**INTERNAL AUDIT AGENCY**

**STANDARD CHECKLIST TO GUIDE SUBMISSION OF ANNUAL INTERNAL AUDIT PERFORMANCE REPORT**

| **No.** | **The Annual Internal Audit Performance Report should meet the Criteria below** |
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| 1 | Cover letter/Transmittal letter |
| 2 | Final Report (other than Draft Report) |
| 3 | Table of Content |
| 4 | Report content**:** |
|  | Addressee/Distribution  |
|  | Introduction to the Report (Include a short narrative on the Internal Audit Unit’s purpose of existence and role in the Covered Entity) |
|  | Background (Include a short narrative in fulfilment of the statutory requirement: Regulation 21 (e) of PFMR 2019 (L.I.2378), Regulations 39 (c) and 42 (2) of IAR 2011 (L.I.1994 and Notice No. 02/01/2021 issued by the Internal Audit Agency) |
|  | **The Approved Annual Work Plan** |
|  | List all the risk-based planned Auditable Areas |
|  | **Implementation of the Annual Plan** |
|  | List all planned audits executed during the year |
|  | Give a summary narrative on **each** audited area, including in particular the audit objectives and conclusions reached at the end of the audit as to whether the objectives were achieved or not. |
|  | Mention and describe Unplanned audit activities, if any, performed during the year, including the audit objectives and conclusions reached at the end of the audits as to whether the objectives were achieved or not |
|  | Provide Summary of Findings and Recommendations made in **each** audited area |
|  | Provide Status of Implementation of the recommendations |
|  | **State and comment on Challenges and Risks affecting the Internal Audit Unit, including deficit if any, between the Approved Annual Audit Work Plan and its Implementation** |
|  | Provide measures to **address** the Challenges and Risks |
|  | **Relationship and Support from Audit Committee** |
|  | Comment on relationship with and support from the Audit Committee |
|  | **Conclusion** |
|  | Provide a general Conclusion to the Annual Report, giving an average overall grading (good, satisfactory, less satisfactory and unsatisfactory) of the consolidated engagement results during the year based on the auditor’s judgement. |
|  | Ownership (Name, Signature and Date) |