

On-Site GP Audit Program Guide

Transaction Files

Audit Procedures	Done By	W/P Ref.
Audit Scope		
Based upon the cash flows and valuations submitted by the GP in support of its candidacy for investment, the audit will cover all investments made by the GP since inception.		
Audit Objectives		
1. Determine whether historical investments have been adequately documented and approved in accordance with the policies and procedures stated in the structured interview.		
2. Determine whether cash and/or in-kind transfers have been properly booked, supported and approved in accordance with written policies and procedures.		
3. Determine whether valuation policies and procedures used are in accordance with current policies and procedures.		
Objective 1: Determine whether historical investments have been adequately documented and approved in accordance with the policies and procedures stated in the structured interview.		
a. Referring to a sequential listing of the investments submitted by the GP as evidence of an investment track record, assign sequential numbering and sample using random numbers.		
b. Examine all related files for each of the investments randomly selected in order to determine whether each has been adequately documented and approved in accordance with the policies and procedures stated in the structured interview.		
c. Using quantitative data from the files, project the entire track record using the complete sample and compare to the actual track record for the following: total capital invested, total capital distributed, total ending valuation, TME, TMER and duration.		
Objective 2: Determine whether cash and/or in-kind transfers have been properly booked, supported and approved in accordance with written policies and procedures		

a. Trace and agree all cash flows submitted in the track record for the sampled investments with the books and records of the GP, including all supporting documentation.		
b. Note any discrepancies, interview appropriate GP personnel to determine source(s).		
Objective 3: Determine whether valuation policies and procedures used are in accordance with current policies and procedures		
a. For each investment sampled, determine the valuation policy and/or procedure used for all interim valuations, compare to the current policies and procedures stated in the structured interview.		
b. Note any discrepancies, interview appropriate GP personnel to determine source(s).		
Audit Completion		
a. Complete and index workpapers		
b. Draft a summary audit opinion, include in due diligence file		