



Ref: DG/TA/NTCE/2023/06

17<sup>th</sup> November, 2023

**NOTICE NUMBER: IAA/06/11/2023**

**GUIDELINES - PREPARATION AND SUBMISSION OF 2024 RISK-BASED  
INTERNAL AUDIT (RBIA) WORK PLAN BY PUBLIC SECTOR INTERNAL AUDITORS  
IN GHANA.**

Reference is made to Reg. 219 (2) of the Public Financial Management (PFM) Regulations, 2019 (L.I.2378) and Sec.3 (1) and 16 of the Internal Audit Agency Act, 2003 (Act 658) which mandate the Agency to prepare and publish directives and guidelines for the implementation of its accepted standards and procedures for the conduct of internal audit in Public Institutions.

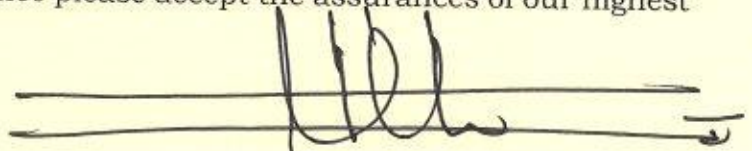
2. Sec.83 (4) of the Public Financial Management Act, 2016 (Act 921) requires *the Internal Auditor of a Covered Entity to, in consultation with the Principal Spending Officer (PSO) ....., prepare an annual audit work plan of the activities required to be performed by the Internal Auditor in a financial year .....determined by the risk assessment including the fiscal risk of that covered entity in accordance with guidelines issued by the Internal Audit Agency (IAA).*

3. In accordance with Sec.83 (6b) of the Public Financial Management Act, 2016 (Act 921), the Internal Auditor of a Covered Entity shall, **within thirty (30) days after** the beginning of the financial year, submit a copy of the annual risk-based internal audit work plan to the **Director-General of the IAA.**

4. Pursuant to the above, the Agency is by this notice directing Heads of Internal Audit Units (IAUs) and Audit Committees of Covered Entities to ensure inclusion of the following **mandatory thrust areas**, in addition to areas (*defined by risk assessment including corruption and fiscal risks assessments*) in their **2024 Risk-Based Internal Audit (RBIA) Work Plans**. Principal Spending Officers are to ensure strict compliance.

- i. Auditing and reporting on the **implementation of activities** under the National Anti-Corruption Action Plan (NACAP).
- ii. Auditing and Reporting on compliance with the **Handing-over notes** requirements under Sec. 6 of the Presidential (Transition) Act, 2012 (Act 845).
- iii. Auditing and Reporting on Compliance with the **Asset and Liability Declaration** requirements under the Public Office Holders (Declaration of Asset and Disqualification) Act, 1998 (Act 550).
- iv. Auditing and reporting on **arrears, outstandings and liabilities** of covered entities.

- v. Auditing and reporting on the **status of assets of public institutions** - protection and appropriate ownership, i.e. Appropriate titling and documentation.
  - vi. Auditing and reporting on the status of **contracts and project execution, payments to date and outstandings.**
  - vii. Continue with the **validation and certification of the monthly Electronic Salary Payment Voucher (ESPV)** reports of Public Institutions taking account of staff availability at post.
  - viii. Conduct **continuous and annual treasury audits for internal control** improvement over the collection and disbursement of cash and other funds in line with PFM laws of Ghana.
  - ix. Provide advisory and support services to public institutions towards publication **of the PFM Commitment Control Compliance League Table** in line with Reg.230 (1b) of the PFM Regulations 2019 (LI 2378).
  - x. Auditing and reporting on the **mandatory compliance with procurement through Ghana Electronic Procurement System (GHANEPS)** by all public institutions.
  - xi. Plan to attend Controller and Accountant General Department's **periodic training in financial reporting and validation under the International Public Sector Accounting Standards (IPSAS).**
  - xii. Auditing and certifying the **checklist for the proper commitment of public funds** before award of contract by covered entities in line with Reg. 66 (1b) of the PFM Regulations 2019 (LI 2378).
  - xiii. Conduct **quarterly Commitment Control Compliance (CCC) reviews** and submit a report to the IAA as part of the quarterly performance report of IAUs.
  - xiv. Auditing and reporting on compliance with the new **Audit Committee Guidelines (2023), Audit Recommendations Implementation and Follow-up Instructions (ARI&FI)** and the **Emergency Expenditure Management Guidelines (2023)** issued by the Minister for Finance.
  - xv. Monitoring implementation of the IIA's **Global Internal Audit Standards (GIAS)** when issued and adopted by Ghana from 2024 onwards.
5. Please be reminded that the approved **Annual Risk-Based Internal Audit Work Plan for 2024** of your Covered Entity should reach the Agency not later than **31<sup>st</sup> January, 2024.**
6. Whilst in anticipation of compliance please accept the assurances of our highest consideration.



**E. O. OSAE (PhD, FCA)**  
**DIRECTOR-GENERAL**

## **DISTRIBUTION LIST**

- 1. HEADS OF COVERED ENTITIES**
- 2. HEADS OF INTERNAL AUDIT UNITS**
- 3. CHAIRPERSONS, AUDIT COMMITTEES**

Cc:

Chief of Staff, Office of the President, Kanda.

The Minister, Ministry of Finance, Accra.

