

PUBLIC SECTOR ENTITIES OF XX

**ANNUAL RISK BASED
INTERNAL AUDIT WORK PLAN
TEMPLATE**

(Month, Year)

TABLE OF CONTENTS

1.	BACKGROUND	1
2.	RATIONALE	1
3.	SCHEDULE OF IAF ACTIVITIES	2
3.1	SCHEDULE OF AUDIT ACTIVITIES	2
3.2	SCHEDULE OF NON-ENGAGEMENT ACTIVITIES	2
4.	IAF BUDGET	3
5.	CONCLUSION.....	3
6.	APPROVAL.....	3
7.	APPENDIX 1—ANNUAL AUDITING PLAN FACTORS RATING.....	4

1. Background

This section will contain **below** information:

- An entity's executive summary, structure, objectives and strategies.
- PFM Regulations requirements to prepare an annual audit plan that is risk based.
- Internal Audit manual requirements that the plan is approved by senior management, Accounting Officer and Audit Committee
- Purpose of preparing the plan
- Role of management in the designing, implementing, monitoring and reporting on governance, risk management and controls systems and processes.
- Role of the IAF in providing assurance and consultancy services on the effectiveness of governance, risk management and controls systems and processes.

The HIAF shall use the Internal Audit Manual to summarize the information required for this section

2. Rationale

This section describes the audit planning objectives and provides the information on the factors considered when determining the areas to be prioritized for review from the audit universe in the financial year. Table 1 will provide an assessment of each function as per the annual planning factors detailed in the Internal Audit Manual (refer to Section 2.1.2). A detailed table providing on more information on how the scores were arrived for each factor should be provided as an appendix.

Table 1: Annual Auditing Plan Factors

Function (as per audit universe)	Planning Factor					Weighted Score	Ranking	Remarks
	Risk Assessment	Budgetary Allocation	Management Concern	Significant Operational Changes	Prior Results			
	30%	25%	20%	15%	10%			
Function XX								Process in the function to be reviewed
Function XX								
Function XX								

3. Schedule of IAF Activities

This section provides a list of audit engagements (scheduled and ad-hoc) and non-engagement activities **as illustrated below**.

3.1 Schedule of Audit Activities

This section provides a listing of engagements to be undertaken. In establishing the period to undertake the engagement, the HIAF may consider availability of audit client (key organizational events) and Internal Auditors (leave, training).

Table 2: Schedule of Audit Engagement

Reference	Engagement	Risk Rating	Function	Objective	Scope	Nature (Assurance/ Consulting)	Period	Staff Assigned	Man-Hours	Non-staff Costs
Ad-hoc	Provision of estimated time e.g. 5% of total man-hours									
Total										

The HIAF can provide more information on how the man-hours were established in the appendix

3.2 Schedule of Non-Engagement Activities

This section provides a listing of non-engagement activities based on the strategic plan, training plan and other administration activities

Table 3: Schedule of Audit Engagement

Reference	Activity	Source	Period	Staff Assigned	Man-Hours	Non-Staff Costs
		IAF Strategic Plan				
		Training Plan				
		Procurement plan				
		Admin Activity				
Total						

4. IAF Budget

This section provides information on the resource required to implement the plan

Table 4: Schedule of Audit Engagement

Reference	Costing Element	Category (Engagement/Non- engagement)	Period	Amount
	Transport and Logistics	Engagement		
	DSA	Engagement		
	Recruit	Non-engagement		
	Procure laptops	Non-engagement		
Total				

5. Conclusion

This section summarizes the annual audit plan and may contain the following information which can be used to assess the implementation status of the plan:

- Number of engagement that will be undertaken which can be classified into: nature (consulting and assurance); types (e.g. financial audits, ICT audits, project audits); follow-ups
- Total funds required for engagement and non-engagement activities

6. Approval

This section provides approval information

Head of Internal Function

Accounting Officer
Insert Name

Chairperson Audit Committee
Insert Name

Insert Name

Signature

Signature

Signature

7. Appendix

7.1 Appendix 1- Annual Auditing Plan Factors Rating

This section provides information on the factors considered when determining the areas to be reviewed in the financial year. Table 1 will provide an assessment of each function as per the annual planning factors detailed in the Internal Audit Manual (refer to Section 2.1.2). A detailed table providing on more information on how the scores were arrived for each factor should be provided as an appendix.

Function XX (name of the function to be assessed)

Planning Factor	Sub-Factors	Rating	Rating Score	Total Score	Planning Factor Weight	Weighted Score	Focus Area
Risk Assessment	Risks that impact on the function	High	3	5	30%	0.45	
	Risk maturity level	Medium	2				
	Fraud or corruption has been reported	Low	1				
Budgetary Allocation	Rating based on budgetary allocation						
Management Concern	Weak performance of the area						
	Consistent weak controls						
	Opportunities to increase revenue or reduce costs						
Significant Operational Changes	New regulatory requirements						
	High staff turnover						
	New policies, procedures or systems						

Planning Factor	Sub-Factors	Rating	Rating Score	Total Score	Planning Factor Weight	Weighted Score	Focus Area
	Change in organizational structure						
Prior Audit Results	Internal audit conclusion on governance, risk management and controls						
	OAG audit opinion and areas of concern						
	Rating by other assurance providers						
	The last time the area was audited						

Appendix 2- Man-Hours Establishment

This section provides information on how the HIAU establishment the man-hours required to undertake the engagements planned in the financial year.

Description	Staff 1	Staff 2	Staff 3	Staff 4	Staff 5	Total
Gross Man-days (52 weeks x working days per week)	260	260	260	260	260	
Less						
Leave days						
Training days						
Maternity Leave (if applicable)						
Public Holidays						
Paternity Leave(if applicable)						
Minimum net available person days						