

Audit Objectives and Scope

1. Audit Objectives

1. To assess the adequacy and effectiveness of the organization's internal control systems.
2. To evaluate compliance with relevant laws, regulations, and company policies.
3. To identify areas of risk and recommend improvements where necessary.
4. To provide reasonable assurance on the reliability and integrity of financial and operational information.
5. To ensure resources are used efficiently and effectively to achieve organizational goals.

2. Audit Scope

1. The audit will cover transactions and activities for the period January 1, 2024 to March 31, 2024.
2. Departments within the scope: Finance, Procurement, and Human Resources.
3. Key processes to be reviewed: cash management, payroll processing, procurement of goods and services, and compliance with internal controls.
4. Geographical coverage: Main headquarters and one satellite office.

Important Notes:

- This document serves as a mutual understanding of audit coverage between the audit team and management.
- Details provided may be adjusted in response to new risks identified during the audit process.
- Objectives and scope should be reviewed and approved by management before fieldwork commences.
- Clear definition helps ensure an effective and efficient audit engagement.