shareholders to foster mutual trust.

Applicability in Today's Corporate Landscape

The principles of the Cadbury Report and the Combined Code remain highly relevant today. They form the basis of modern governance frameworks, including the UK Corporate Governance Code and the Sarbanes-Oxley Act (2002) in the United States. Companies like Unilever and HSBC have implemented these codes, enhancing board independence, transparency, and risk management.

However, evolving challenges such as digital transformation, environmental concerns, and stakeholder activism require adaptations to these principles. For instance, modern governance now includes considerations for sustainability (ESG factors) and greater stakeholder engagement beyond just shareholders.

Examples:

- Apple Inc.: Has adopted a strong internal control system and an independent audit committee.
- BP: After the Deepwater Horizon incident, BP strengthened its governance policies by focusing on risk management and board accountability.

Impact:

- Improved transparency and reliability of financial statements.
- Increased shareholder confidence and investment.
- Enhanced board oversight and reduced conflicts of interest.

(c) Significance of Sound Corporate Governance in the Global Business Environment

(6 Marks)

Sound corporate governance is essential for the long-term success and sustainability of businesses in the global marketplace. It ensures that companies operate transparently, ethically, and in the best interest of all stakeholders, including shareholders, employees, customers, and the wider community.

Key aspects of the significance include:

1. Investor Confidence: Strong governance frameworks attract investors by demonstrating accountability and reducing the risk of financial fraud.
2. Risk Management: Effective governance practices help identify, mitigate, and manage risks, protecting companies from legal and financial repercussions.
3. Long-term Value Creation: Good governance aligns the interests of management and shareholders, focusing on sustainable growth rather than short-term gains.
4. Legal and Regulatory Compliance: Companies adhering to governance codes are better equipped to comply with laws and regulations, avoiding penalties and reputational damage.
5. Global Competitiveness: In an increasingly interconnected business environment, strong governance practices enhance a company's reputation and competitive advantage internationally.

Example:

- Volkswagen Emissions Scandal: Weak governance and poor oversight contributed to the emissions cheating scandal. The company has since implemented stricter controls and enhanced board oversight, restoring some level of stakeholder confidence.

SECTION B

QUESTION FOUR

Marking guide **Maximum marks**

a) In accordance with the above ISA, Explain the factors to be considered by the auditor when deciding to use analytical procedures. *(1 mark for each valid factor).* (6 Marks)

b) Discuss on matters to consider when determining whether data is reliable for purposes of designing substantive analytical procedures *(2 marks on each valid stated and explained matter to consider, award only 1 mark if only stated and not explained).* *(8* Marks)

c) In accordance to the above ISA, Discuss the auditor's objectives with regards to written representations. *(2 marks per each explained auditor's objective).* (6 Marks)

Model Answers

a) - The plausibility and predictability of the relationships, such as the strong relationship between turnover and sales commission.
- The objectives of the procedures and the extent to which their results are reliable.
- The detail to which information can be analysed, such as info at dept. level.
- The availability of information both financial and non-financial.
- The comparability of the information. Ratios, on their own, are of little use. They should be comparable to previous years and other similar companies.
- The knowledge gained during previous audits such as effectiveness of controls.

b) **Matters to consider when determining whether data is reliable for purposes of designing substantive analytical procedures**

The reliability of data is influenced by its source and by its nature and is dependent on the circumstances under which it is obtained. In determining whether data is reliable for purposes of designing substantive analytical procedures, the auditor considers the following:

1. **Source of the information available**. For example, information is ordinarily more reliable when it is obtained from independent sources outside the entity.

2. **Comparability of the information available**. For example, broad industry data may need to be supplemented to be comparable to that of an entity that produces and sells specialized products.
3. **Nature and relevance of the information available**. For example, whether budgets have been established as results to be expected rather than as goals to be achieved.

4. **Controls over the preparation of the information**. For example, controls over the preparation, review and maintenance of budgets. There is a need for auditors to report on going concern. This is now reflected in auditing standards.

c) **The auditor's objectives with regards to written representations:**

The objectives of the auditor are:

- To obtain written representations from management and, where appropriate, those charged with governance that they believe that they have fulfilled their responsibility for the preparation of the financial statements and for the completeness of the information provided to the auditor;

- To support other audit evidence relevant to the financial statements or specific assertions in the financial statements by means of written representations if determined necessary by the auditor or required by other ISAs; and

- To respond appropriately to written representations provided by management and, where appropriate, those charged with governance, or if management or, where appropriate, those charged with governance do not provide the written representations requested by the auditor.

QUESTION FIVE

Marking guide **Maximum marks**

a) With the use of examples, Differentiate adjusting from non-adjusting events. *(1 Mark per each valid definition and 0.5 mark for at least one valid example).* (3 Marks)
b) In line with the above case study, Explain the audit procedures you will perform to test the above subsequent events. *(2 Marks for each valid explained audit procedure).* (10 Marks)
c) (i) In accordance with ISA 450 Evaluation of Misstatements Identified during the Audit, Define the term "misstatement". (2 Marks)
(ii) Explain any five areas of consideration by the auditor to perform an overall review of the financial statements before making an audit opinion. *(1 Mark for each valid explained audit procedure).* (5 Marks)

Model Answers

a) **Adjusting events:** IAS 10 events after reporting period, defines them as those that provide evidence of conditions that existed at the year-end date. For example, settlement of a court case, sale of inventory after year end providing evidence of its net realizable value at year end; Fraud or error showing the accounts are incorrect.

Non-Adjusting events: They are those that are indicative of conditions that arose after the year end date. For example, Dividends declared after the year-end; fire causing destruction of major plant; announcement of a major restructuring.

b) Audit procedures you will perform to test the above subsequent events:

- Check whether management had assessed the nature and amount of possible loss from the damaged estates in progress and whether the relevant disclosures were done in the financial statements as the occurred damage was a non-adjusting event.
- Enquire management or those charged with governance about the assessment of the effect of the occurred events whether there is any effect on appropriateness of company's going concern,
- Obtain the legal documentation and related evidence for the alleged case against the company and confirm that management has complied with the IAS 37 *Provisions, contingent liabilities and contingent assets* with regards to the adjustment of company's provision as the probable payment from alleged case is material.
- Review board minutes for meetings held after the year end for evidence which indicates further financial difficulties or evidence of alternative sources of finance.
- Obtain written representation from management that all events occurring subsequent to the period end which need adjustment or disclosure have been adjusted or disclosed.
- Assess the effect of the subsequent events to the audit opinion and discuss any possible change with management and those charged with governance.
- Review management procedures for identifying subsequent events to ensure that such events are identified.

c) (i) **Misstatement** is defined as a difference between the amount, classification, presentation, or disclosure of a reported financial statement item and the amount, classification, presentation, or disclosure that is required for the item to be in accordance with the applicable financial reporting framework. Misstatements can arise from error or fraud

(ii) **Five areas of consideration by the auditor to perform an overall review of the financial statements before making an audit opinion**

1. Compliance with accounting regulations

The auditor should consider whether the financial statements are in accordance with statutory requirements and whether the accounting policies are in accordance with accounting standards. In addition, the policies should be appropriate to the entity, properly disclosed and consistently applied. When assessing the accounting policies used by the entity, the auditor should consider policies adopted in specific industries, standards and guidelines, the need for a true and fair view and the need to reflect substance over form.

2. Review for consistency and reasonableness

The auditor needs to consider whether the financial statements are consistent with his knowledge of the entity's business and with the evidence accumulated from other audit procedures, and that the manner of disclosure is fair.

3. Analytical procedures

Analytical review procedures are used as part of the overall review procedure. This review should cover accounting ratios, changes in products/customers, price and product mix changes, wages changes, variances, trends in production and sales, changes in material/labour content of production and variations caused by industry or economy factors. Significant fluctuations and unexpected relationships must be investigated.

4. Summarize errors

During the course of the audit of financial statements, there will be material or immaterial errors uncovered. The client will normally adjust the financial statements to take account of these errors. At the end of the audit however, there may be some outstanding errors and the auditors will summarize these unadjusted errors. The auditor should show both the balance sheet and the profit and loss effect of these errors.

5. Evaluating the effect of misstatements

As part of the standard on materiality in evaluating whether the financial statements are prepared in accordance with an applicable financial reporting framework, the auditor should assess whether the aggregate of uncorrected misstatements that have been identified during the audit is material.

QUESTION SIX

Marking guide **Maximum marks**

a) In line with the above, explain to the Junior auditor, the substantive audit procedures to be performed on each of the above key assertions for the audit of trade receivables reported in financial statements of Wilson & Sons Ltd. *(1 mark per each valid audit procedure on each assertion, at least 3 procedures should be provided by the candidate on all assertions except on rights and obligation where it should be at least two procedures).* (14 marks)

b) Describe the substantive procedures you would perform to confirm the accuracy and completeness of Kamango industries Co's payroll system. *(1 Mark per each procedure).* (6 Marks)

Total marks **(20 Marks)**

Model Answers

a) Substantive audit procedures to be performed on each of the above key assertions for the audit of trade receivables reported in financial statements of Wilson & Sons Ltd.

Assertion	Substantive Audit Procedure
Completeness	- Agree the balance from the individual sales ledger accounts to the aged receivables listing and vice versa - Match the total of the aged receivables listing to the sales ledger control account. - Cast and cross-cast the aged trial balance before a sample to test - Complete the disclosure checklist to ensure that all disclosures relevant to receivables have been made.
Existence	- Perform receivables circularization on a sample of year-end trade receivables. - Follow up all balance disagreements and non-replies to the receivables' confirmation. - Review after date cash receipts by inspecting bank statements and cash receipts documentation. - Examine customer's account and customer correspondence to assess whether the balance outstanding represents specific invoices and confirm their validity. - Enquire from management explanations for invoices remaining unpaid after subsequent ones have been paid.
Accuracy	- Trace the invoices amounts in the aging list and receivables ledger to ensure that they were accurately recorded. - Compare receivables turnover and receivables collection period with the previous year and with industry data and investigate an significant difference. - For a sample of prepayments from the prepayment listing, recalculate the amount prepaid to ensure that it has been accurately calculated. - Examine large customer accounts individually and compare with previous year's balances.
Valuation	- Compare the allowance for irrecoverable debts as a percentage of receivables or credit sales with the previous year and with industry data. - Review the adequacy of the allowance for uncollectable accounts through discussion with management. - For a sample of old debts on the aged trial balance, obtain further information regarding their recoverability by discussions with management and review of customer correspondence, - For bad debt, examine customer accounts, particularly age of debts against credit policy to ascertain whether a provision is required. - Look out for round sum payments, earlier invoices left unpaid, correspondence on file.

Assertion	Substantive Audit Procedure
Rights and obligations	- Review bank confirmation for any liens on receivables. - Make enquiries of management, review loan agreements and board minutes for any evidence of receivables being sold. - Review the sales agreement and confirm that all recorded belong to the company. - Determine through discussion with management whether any receivables have been pledged, assigned or discounted and whether such items require disclosure in the financial statements.

b) Substantive procedures you would perform to confirm the accuracy and completeness of Kamango industries Co's payroll system:

- Agree the total wages and salaries expense per the payroll system to the detailed trial balance, investigate any differences.
- Cast a sample of payroll records to confirm completeness and accuracy of the payroll expense.
- For a sample of employees, recalculate the gross and net pay and agree to the payroll records to verify accuracy.
- Re-perform calculation of statutory deductions to confirm whether correct deductions for this year have been included within the payroll expense.
- Compare the total payroll expense to the prior year and investigate any significant differences.
- Review monthly payroll charges, compare this to the prior year and budgets and discuss with management any significant variances.
- Perform a proof in total of total wages and salaries, incorporating joiners and leavers and the pay increase. Compare this to the actual wages and salaries in the financial statements and investigate any significant differences.
- Select a sample of joiners and leavers, agree their start/leaving date to supporting documentation, recalculate that their first/last pay packet was accurately calculated and recorded.
- For salaries, agree the total net pay per the payroll records to the bank transfer listing of payments and to the cashbook.
- For wages, agree the total cash withdrawn for wage payments equates to the weekly wages paid plus any surplus cash subsequently banked to confirm completeness and accuracy.
- Agree the year-end tax liabilities to the payroll records, and subsequent payment to the post year-end cash book to confirm completeness.
- Agree the individual wages and salaries per the payroll to the personnel records and records of hours worked per clocking in cards.

End of marking guide and model answers