



Spreadsheet Assurance Service

Business process assurance for you and your SAO

What would happen if the department's Excel guru responsible for key tax spreadsheets leaves, or is away for an extended period?

Does anyone else in the office really know how they work or have the skills to step in?

Could you recreate those critical files in the event of a disaster?

We know that, despite all the dire warnings, spreadsheets are, and will continue to play a significant role within the in-house tax department.

Whether you use spreadsheets for:

- Tax accounting;
- Data collection & consolidation;
- Tax packs;
- IFRS reconciliations;
- IAS12 calculations;
- Boardroom summaries; or
- Bespoke calculations

the files are pivotal to the general functioning of the tax department and their maintenance and documentation is vital to the efficiency of the department.

Even if you are confident that someone would be able to create a new period version of the main tax accounting spreadsheet, would any significant IAS or tax changes be so easily managed?

Do you understand the order data flows through the file? Where would you start making changes?

Tax Automation has years of experience in dealing with the practical issues faced by corporate tax departments. Our Spreadsheet Assurance Service is designed to give you a clear picture of the spreadsheet systems used in your department, how they fit in to your business processes and the impact they have on your department as well as forming an integral part of your SAO initiative.

Documentation

The main area of assurance is **documenting the spreadsheet solution** that has been developed by one of your tax team. We provide comprehensive documentation of all aspects of your spreadsheets, covering:

- Summary of intent and purpose;
- Sheet summaries;
- Detailed cell information with formulae;
- Detailed list of internal links between work sheets;
- Named ranges and tracing cell relationships;
- Links to external spreadsheets;
- Audit report of sheet structure and data trail;
- Data validation and conditional formatting;
- Objects, Hyperlinks and Pivot Tables; and
- Detailed analysis of VBA macros.

Review and Risk Assessment

Many companies consider the documentation of the spreadsheets as sufficient assurance.

However, having undertaken a comprehensive documentation exercise, there may be items that should be brought to the attention of senior tax management. As part of a project, we can provide a review report highlighting those areas in the spreadsheets that contain computational or procedural risk.

Re-engineering

Once your spreadsheets have been documented you may decide, as part of your risk assessment, that you would like us to maintain them on your behalf. Tax Automation uses custom functions and methods to ensure your spreadsheets are robust and auditable; leading to increased reliability, accuracy and peace of mind.

Contact us

For more information, please contact us 0118 988 0241 or email sales@taxautomation.co.uk