Audit Scope and Methodology: Internal Compliance Review

1. Introduction

This document outlines the scope and methodology for conducting an internal compliance review within the organization. The review aims to assess adherence to established policies, procedures, and applicable regulatory requirements.

2. Audit Scope

- Period Covered: January 1, 2024 – March 31, 2024

- Departments Included: Operations, Finance, Human Resources

- Focus Areas:

    - Policy compliance

    - Internal control effectiveness

    - Regulatory adherence

    - Training and awareness programs

- Key Documents: Policies, procedures, training records, transaction logs

3. Audit Methodology

1. **Planning**
    - Define objectives and criteria
    - Coordinate with responsible management

2. **Fieldwork**
    - Review documentation and records
    - Conduct interviews with staff
    - Test transactions and activities for compliance

3. **Reporting**
    - Summarize findings and observations
    - Develop recommendations for corrective actions
    - Discuss findings with management for responses

4. Deliverables

- Internal Compliance Review Report

- Summary of key findings and risk areas

- Recommendations and management responses

Important Notes:

- This document serves as a guideline and may be customized based on the organization's needs.

- The review does not substitute for regulatory audits or external examinations.

- Confidentiality of reviewed information must be maintained at all times.

- Findings should be tracked and followed up for timely remediation.