

Appendix C Audit Committee Agenda Listing

AUDIT COMMITTEE MEETING NO. _____

DATE :

VENUE :

TIME :

<u>AGENDA</u>		
PART	AGENDA ITEM	STATUS OF AGENDA
(A)	<u>INTRODUCTION & MEETING FORMALITIES</u> 1. Opening Prayer, Welcome & Introductions	AC Chairman / Host Agency CEO or SECRETARY
	2. Declaration of conflict of interest	
	3. Head of Agency remarks & Executive Summary of Agency Functions or Activities	
(B)	<u>MEETING PRELIMINARIES:</u> Minutes of Previous Meetings 4. Acceptance of previous meeting	
	5. Matters Arising / Outstanding Action Items	
	1 – 6 No. of Action Items	
(C)	<u>INTERNAL AUDIT ACTIVITIES UPDATES</u> 6. Preliminary: Audit Calendar, Budget & Activity Summaries	
	7. Special Investigations	
	8. Payroll Audit Report	
	9. Asset Audit Report	
	10. Operational Funds Audit Report	
	11. IT or System Audit Report	
	12. Project Audit Report	
(D)	13. Trust Account/s Audit	
	<u>CORPORATE RISK MATTERS</u> 14. Corporate Risk Profile & Assessment Report	
	15. Litigation Matters Update (Legal Officer)	
	16. Staff & Workplace Health & Safety	
	17. Staff Disciplinary Matters	
	18. Disaster Recovery (IT & Records)	
(E)	19. Law & Order & Security Update	
	<u>FINANCIAL REPORTS</u> 20. Last signed Quarter Financial Statements including Budget vs Actual Report	

	21. Listing of payments in excess of K500,000.00	
	22. Signed summary of Bank Rec. Reports/ Various accounts incl. listing of un-reconciled amounts	
	23. Cash Advance listing and un-acquitted funds Report	
	24. List of Debts & Credits	
	25. Assets Register: Asset list & movements (disposal and purchases/acquisitions) Report	
(F)	SUBSIDIARY BUSINESS ARMS FIN REPORTS (where applicable)	
	26. Last Quarter Financial Statements including Budget vs Actual Report	
	27. Listing of Payments in excess of K100,000.00	
	28. Signed summary of Bank Rec. Reports/ Various accounts incl. listing of un-reconciled amounts	
	29. Cash Advance listing and un-acquitted funds Report	
	30. Listing of Debts and Credits	
	31. Asset Register: Asset list and movements Report	
(G)	AUDITOR GENERAL'S OFFICE MATTERS	
	32. Outstanding Audit Report	
	33. Current Audit Updates	
	34. Presentation of latest Management Letters issued to entity	
	35. Actions of Management to address of control issues raised by AGO in Management Letter	
(H)	DEPARTMENT OF FINANCE UPDATES	
	36. Organization Audit Performance Benchmark - Reports & Scorecard Reporting	
	37. Audit Meetings, Training & Workshops	
	38. Financial & Other support under PSAP	
(I)	MEETING CONCLUSION	Open
	39. Any other Business	
	40. Date of next meeting	
	41. Final remarks by Chair & Head of Agency	
	42. End of Meeting	