

# Audit Objectives and Scope Document

**Audit Title:** Management Audit – Q3 2024

**Date:** June 25, 2024

**Prepared by:** Internal Audit Department

**Reviewed by:** Head of Internal Audit

## 1. Introduction

This document outlines the objectives and scope for the management audit scheduled for Q3 2024. The audit aims to provide assurance regarding the efficiency and effectiveness of management controls, compliance with policies, and the achievement of organizational objectives.

## 2. Audit Objectives

- Evaluate the adequacy and effectiveness of internal controls implemented by management.
- Assess compliance with company policies, procedures, and relevant regulations.
- Identify opportunities for operational improvement and recommend best practices.
- Review risk management practices and monitoring mechanisms.
- Ensure accuracy, integrity, and timely reporting of management information.

## 3. Audit Scope

- Period covered: January 1, 2024 – March 31, 2024
- Departments in scope: Finance, HR, Procurement, and Operations
- Processes to be reviewed:
  - Budget planning and expense control
  - Recruitment, onboarding, and performance management
  - Vendor selection and contract management
  - Operational workflow and process efficiency
- Systems and documentation relevant to the above processes
- Interviews with department heads and key staff members

## 4. Methodology

- Document review and walkthroughs
- Interviews with personnel
- Sampling and testing of transactions
- Observation of processes and activities
- Reporting of audit findings and recommendations

## 5. Exclusions

- IT systems and technology audits (covered under separate reviews)
- Legal and regulatory compliance outside of routine operations
- Departments not listed in scope

## 6. Reporting

- Draft findings will be shared with management for review and feedback.
- Final report will be submitted to the Audit Committee by August 15, 2024.
- Management response and action plans will be tracked and followed up in subsequent audits.

## **Important Notes**

- This document should be reviewed and approved by relevant stakeholders prior to audit commencement.
- Clearly defining objectives and scope helps set expectations and avoid misunderstandings.
- Updates to this document may be made if additional risks or concerns are identified during the audit.
- Confidentiality of information accessed during the audit must be strictly maintained.