

**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 date for submitting Report to IAA	Resource Needed	Notes
				Start date	Completion date			
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. UG Hospital Fin. Statements	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 <sup>th</sup>		All Colleges
7. UGBS Fin. Statem't '18	High	Entire	N/A	Apr 21	May 10	July 15 <sup>th</sup>		Special Team
8. SPH Fin. Statem't '18	High	Entire	N/A	Apr 21	May 10	July 15 <sup>th</sup>		Special Team
9. Students' Receivables	High	Collection	N/A	Apr 21	May 10	July 15 <sup>th</sup>		All Colleges
10. NMIMR	High	Entire	2014	May 13	May 31	July 15 <sup>th</sup>		CHS Team
11. Law Faculty	High	Entire	2010	May 13	May 31	July 15 <sup>th</sup>		CoH Team
12. LECIAD	High	Entire	2012	May 13	May 31	July 15 <sup>th</sup>		CoE Team
13. Medical School	High	Entire	2012	May 13	May 31	July 15 <sup>th</sup>		CHS Team



<b>Quarterly Audit Meetings</b>								Based on schedule of meetings
<b>Staff Training</b>		<ol style="list-style-type: none"> <li>1. ITS Training</li> <li>2. Data Analytics</li> <li>3. Staff chosen CPDs</li> <li>4. Contract Administration</li> <li>5. Staff Retreat</li> </ol>		Bimonthly  March 20  July 18	March 22  July 20th		GHS65000	

**Note:** CAD means Central Administration  
All Colleges means all teams will conduct same audit concurrently

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Head of Internal Audit Unit

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Signature

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Date