### REVIEW OF INTERNAL AUDIT

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| **Auditee:** |  | **Reviewed by:** | **Name** | **Rank** | **Date** |
| **Period end:** |  | **Level 1** |  |  |  |
| **Prepared by:** |  | **Level 2** |  |  |  |
| **Rank:** |  | **Level 3** |  |  |  |
| **Date:** |  |  |  |  |  |

| **Assessment questions** | **Result Yes/No** | **Record of work done** | **Wp. Reference**  |
| --- | --- | --- | --- |
| **Overall evaluation** |
| 1. | Does the audited entity have an internal audit function?  |  |  |  |
| 2. | Does the Internal Audit Unit (IA) contain an adequate proportion of competent, properly trained and experienced auditors as per minimum requirements set by the audited entity? |  |  |  |
| 3. | Is there adequate allocation of staff and other resources that correspond with the IA needs? |  |  |  |
| 4. | Does internal auditor’s report directly to the accounting officer or external oversight mechanisms (audit committee) where applicable? |  |  |  |
| 5. | Is the IA function separated from the operations of the audited entity? |  |  |  |
| 6. | Is there a written provision from the accounting officer providing IA unrestricted access to all records, assets etc. of the audited entity? |  |  |  |
| 7. | Does the IA carry out its functions in compliance with the public financial regulations? |  |  |  |
| 8. | Is there a formal document (charter) including the scope, responsibilities, purpose of IA? |  |  |  |
| 9. | Does the scope of IA include evaluating and reporting on internal controls applicable to identified high risk areas as identified by management?  |  |  |  |
| 10. | Does the scope of IA include the consideration of the following for each audited area:* Compliance with applicable laws and regulations;
* Reliability of reported information; and
* Efficiency, economy and effectiveness of operations.
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| 11. | Does IA prepare annual plans for their audits? |  |  |  |
| 12. | Does IA submit progress reports on a regular basis to the accounting officer and audit committee to you show progress against the plan? |  |  |  |
| 13. | Has IA performed and finalised all the planned audits for the financial year? |  |  |  |
| 14. | Is there a documented audit approach followed for the IA assignments? |  |  |  |
| 15. | Does IA have a documented audit approach that is in line with applicable standards for IA? |  |  |  |
| **Evaluation of specific audits performed** |
| 16. | Has IA performed any audits relevant to the scope of this audit? |  |  |  |
| 17. | If yes, have relevant audit programmes and sample items for the audit been identified?  |  |  |  |
| 18. | Are there files containing adequate and detailed documentation (including working papers) for the audit and evidence for findings in the auditor’s report? |  |  |  |
| 19. | Are reasons for performing each test, the result and the conclusions documented? |  |  |  |
| 20. | Are conclusions supported with adequate and sufficient audit evidence? |  |  |  |
| 21. | Is there evidence that the work performed has been reviewed? |  |  |  |

Conclusion on overall functioning of internal audit:

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Conclusion on specific work performed by internal audit

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| Audits performed by internal audit | Is this relevant to the audit?(Yes / No) | Can reliance be placed on the audit of this area by internal audit?(Yes / No) |
| *[list all audits covering the period under audit]* |  |  |
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