



INTERNAL AUDIT AGENCY
(Office of Government Machinery)



Ref: DG/TA/NTCE/2024/03

17th September, 2024

SEE DISTRIBUTION

NOTICE NUMBER: IAA/03/09/2024

SUBMISSION OF 2024 3RD QUARTER INTERNAL AUDIT REPORT BY 31ST
OCTOBER, 2024 - REMINDER

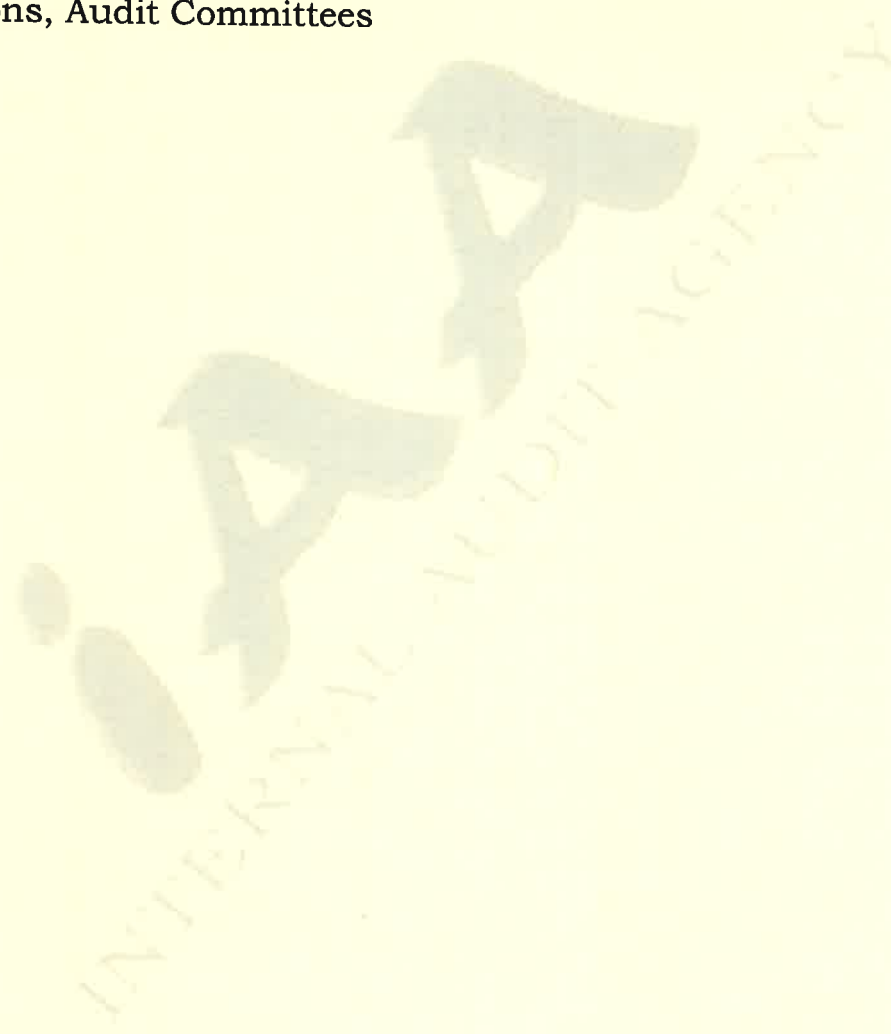
Reference is made to Internal Audit reporting requirements of the Public Financial Management Act, 2016 (Act 921), Public Financial Management Regulations, 2019 (L.I. 2378), Internal Audit Agency Act, 2003 (Act 658), Internal Audit Regulations, 2011 (L.I. 1994).

2. Heads of Internal Audit Units Audit Committees are reminded of submission of the 2024 3rd Quarter Internal Audit Report to the Agency not later than **31st October, 2024**.
3. Please note that names of defaulting institutions will be published in the second week of November 2024, after which appropriate sanctions shall be applied.
4. Covered entities, Specified Entities and other public institutions are reminded of the penalties and sanctions for non-compliance with the report submission requirements of the PFM Act, 2016 (Act 921) (which include term of imprisonment) provided for under sections 96 - 98 of the Act.
5. Attached to this Notice is the calendar guide for 2024 as a reminder on the timelines for submission of reports for your reference.
6. Whilst in anticipation of your favourable response and compliance, please accept the continued assurances of our highest consideration.

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

DISTRIBUTION

1. Chief of Staff, Office of the President
2. Hon. Minister For Finance
3. All Principal Accounts Holders (PAHs)
4. All Principal Spending Officers (PSOs)
5. Heads of Covered Entities
6. Heads of Internal Audit Units
7. Chairpersons, Audit Committees



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2024 CALENDAR FOR COMPLIANCE WITH INTERNAL AUDIT REPORTING REQUIREMENTS

NO.	TYPE OF REPORT	DEADLINE FOR SUBMISSION	ACTION REQUIRED	RESPONSIBILITY
1.	Internal Audit Charter	Immediately any condition under 'Action Required' occurs ALL Internal Audit Charters are required to be renewed in 2025	Reviewed every 4 years or when a change in condition occur, e.g., change in Head of Institution or IAU, significant change in scope of operations of Institution	Prepared by the Head of the Internal Audit Unit Affirmed by the Head of the Institution Approved by the Audit Committee Chairperson Cover Letter signed by the Head of the Institution Submitted by the Head of the Internal Audit Unit
2.	Risk-Based Annual Internal Audit Plan for 2024	31st January, 2024	(Prepared and finalised at the end of December 2023	Prepared by the Head of the Internal Audit Unit Affirmed by the Head of the Institution



				Approved by the Audit Committee Chairperson Cover Letter signed by the Head of the Institution Submitted by the Head of the Internal Audit Unit
3.	1 st Quarter Internal Audit Report for 2024	30th April, 2024	Prepared and finalised at the end of March 2024	Prepared by the Head of the Internal Audit Unit Cover Letter signed by the Head of the Institution Submitted by the Head of the Internal Audit Unit
4.	2 nd Quarter Internal Audit Report for 2024	31st July, 2024	Prepared and finalised at the end of June 2024	Prepared by the Head of the Internal Audit Unit Cover Letter signed by the Head of the Institution Submitted by the Head of the Internal Audit Unit
5.	3 rd Quarter Internal Audit Report for 2024	31st October, 2024	Prepared and finalised at the end of September 2024	Prepared by the Head of the Internal Audit Unit Cover Letter signed by the Head of the Institution



				Submitted by the Head of the Internal Audit Unit
6.	4 th Quarter Internal Audit Report for 2024	31st January, 2025	Prepared and finalised at the end of December 2024	Prepared by the Head of the Internal Audit Unit Cover Letter signed by the Head of the Institution Submitted by the Head of the Internal Audit Unit
7.	Annual Internal Audit Performance Report, 2024	31st December, 2024	Prepared and finalised at the end of December 2024	Prepared by the Head of the Internal Audit Unit Cover Letter signed by the Head of the Institution Submitted by the Head of the Internal Audit Unit
8.	1 st Half-year Audit Committee's Report, 2024 2 nd Half-year Audit Committee's Report, 2024	31st July, 2024 31st January, 2025	To report any concern in relation to the covered entity to the Principal Account Holder, Minister for Finance, Director-General of the Internal Audit Agency, Chairperson of the Board or Council of the covered entity and Auditor-General	Prepared by the Audit Committee Secretary Approved by the Audit Committee Chairperson Cover Letter signed by the Head of the Institution Submitted by the Audit Committee Secretary



9.	Annual Statement of Status of Implementation of Recommendations for 2024	30th June, 2025	Prepared and attached to the Annual Audit Committee's Report as Appendix	Prepared by the Principal Spending Officer Endorsed by the Sector Minister Cover Letter signed by the Head of the Institution Submitted by the Principal Spending Officer
10	Annual Audit Committee's Report for 2024	30th June, 2025	Prepared including Annual Statement of Status of Implementation of Recommendations	Prepared by the Audit Committee Secretary Approved by the Audit Committee Chairperson Cover Letter signed by the Head of the Institution Submitted by the Principal Spending Officer