

2018 ANNUAL WORK PLAN – INTERNAL AUDIT DIVISION

ANNUAL WORK PLAN: 1ST JANUARY 2018 – 31ST DECEMBER 2018

Divisional Objectives	Activity description and total costs	Expected Output	Expected Outcome	Responsibility/COA	Timeline
Goal 7: Promoting internal control systems at MPGIS and Provincial Governments					
Objective 1: To conduct a comprehensive review of MPGIS audit reports for the past two years to ascertain efficiency of internal controls and compliance with audit recommendations by end of February 2018.	Collect all previous audit reports (2 years) Analyze all audit findings Analyze all responses to previous two years audit reports. Make recommendations to the PS.	Comprehensive review of MPGIS two year audit reports completed and report submitted.	Necessary actions taken to address recurrent audit findings as a result of audit recommendations	Internal Auditors	End of March 2018
Objective 2: To carry out compliance and substantive audit tests on financial transactions of GPG for the past two years and make recommendations to the PG executive (via MPGIS) for appropriate actions by end of year.	Two auditors to come up with an audit plan for GPG compliance and substantive audit examinations. Hold a brief meeting with GPG administration on the proposed audit exercise	Two year financial transactions of GPG examined and report provided. Appropriate actions recommended to the MPGIS and GPG executive (if any) submitted.	Improved internal control systems in GPG as a result of the implementation of internal audit recommendations.	GPG & MPGIS	End of April 2018.
Objective 3: To carry out compliance and substantive audit tests on financial transactions of Renbel province for the past two	One auditor to come up with an audit plan for Renbel compliance and substantive audit examinations.	Two year financial transactions of Renbel examined and report provided. Appropriate actions	Improved internal control systems in Renbel as a result of the implementation of internal audit	GPG & MPGIS	End of May 2018

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years and make recommendations to the PG executive (via MPGIS) for appropriate actions by end of year.	Hold a brief meeting with Renbel administration on the proposed audit exercise. Accommodation \$8,400 DSA \$1,400 Airfares \$3,300 Sub-total cost \$12,800	recommended to the MPGIS and Renbel executive (if any) submitted.	recommendations.		
Objective 4: To carry out compliance and substantive audit tests on financial transactions of Malaita province for the past two years and make recommendations to the PG executive (via MPGIS) for appropriate actions by end of year.	Two auditor to come up with an audit plan for Malaita compliance and substantive audit examinations. Hold a brief meeting with Renbel administration on the proposed audit exercise. Accommodation \$12,600 x 2 = \$25,200 DSA \$2,100 x 2 = \$4,200. Boat fares \$800 x 2 = \$1,600 Sub-total cost				

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	\$31,000				
Goal 3: Evaluate the performance of every staff member on annual basis as per PMP guidelines					
Objective 1:					
Goal 4: Provision of a reliable information systems for informed decision making processes					
Goal 5: Coordinate gender mainstreaming in the provinces and in the MPGIS to promote government policy of gender equality					
Goal 6: Provide continuous training to enhance the capacities of Provincial and Ministry officials					
Objective 1:					
Total cost for Human Resources Management Division Work Plan 2018: \$510,000					
MPGIS: SBD					
PGSP:					