**INTERNAL AUDIT FOR BEGINNERS**

**BASICS AND BEST PRACTICES (STEP BY STEP PROCESS)**

1. **Purpose of Internal Auditing**

IIA Statement of Responsibilities

Audit Process Model

Establishing Audit Objectives

Planning the Audit

Preliminary Survey

Documenting the Audit

Working Papers

1. **Audit Framework**

* Audit strategy/ Audit Scope & Objectives
* Creating on risk based working papers
* Collection of basic reference materials
* Determination of tests to be applied
* Sample design
* Preparation of meeting agendas
* Follow up on information gleaned
* Documentation of tests, results and conclusions
* Creation of audit point sheet
* Audit report

1. **Writing Up Conclusions ( Best Practices)**

* Test descriptions
* Results / clearly stated
* Conclusion reached as a result of that test

1. **Discussions of Conclusions With Management**

* To avoid misunderstanding
* To give management heads-up about issues
* To encourage timely corrective actions

1. **Cross-Referencing the Audit Point Sheet**

* Conclusions in the audit working paper
* Back referencing Conclusions to the audit report

1. **Summarizing and Evaluating Audit Results**

* The Audit process creates evidence
* Summarizing evidence into conclusions
* Evidence Plus Content = Findings

1. **Audit Point Sheet**

* Capturing all aspects of problems/ findings
* Useful as ready documentation
* Serves as basis on conclusion
* Aids summarization and reporting

1. **Writing audit reports**

* To provide documented communication and assurance to senior management
* To provide management with assessment of operations and corrective actions
* To provide audit groups with marketing opportunities to demonstrate added value

1. **Follow Up-Corrective Action**

* Control aspect of IA not complete until control action is taken
* Effective statements of corrective action
  + Specific steps to be taken
  + Completion date
  + Responsible persons

1. **Audit Interaction with the Auditees**

* Competition, Cooperation & Collaboration

1. **Building Trust with the Auditees**

* Collaboration
* Making and keeping commitments

**FEES**

The course attracts a fee of **K590,000** per participant inclusive of tuition, reference materials, morning and afternoon teas/refreshments, lunch and certificate of attendance