

**UNIVERSITY OF GHANA  
INTERNAL AUDIT DIRECTORATE**

**ANNUAL AUDIT PLAN FOR THE YEAR 2020**

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. Debts & Payable Audit	High	Existence, records & value	N/A	Jan 7	Jan 25	April 15th		Special Team
2. Distance Education Programme	High	Operational and Financial	2018	Jan 7	Jan 25	April 15th		Special Team
3. Audit of Research Grants/Projects	High	Operational, financial and compliance	2018	Jan 28	Feb 15	April 15th		All Colleges
4. Sale of e-Voucher/Application Forms	High	Financial and review of service agreement	N/A	Feb 18	Mar 1	April 15th		CAD
5. IT Audit	High	Risk, operational and fraud	N/A	Feb 18	Mar 1	April 15th	GHS30,000	Special Team with IAA Team

<b>6.</b> Balm Library and Other Libraries	High	Operational and compliance	2017	Feb 18	Mar 8	April 15th		All Colleges
<b>7.</b> Fleet and Generator Audit	High	Safety, maintenance and management	2015	Mar 11	Mar 29	April 15th		All Colleges
<b>8.</b> Audit of Halls	High	State of facilities, Operational and compliance	2019	Apr 1	Apr 19	July 15 <sup>th</sup>		All Colleges
<b>9.</b> Audit of Lecture Halls	High	State of facilities, Operational and compliance	N/A	Apr 21	May 10	July 15 <sup>th</sup>		All Colleges
<b>10.</b> Personal Transport Allowance (PTA)	High	Financial Operational and compliance	N/A	Apr 21	May 10	July 15 <sup>th</sup>		All Colleges
<b>11.</b> University Basic School	High	Operational, financial and compliance	2014	Apr 21	May 10	July 15 <sup>th</sup>		Special Team

<b>12.</b> Endowment Funds	High	Operational, financial and compliance	N/A	Apr 21	May 10	July 15 <sup>th</sup>		All Colleges
<b>13.</b> University of Ghana Computing Systems	High	Operational and compliance	2010	May 13	May 31	July 15 <sup>th</sup>		Special Team
<b>14.</b> Office of the Registrar/Registry Services	High	Operational and compliance	2010	May 13	May 31	July 15 <sup>th</sup>		Special Team
<b>15.</b> PDMSD	High	Operational and compliance	2010	May 13	May 31	July 15 <sup>th</sup>		Special Team
<b>16.</b> Finance Directorate	High	Operational and compliance	2010	May 13	May 31	July 15 <sup>th</sup>		Special Team
<b>17.</b> HRODD	High	Operational and compliance	2010	June 3	June 28	July 15 <sup>th</sup>		Special Team
<b>18.</b> Procurement-Audit of Works	High	Procedure, value-for-money & agreement	2018	July 1	July 19	October 15 <sup>th</sup>		Special Team



<b>Special assignments and investigations</b> <ol style="list-style-type: none"> <li>1. Projects</li> <li>2. Students' Unions</li> <li>3. Requests of Management and other units</li> <li>4. Guest Centre</li> <li>5. Medical School Dean's Guest Centre</li> <li>6. Investments for UG Investment Committee</li> <li>7. Follow-up on recommendations of Reports of AQAU and IRPO</li> </ol>	Medium	Various	2019	On Request	On Request	Report each quarter		To be assigned to respective team
<b>Follow up audits</b>								All year
<b>Quarterly Audit Meetings</b>								Based on schedule of meetings

<b>Staff Training</b>	1. ITS Training	Bimonthly			GHS65000
	2. Data Analytics	March 20	March 22		
	3. IICF				
	4. Staff chosen CPDs				
	5. Risk Management				
	6. Staff Retreat	July 18	July 20th		

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

Prepared by:  
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Head of Internal Audit Unit

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Signature

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Date

Endorsed By:  
Prof. Ebenezer Oduro Owusu

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Head of Entity

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Date

Approved By:  
Mr. Karim Abdul Hatsu

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Audit Committee Chairperson

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Signature

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Date