UNIVERSITY OF GHANA INTERNAL AUDIT DIRECTORATE

ANNUAL AUDIT PLAN FOR THE YEAR 2019

Audit Area & focus		Risk Score	High level scope of work	Dates of former audits	Audit duration		Expected		
					Start date	Completion date	date for submitting Report to	Resource Needed	Notes
1.	Procurement	High	Central and Unit-level	2018	Jan 7	Jan 25	April 15th		All Colleges
2.	Contract Mgt	High	Central	2018	Jan 28	Feb 15	April 15th		All Colleges
3.	Rental Income	High	Billing & Coll	N/A	Feb 18	Mar 1	April 15th		CAD
4. State	UG Hospital Fin. ements	High	Entire	2017	Feb 18	Mar 8	April 15th	GHS10,000	Special Team
5.	IPO	High	Internal	N/A	Mar 11	Mar 29	April 15th		All Colleges
6.	Sandwich Prog.	High	Usage	N/A	Apr 1	Apr 19	July 15 th		All Colleges
7•	UGBS Fin. Statem't '18	High	Entire	N/A	Apr 21	May 10	July 15 th		Special Team
8.	SPH Fin. Statem't '18	High	Entire	N/A	Apr 21	May 10	July 15 th		Special Team
9.	Students' Receivables	High	Collection	N/A	Apr 21	May 10	July 15 th		All Colleges
10.	NMIMR	High	Entire	2014	May 13	May 31	July 15 th		CHS Team
11.	Law Faculty	High	Entire	2010	May 13	May 31	July 15 th		CoH Team
12.	LECIAD	High	Entire	2012	May 13	May 31	July 15 th		CoE Team
13.	Medical School	High	Entire	2012	May 13	May 31	July 15 th		CHS Team

14. Audit of Halls of Residence	High	Revenue and maintenance	2015	June 3	June 28	July 15 th		All Colleges
15. Audit of Congregation Fees	High	Compliance	n/a	July 1	July 19	October 15th		CAD Team
16. Night Market/Bush canteen	High	Entire	2018	July 1	July 19	October 15th		Special Team
17. Sports Directorate	High	Entire	2011	July 22	August 9	October 15th		Special Team
18. Audit of Science Equipment & Logistics	High	Modernisation	N/A	August 12	Sept 22	October 15th		All Colleges
19. Performance Audit	High	Value for Money	2018	Sept 30	October 25	January 15 th , 2020		All Colleges
20. Audit of Affiliates	High	Compliance	2018	Oct 28th	Nov. 29th	January 15 th ,		All Colleges
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Total							GHS10,000	
Special assignments and investigations Projects Students' Unions Requests of Management and other units Guest Center Medical School Dean's Guest Center Yiri Lodge Review of Reports of AQAU and IRPO	Medium	Various	2018	On Request	On Request	Report each quarter		To be assigned to respective team
Follow up audits								All year

Quarterly Audit Meetings					Based on schedule of meetings
Staff Training	 ITS Training Data Analytics Staff chosen CPDs Contract Administr ation Staff Retreat 	March 20	March 22 July 20th	GHS65000	

Note: CAD means Central Administration

All Colleges means all teams will conduct same audit concurrently

Head of Internal Audit Unit	Signature	Date