

23



**ASANTE
AKIM CENTRAL
MUNICIPAL ASSEMBLY**

P.O. Box 55, Konongo-Odumasi
Digital Address: AC-0077-7777
In case of reply,
quote the reference number and the date

Our Ref: ACCMA.05/10/03

Your Ref:

Date: 18/12/24

**SUBMISSION OF 2025 ANNUAL INTERNAL AUDIT PLAN (INTERIM) – ASANTE
AKIM CENTRAL MUNICIPAL ASSEMBLY**

We write to respectfully submit the Annual Internal Audit work plan (Interim) for 2025 for your perusal and necessary action.


HON. ROBERT YAW KWAKYE
MUNICIPAL CHIEF EXECUTIVE

Handwritten notes:
M2W
M2D

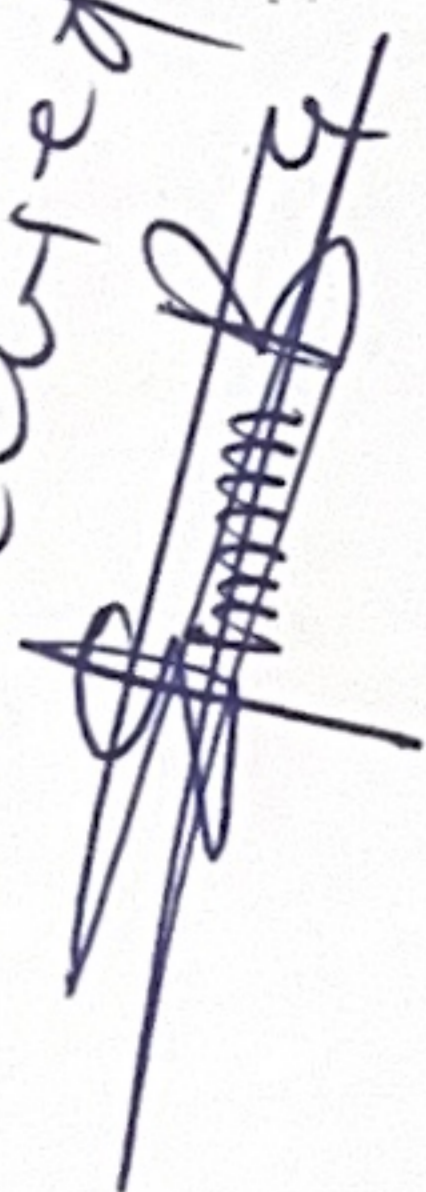
THE DIRECTOR- GENRAL
INTERNAL AUDIT AGENCY
ACCRA

Cc: THE HON. REGIONAL MINISTER
ASHANTI REGIONAL COORDINATING COUNCIL
KUMASI – ASHANTI

THE CHAIRMAN, AUDIT COMMITTEE ✓
ASANTE AKIM CENTRAL MUNICIPAL ASSEMBLY
KONONGO-ODUMASI

THE HON. MUNICIPAL CHIEF EXECUTIVE
ASANTE AKIM CENTRAL MUNICIPAL ASSEMBLY
KONONGO-ODUMASI

THE MUNICIPAL COORDINATING DIRECTOR
ASANTE AKIM CENTRAL MUNICIPAL ASSEMBLY
KONONGO-ODUMASI

Received


Ac Secretary

**THE DISTRICT AUDITOR
GHANA AUDIT SERVICE
KONONGO-ODUMASI**



ASANTE
AKIM CENTRAL
MUNICIPAL ASSEMBLY

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Our Ref: ACCMA.05/10/03

Your Ref:

Date: 23/04/25

SUBMISSION OF 2025 ANNUAL INTERNAL AUDIT PLAN FOR ASANTE AKIM
CENTRAL MUNICIPAL ASSEMBLY

We write to respectfully forward the Annual Internal Audit work plan for 2025 for your perusal and necessary action.

JOSEPH FRIMPONG NAAYO
(MUNICIPAL CO-ORD. DIRECTOR)

THE DIRECTOR- GENRAL
INTERNAL AUDIT AGENCY
ACCRA

Cc: THE HON. REGIONAL MINISTER
ASHANTI REGIONAL COORDINATING COUNCIL
KUMASI - ASHANTI

THE DISTRICT AUDITOR
GHANA AUDIT SERVICE
KONONGO-ODUMASI

Received
~~Signature~~

AC secretary

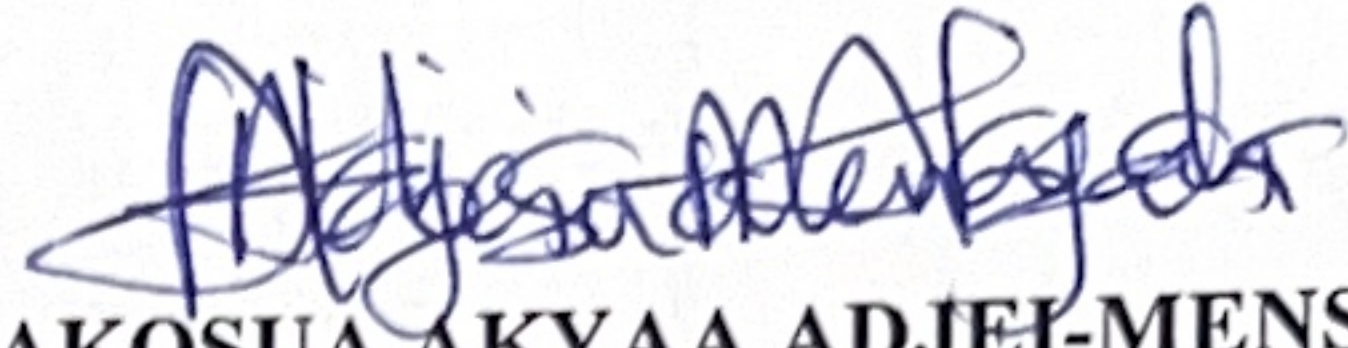


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SUBMISSION OF 2025 ANNUAL INTERNAL AUDIT PLAN FOR ASANTE AKIM
CENTRAL MUNICIPAL ASSEMBLY

We write to respectfully submit the Annual Internal Audit work plan for 2025 for your perusal and necessary action.


AKOSUA AKYAA ADJEI-MENSAH
MUNICIPAL INTERNAL AUDITOR

THE MUNICIPAL CO-ORD. DIRECTOR
ASANTE AKIM CENTRAL MUNI.ASSEMBLY
KONONGO-ODUMASI

THE AUDIT COMMITTEE CHAIRMAN
ASANTE AKIM CENTRAL MUNI.ASSEMBLY
KONONGO-ODUMASI

CC: THE DIRECTOR-GENERAL
INTERNAL AUDIT AGENCY
ACCRA

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INTERNAL AUDIT UNIT

ANNUAL AUDIT WORK PLAN 2025 AND STRATEGIC PLAN 2025 - 2027

INTRODUCTION

In accordance with good practice for Internal Auditing and in conformity with the Internal Audit Procedures Manual, the Internal Audit Agency Act 2003 (Act 658) and the Public Financial Management Act 2016, (Act 921), the Internal Audit unit (IAU) has developed its Annual Audit Plan for 2025 and a Strategic Audit Plan for 2025-2027. These plans are consistent with goals and objectives of the IAU (Internal Audit Unit) of the Asante Akim Central Municipal Assembly (AACMA).

Section 83(1) of the Public Financial Management Act 2016, (Act 921) states that “A covered entity shall have an Internal Audit Unit”.

Section 83 (3a) of the Public Financial Management Act 2016, (Act 921), states that “ An Internal Auditor of the Internal Audit Unit of a covered entity shall appraise and report on the soundness and application of the system of controls operating in the covered entity”.

Section 83 (3b) of the Public Financial Management Act 2016, (Act 921),states that “ An Internal Auditor of the Internal Audit Unit of a covered entity shall evaluate the effectiveness of the risk management and governance process of a covered entity and contribute to the improvement of that risk management and governance process”.

Section 83(4) of the Public Financial Management Act 2016, (Act 921) states that “The Internal Auditor of a covered entity shall, in consultation with the Principal Spending Officer of the respective covered entity and in accordance with guidelines issued by the Internal Audit Agency,

prepare an annual audit plan of the activities required to be performed by the Internal Auditor in a financial year which is determined by the risk assessment including the fiscal risk of that covered entity.”

In accordance with the standards for the Professional Practice of Internal Auditing, and in conformity with the Internal Audit Procedures Manual and the Public Financial Management Act, 2016 (Act 921), the Internal Audit Unit (IAU) of Asante Akim Central Municipal Assembly has developed its Annual Internal Audit Work plan for 2025. The work plan is consistent with the goals and objectives of the Internal Audit Unit of the covered entity. The Audit Committee and the PSO (Principal Spending Officer) have approved the Annual Audit Plan for 2025 and Strategic Audit Plan for 2025-2027 as submitted by the Internal Audit Unit.

The attached documents reflect activity projections of the Internal Audit Unit as reviewed and approved by the covered entity’s Audit Committee.

Appendix 1: Strategic Audit Plan 2025-2027

Appendix 2: Annual Audit Plan - 2025

Appendix 3: Calculation of Risk Ratings

Appendix 4: Annual Budget – 2025

Appendix 5: Training and Capacity Building Plan - 2025

Appendix 6: Per Diem, Accommodation and fuel for fieldwork budget for 2025

Appendix 7: Calculation of man hours needed for the year 2025

2.0 RISK BASED ANNUAL AND STRATEGIC AUDIT PLANS

2.1 PURPOSE AND OBJECTIVES

The Internal Audit Unit (IAU) prepares the Annual and Strategic Internal Audit Plan to better undertake its activities and ensure that those areas of highest risk with the Asante Akim Central Municipal Assembly are audited annually. This plan in turn assists to ensure that those areas of greatest exposure are audited on an annual basis and assists the Audit Committee (AC) in reviewing the activities of the Internal Audit Unit. The plan will help in reduction of risk of Management. It will also ensure compliance in the organisation. Further, the annual audit plan will contribute to the risk management framework of the Asante Akim Central Municipal Assembly.

2.2 STRATEGIC INTERNAL AUDIT PLAN FOR 2025-2027

The Strategic Internal Audit Plan is a long-term plan that provides a roadmap for strengthening the Internal Audit Unit and improving service delivery to its stakeholders. The strategy provides the link to organisational objectives and priorities as it is aligned with the strategic plan of the Asante Akim Central Municipal Assembly. The plan identifies all the auditable areas proposed to be covered by the Internal Audit Unit during the subsequent year. The plan also identifies the auditable areas that are not covered in this cycle and the reasons for which there will be no audit activities. The Strategic Internal Audit Plan of Asante Akim Central Municipal Assembly is prepared by the Head of the Audit Unit in consultation with the Principal Spending Officer (PSO) and other key stakeholders and approved by the Audit Committee. In consultation with the Principal Spending Officer (PSO), the Head of the Unit annually reviews the Strategic Internal Audit Plan after which it is approved by the Audit Committee. A copy of audit coverage for the 2025-2027 financial years, as shown in the Strategic Internal Audit Plan, is attached as Appendix 1.

The Annual Internal Audit Plan of the Unit is derived from the Strategic Plan and for the year 2025, the Unit has decided to audit all areas where risks are found to be high bearing in mind the Unit's resource constraint.

2.3 DEVELOPMENT OF THE ANNUAL WORK PLAN

- ❖ The Annual audit plan for 2025 incorporates the principles of the Integrated Framework of Internal Control, as it:
- ❖ Focuses on high risk activities, maintaining a three year audit cycle for the identified areas as in appendix 3.
- ❖ Provides appropriate audit attention to projects and areas which have significant financial impact/risk.
- ❖ Provides a comprehensive program of audit coverage of information systems risks at the entity level.
- ❖ Provides proactive coverage of emerging areas of risk/opportunities like fixed assets financing.
- ❖ Provides a comprehensive program of audit coverage of information systems risks at both the departmental and central Administration level,
- ❖ Provides a comprehensive program of audit coverage of regulatory compliance risks, and
- ❖ Provides appropriate audit attention to projects and areas which have significant financial impact and risk.

- ❖ It also incorporates the inputs of Management, the Audit Committee as well as directives of the Internal Audit Agency for the year 2025.

2.4 RISK ASSESSMENT

The Internal Audit Unit utilizes the ISO 31000 (2018) risk assessment methodology in selecting areas for inclusion in the annual and the strategic audit plans.

Identified risks are assessed on the basis of 3 different criteria or factors:

- ❖ Likelihood
- ❖ Impact
- ❖ Current Control Effectiveness

2.4.1 Risk Likelihood Assessment

The likelihood is the frequency and how often a certain risk may appear. The probability that the identified risk will crystallize, expressed in quantitative terms.

Score	Assessment	Agreed meaning
1	Rarely happen	The occurrence of risk is practically impossible
2	Possible	The occurrence of risk is theoretically possible, but there exist few practical cases
3	Likely	The likelihood of risk occurrence is supported by little evidence
4	Very likely	The likelihood of risk occurrence is supported by clear evidence
5	Unavoidable (Certain)	The risk has already appeared or the occurrence of risk is unavoidable in the future

2.4.2 Risk Impact Assessment

This is the effect of the risk should it crystallize, expressed in quantitative terms.

Score	Assessment	Agreed meaning
-------	------------	----------------

1	No significant impact	In case the risk appears, works in process and planned activities are not disturbed
2	Minor impact	In case the risk appears, the activities are disturbed, but this does not involve the need for additional resources ¹
3	Significant but containable	In case the risk appears, the activities are significantly disturbed, but this does not disturb achieving the objectives
4	High impact	In case the risk appears, the activities are significantly disturbed and considerable additional resources are needed for achieving objectives
5	Extremely detrimental	In case the risk appears, it is not possible to achieve determined objectives

2.4.3 Determination of Inherent Risk (IR) Score

Inherent risk is a total risk exposure value measured as the product of the likelihood and impact ratings of the associated risk. It is the assessed value of the risk in the absence of existing controls.

Understanding of Inherent risk levels associated with objectives or operational areas is what drives audit focus. Inherent Risk is measured as follows:

IR= L x I, where **IR** is Inherent Risk, **L** is Likelihood Rating, **I** is Impact rating.

Based on the outcome of this assessment, risks are categorized into one of the five risk levels. That is, Very high, High Medium, Low or Very low. A rating as a “high risk unit” does not necessarily mean that the unit is perceived to have control problems, but rather is a reflection of the likelihood or impact of these risks to the covered entity’s objectives.

Based on the Likelihood and Impact ratings, risks are categorized into the following:

Risk level	Inherent Risk Score	Materiality

Very low	1-3 points	Issues that could be accepted by management but should be constantly monitored.
Low risk	4-6 points	Issues that need to be reviewed from time to time
Medium risk	7-10 points	Issues that need constant monitoring
High risk	11 - 16 points	Issues that need immediate attention
Very High risk	17-25 points	Issues that could bring the covered entity to a total shut down.

The Internal Audit Unit has to pay attention foremost to risks that are ranked high. Other risk factors considered in the Internal Audit unit's assessment include:

- ❖ Significant system development or process change
- ❖ Regulatory compliance issues
- ❖ Pending or potential litigation issues
- ❖ Organizational change
- ❖ Known or perceived control concerns
- ❖ Audit history

2.4.4 Assessment of Current Internal Control Effectiveness

Internal control is every action instigated from within the organization which is designed to reduce risk impact and/or likelihood. It is an expression of the effectiveness of the controls to mitigate the risk. It is measured in quantitative terms. In order to be able to assess the efficiency of internal control measures, the internal control measures currently help to mitigate risks that are identified.

Effectiveness of internal control measures are assessed in collaboration with process owners to help the Unit establish levels of reliance placed on such controls. The following criteria is employed in assessing existing controls:

Score	Assessment	Agreed meaning
1	Ineffective	Internal control measures are missing or immediate improvement of existing internal control measures is necessary.

2	Reasonable	Internal control measures exist at the moment, but they need to be reviewed and strengthened.
3	Effective	Addition/improvement of internal control measures is not necessary at the moment and are strong.

Based on the three ratings (likelihood, impact and effectiveness of controls) a composite

Residual Risk value (RR) is calculated with the formula: $RR = I \times L / C$

Where:

I = Impact

L = Likelihood

C = Effectiveness of Existing Controls

RR has no significance as an absolute value; it only serves as an indicator to establish the extent of reliance placed on controls put in place by management to mitigate such risks.

2.4.5 Determination of Residual Risk (RR) Score

Using the overall score for each risk, it is possible to identify risk materiality or risk level. Risk level is identified according to the following table:

Risk level	Score	Materiality
Very low	1-3 points	Issues that could be accepted by management but should be constantly monitored.
Low risk	4-6 points	Issues that need to be reviewed from time to time
Medium risk	7-10 points	Issues that need constant monitoring
High risk	11 - 16 points	Issues that need immediate attention
Very High risk	17-25 points	Issues that could bring the covered entity to a total shut down.

Residual Risk assessment outcomes are useful during reviews of institution's risk management framework.

2.5 AUDIT CYCLES

The Internal Audit unit of Asante Akim Central Municipal Assembly strives to provide audit coverage on regular cycles based on its risk assessments:

- ❖ Very high, high risk areas are planned to receive immediate audit coverage.
- ❖ Medium risk areas are planned to receive audit coverage at least every two years.
- ❖ Low and Very Low risk areas are planned to receive audit coverage at least every three years.

In addition, liquid assets such as cash will be audited annually.

2.6 INFORMATION SYSTEMS AUDIT

The Internal Audit Unit plans to liaise with the Internal Audit Agency for technical support and capacity building in information systems audit in line with Regulation 17(1) of the Internal Audit Agency (IAA) Regulations 2011 (L.I.1994)

2.7 EXTERNAL AUDITORS

The Internal Audit Unit (IAU) will coordinate its audit plan with the external auditors to ensure appropriate coverage is achieved through the internal and external audit plans, and to leverage the collective efforts of both organizations in order to minimize duplication of effort. The Internal Audit Unit strives to meet the professional standards required by the Internal Audit Agency (IAA) so that reliance can be placed on the internal audit work.

This, along with the composition of our audit plan, enables the external auditors to utilize a significant amount of internal audit work in completing the annual financial statements audit.

2.8 STAFF QUALIFICATIONS

The Internal Audit unit is committed to maintaining a professionally trained staff that collectively hold professional qualifications, have advanced degrees and/or specialized fields of auditing.

Further training is required for the staff to enhance their performance. All staff are encouraged to pursue a professional qualification in Accounting or Auditing.

QUALIFICATION	EXISTING STAFF	ADDITIONAL STAFF REQUIRED
Master's Degree and Professional		
Master's Degree	2	

Professional with First Degree	1	
First Degree	4	
Professional	-	
HND	-	
RSA/DIP/STENO SEC	-	
SSCE/WASCE/GCE	-	
Total Current Staff Position	7	
Total Staff Requirement	7	

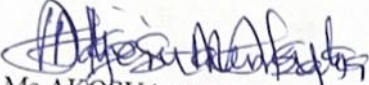
2.9 SERVICE QUALITY

We continue to look for opportunities to communicate results of audit activities more effectively. However, to ensure that audit reports are issued in a timely manner the Internal Audit Unit will wait for ten (10) working days to receive the response of management to the audit queries or observations in line with requirements of Regulation 43(2) of the IAA Regulations 2011, (L.I 1994).

If management responses are not forthcoming within this time frame the audit report will be issued regardless and a copy sent to the Director General of the Internal Audit Agency and other stakeholders.


3.0 APPROVAL

PREPARED BY:


Ms AKOSUA AKYAA ADJEL-MENSAH
(HEAD OF INTERNAL AUDIT UNIT)


DATE.....23/04/25

RECOMMENDED BY:


MR. JOSEPH FRIMPONG NAAYO
(MUNICIPAL CO-ORD. DIRECTOR)

DATE.....23/04/25

APPROVED BY|:


MR. AGYEMAN B. FRED
(AUDIT COMMITTEE CHAIRMAN)

DATE..... 23/04/25

4.0 APPENDICES

4.1 APPENDIX 1 : STRATEGIC AUDIT PLAN 2025– 2027

S/NO	ACTIVITY/ THRUST AREAS	RISKS IDENTIFIED	IR	2025	2026	2027
1.	<ul style="list-style-type: none"> Reviewing and reporting on arrears, outstanding and liabilities. Reviewing and reporting on compliance with the Assets and Liabilities Declaration of Public Office holders. 	<p>Risk of unaccounted outstanding, arrears and liabilities.</p> <p>Risk of not reporting on the compliance on Assets and Liabilities Declaration of Public Office holders.</p>	10 10	10 10	10 10	10 10
2.	<ul style="list-style-type: none"> Reviewing and reporting with the handing-over notes. Reviewing and reporting on the status of Assets of Public Institutions. 	<p>Risk of handing-over notes not conforming to guidelines.</p> <p>Assets of Public Institutions not meeting the guidelines.</p> <p>Risk of Assets getting missing or stolen.</p>	10 10 10	10 10 10	10 10 10	10 10 10

	<ul style="list-style-type: none"> Reviewing and reporting on the status of contracts and project execution, payments to date and outstandings. 	Risk of procurement activities not carried out as enshrined in the Public Procurement Act.	12	12	12	12
		Goods supplied not meeting specifications.	10	10	10	10
		Risk of non-availability of funds to execute projects satisfactorily.	15	15	15	15
	<ul style="list-style-type: none"> Reviewing and reporting on compliance with the expenditure control measures. 	Risk of funds not being applied in accordance with the requisite guidelines.	12	12	12	12
		Risk of expenditure and revenue not being accounted for.	12	12	12	12
	<ul style="list-style-type: none"> Progress towards the first time reporting using Global Internal Audit Standards. 	Risk of not using Global Internal Audit Standards in reporting on audit issues.	10	10	10	10

	<ul style="list-style-type: none"> Reporting on compliance with Audit recommendations implementation and follow-up instructions (ARI & FI) and emergency expenditure management guidelines. Cash Management Reviewing of Contract Management and Fixed Asset Management. Comprehensively review, audit, validate and report on the quantum of claims (arrears) and commitments by Asante Akim Central Municipal Assembly as at 31st December, 2024 in your 1st Quarter 2025 reports. 	<p>Risk of not reporting on compliance with Audit recommendations implementation and follow-up instructions (ARI &FI) and emergency expenditure management guidelines.</p> <p>Risk of not accounting for revenue and payments in line with laws and regulations.</p> <p>Risk of covered entity facing legal obligation arising as a result of law suit.</p> <p>Risk of assets being misused and stolen</p> <p>Risk of not reviewing, auditing, validating and reporting on the quantum of claims (arrears) and commitments of Asante Akim Central Municipal Assembly as at 31st</p>	<p>10</p> <p>20</p> <p>15</p> <p>10</p> <p>10</p>	<p>10</p> <p>20</p> <p>15</p> <p>10</p> <p>10</p>	<p>10</p> <p>20</p> <p>15</p> <p>10</p> <p>10</p>	<p>10</p> <p>20</p> <p>15</p> <p>10</p> <p>10</p>
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	<ul style="list-style-type: none"> Review and report on monthly basis, status of the payroll (ESPV and others). Review and report on compliance with various commitment control measures announced in the budget, adherence to procurement through GHANEPs and timely submission of Audit and financial reports. Review and report readiness of Asante Akim Central Municipal Assembly to be assessed under the proposed PFM Commitment Control Compliance League Table (PCCCLT). Review, monitor and report on Asante Akim Central Municipal Assembly's status of migration onto the Integrated Personnel and Payroll Database (IPPD). 	<p>December, 2024 in your 1st Quarter 2025 reports.</p> <p>Risk of paying unearned salaries to staff who have vacated their post and also not be able to review and report on the status of the payroll (ESPV and others).</p> <p>Risk of not using the GHANEP by the Assembly in its dealing.</p> <p>Risk of not submitting audit and financial reports on time.</p> <p>Risk of not adhering to the control measures announced in the budget.</p> <p>Assessment under the proposed PFM Commitment Control Compliance League Table (PCCCLT) not meeting the guidelines.</p>	10	10	10	10
			15	15	15	15
			10	10	10	10
			10	10	10	10
			10	10	10	10
			15	15	15	15

	<ul style="list-style-type: none"> • Review and report on utilization of the retained IGF of Asante Akim Central Municipal Assembly in accordance with approved appropriations. • Review and submit a special report on January, February and March 2025 cash book and bank reconciliation statements of Asante Akim Central Municipal Assembly in your 1st Quarter 2025 report. 	<p>Risk of not migrating onto the Integrated Personnel and Payroll Database (IPPD) by Asante Akim Central Municipal Assembly.</p> <p>Risk of not reviewing and reporting on utilization of the retained IGF of Asante Akim Central Municipal Assembly in accordance with approved appropriations.</p> <p>Risk of not reviewing and submitting a special report on January, February and March 2025 cash book and bank reconciliation statements of Asante Akim Central Municipal Assembly in your 1st Quarter 2025 report.</p>	<p>10</p> <p>12</p>	<p>10</p> <p>12</p>	<p>10</p> <p>12</p>	<p>10</p> <p>12</p>
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4.2 APPENDIX 2: ANNUAL AUDIT PLAN FOR THE YEAR 2025

S/NO	Auditable Area & Focus	Inherent Risk score	Risk level	Scope of work	Dates of former Audits	Start Date	Completion Date	Expected Date for submitting Report to AC and IAA	Resources needed	Notes
1.	Reviewing and reporting on arrears, outstanding and liabilities.	10	Medium	Operational		05/02/2025	04/04/2025	15/04/2025		
	Reviewing and reporting on compliance with the Assets and Liabilities Declaration of	10	Medium	Financial / Operational		05/02/2025	04/04/2025	15/04/2025		

AACMA INTERNAL AUDIT WORKPLAN FOR 2025

	Public Office holders. Monthly Payroll Audits					03/01/2025 03/02/2025 04/03/2025	10/01/2025 06/02/2025 06/03/2025	13/01/2025 10/02/2025 11/03/2025		
	Reviewing and reporting with the handing-over notes. Reviewing and reporting on the status of Assets of Public institutions.	10 10	Medium Medium	Strategic Operational		05/02/2025 05/02/2025	04/04/2025 04/04/2025	15/04/2025 15/04/2025		

AACMA INTERNAL AUDIT WORKPLAN FOR 2025

	Reviewing and reporting on the status of contracts and project execution, payments to date and outstandings.	12	High	Financial		05/02/2025	04/04/2025	15/04/2025		
	Reviewing and reporting on compliance with the expenditure control measures.	15	High	Financial		05/02/2025	04/04/2025	15/04/2025		
	Progress towards the first time reporting using Global Internal Audit Standards.	10	Medium	Operational		05/02/2025	04/04/2025	15/04/2025		

AACMA INTERNAL AUDIT WORKPLAN FOR 2025

	Reporting on compliance with Audit recommendations implementation and follow-up instructions (ARI & FI) and emergency expenditure management guidelines.	10	Medium	Financial / Operational		05/02/2025	04/04/2025	15/04/2025		
	Reviewing of Contract Management and Fixed Asset Management.	15	High	Financial/ Operational		05/02/2025	04/04/2025	15/04/2025		
	Review and submit a special report on	10	Medium	Financial/ Operational		05/02/2025	04/04/2025	15/04/2025		

AACMA INTERNAL AUDIT WORKPLAN FOR 2025

	<p>January, February and March 2025 cash book and bank reconciliation statements of Asante Akim Central Municipal Assembly in your 1st Quarter 2025 report.</p> <p>Comprehensively review, audit, validate and report on the quantum of claims (arrears) and commitments by</p>	10	Medium	Financial / Operational		05/02/2025	04/04/2025	15/04/2025		
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AACMA INTERNAL AUDIT WORKPLAN FOR 2025

	Asante Akim Central Municipal Assembly as at 31 st December, 2024 in your 1 st Quarter 2025 reports.									
2.	Review and report on compliance with various commitment control measures announced in the budget, adherence to procurement through GHANEPs and	10	Medium	Financial / Operational		29/04/2025	20/06/2025	14/07/2025		

AACMA INTERNAL AUDIT WORKPLAN FOR 2025

	<p>timely submission of Audit and financial reports.</p>									
	<p>Review and report readiness of Asante Akim Central Municipal Assembly to be assessed under the proposed PFM Commitment Control Compliance League Table (PCCCLT).</p>	<p>10</p>	<p>Medium</p>	<p>Financial/ Operations</p>		<p>29/04/2025</p>	<p>20/06/2025</p>	<p>14/07/2025</p>		

AACMA INTERNAL AUDIT WORKPLAN FOR 2025

	Review, monitor and report on Asante Akim Central Municipal Assembly's status of migration onto the Integrated Personnel and Payroll Database (IPPD).	10	Medium	Financial / Operational		29/04/2025	20/06/2025	14/07/2025		
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AACMA INTERNAL AUDIT WORKPLAN FOR 2025

3.	Review and report on monthly basis, status of the payroll (ESPV and others).	10	Medium	Financial /Operational		25/07/2025	19/09/2025	14/10/2025		
	Cash Management.	20	High	Financial/ Operations		25/07/2025	19/09/2025	14/10/2025		

AACMA INTERNAL AUDIT WORKPLAN FOR 2025

4.	Review and report on utilization of the retained IGF of Asante Akim Central Municipal Assembly in accordance with approved appropriations.	10	Medium	Financial / Operational		05/11/2025	19/12/2025	14/01/2026		
	Transport management	10	Medium	Financial/ Operational		05/11/2025	19/12/2025	14/01/2026		
	Performance audit (Zonal Councils)	10	Medium	Financial		05/11/2025	19/12/2025	14/01/2026		

4.3 APPENDIX 3: RISK ASSESSMENT REPORT

THRUST AREA	AUDIT OBJECTIVE	ORGANISATIONAL OBJECTIVE	RISK NAME (DESCRIPTION)	RISK OWNER	RISK CAUSES	LIKELIHOOD SCORE	IMPACT SCORE	INHERENT RISK SCORE	CONTROL EFFICIENCY SCORE	RESIDUAL RISK SCORE
Reviewing and reporting on arrears, outstanding and liabilities.	To ensure that all debt outstanding liabilities are dealt with using the appropriate means to settle.	To ensure that all outstanding debts and liabilities have been dealt with.	Control Risk	MCD / MFO / MWO /MPO	Fraud	3	3	10	2	7
Reviewing and reporting on compliance with the Assets and Liabilities Declaration of Public	To ensure that errors and mistakes are detected and corrected before final payments are made and to	To ensure that errors and mistakes are detected and corrected.			Wrong specifications	3	3	10	2	7

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Office holders.	ensure that all payments are in accordance with stated guidelines.									
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Reviewing and reporting with the Handing-over notes.	To ensure that handing-over notes conform to the guidelines.	To help in the preparation of the handing-over.	Control Risk	MCE /MCD/	Risk of not following the laid down guidelines in the preparation of the Handing over notes.	3	3	10	2	7
Reviewing and reporting on the status of Assets of public institutions.	To ensure that Public Institutions meet the guidelines.	To help in the allocation of resources effectively and priorities actions needed.	Control Risk	MCD/ MFO/ HoW/ MPO	Weak internal controls.	3	3	10	2	7
					Wrong payments made.	3	3	10	2	7

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Reviewing and reporting on the status of contracts and project execution, payments to date and outstandings.	To ensure compliance with terms and conditions within the contracts. To access contracts performance and adherence to project requirements. To ensure that non-availability of funds to execute projects are satisfactory.	To facilitate future planning by understanding current status and post-performance. To promote ethical financial practice. To ensure responsible management of scarce resources.	Control Risk	MCD/ MFO/ HoW/ MPO	Failure to comply with the relevant laws.	3	3	10	2	7
					Ineffective monitoring of internal controls.	3	3	10	2	7
					Failure to promote ethical financial practice.	3	3	10	2	7

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<p>Reviewing and reporting on compliance with the expenditure control measures.</p>	<p>To ensure that all expenditures are monitored and justified against budgetary allocations.</p> <p>To ensure that expenditure and revenue are accounted for.</p>	<p>To ensure that funds are applied in accordance with the requisite guidelines.</p>	<p>Control Risk</p>	<p>MCE/ MCD/ MFO</p>	<p>Failure to comply with the guidelines.</p>	<p>3</p>	<p>3</p>	<p>10</p>	<p>2</p>	<p>7</p>
<p>Progress towards the first time reporting using Global Internal Audit Standards.</p>	<p>To ensure that Global Internal Audit Standards are used in reporting on audit issues.</p>	<p>To ensure that Asante Akim Central Municipal Assembly uses the first time reporting Global Internal Audit Standards in its auditing by the Internal Audit Unit.</p>	<p>Control Risk</p>	<p>MCE/ MCD/ MFO/ MIA</p>	<p>Failure on the part of the Internal Audit Unit of Asante Akim Central Municipal Assembly for not using the</p>	<p>3</p>	<p>3</p>	<p>10</p>	<p>2</p>	<p>7</p>

<p>Reporting on compliance with Audit recommendations and follow-up instructions (ARI & FI) and emergency expenditure management guidelines.</p>	<p>Ensure that recommendations on management letters and internal audit reports are implemented by management and follow-up instructions (ARI&FI) and emergency expenditure</p>	<p>To ensure that recommendations on management letters and internal audit reports are implemented and follow-up instructions (ARI&FI) and emergency expenditure management guidelines. To prevent future Audit infractions.</p>	<p>Detection Risk</p>	<p>MCD/ MFO</p>	<p>Global Internal Audit Standards in its reporting. Failure on the part of management for not implementing recommendations on management letters and internal audit reports.</p>	<p>3</p>	<p>3</p>	<p>20</p>	<p>4</p>	<p>5</p>
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Cash management	management guidelines. To ensure that all payments are properly accounted for in line with laws and regulations.	The Asante Akim Central Municipal Assembly will ensure that all revenue and expenditures are accounted for.	Control Risk	MCD/ MFO/ MRO	Failure on the part of Asante Akim Central Municipal Assembly not accounting for revenue received and expenditure incurred.	3	3	15	2	12
Reviewing of Contract management and Fixed Asset management.	To ensure that the Internal Audit Unit has a complete database of the assets (property, lands, etc.) for	To ensure that the Internal Audit Unit has a complete database of the assets (Property, lands, etc.) for easy	Control Risk	MCD/ MFO	Wrong entry in the cash book.	3	3	10	2	7
					Risk of not achieving revenue targets.	3	3	15	2	12
					Lack of complete	3	3	15	2	12

<p>Comprehensively review, audit, validate and report on the quantum of claims (arrears) and commitments by Asante Akim Central Municipal Assembly as at 31st December, 2024 in your 1st Quarter, 2025 reports.</p>	<p>easy verification and auditing.</p> <p>To ensure that there is reviewing, auditing, validating and reporting on the quantum of claims (arrears) and commitments by Asante Akim Central Municipal Assembly as at 31st December, 2024 in 1st</p>	<p>verification and auditing.</p> <p>Asante Akim Central Municipal Assembly will ensure that reviewing, auditing, validating and reporting on the quantum of claims (arrears) and commitments of the Assembly as at 31st December, 2024 are presented in the 1st</p>	<p>Control Risk</p>	<p>MCD/ MFO</p>	<p>records on existing Assets of Asante Akim Central Municipal Assembly.</p> <p>Risk of not reviewing, auditing, validating on the quantum of claims (arrears) and commitment of Asante Akim Central Municipal Assembly as at 31st December, 2024 in 1st</p>	<p>3</p>	<p>3</p>	<p>15</p>	<p>2</p>	<p>12</p>
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<p>Review and submit a special report on the January, February and March, 2025 cash book and bank reconciliation statements of Asante Akim Central Municipal Assembly in the 1st Quarter, 2025 report.</p>	<p>Quarter, 2025 reports. Ensure that a special report is made on January, February and March 2025 cash book and Bank reconciliation statements of Asante Akim Central Municipal Assembly in 1st Quarter, 2025 report.</p>	<p>Quarter, 2025 reports. To ensure that Asante Akim Central Municipal Assembly prepares a special report on the Cash book of January, February and March, 2025 and Bank reconciliation statements in the 1st Quarter, 2025 report.</p>	<p>Control Risk</p>	<p>MCD/ MFO</p>	<p>Quarter, 2025 report. Risk of not reviewing and submitting a special report on January, February and March 2025 cash book and bank reconciliation statements of Asante Akim Central Municipal Assembly in your 1st Quarter 2025 report.</p>	<p>3</p>	<p>3</p>	<p>15</p>	<p>2</p>	<p>12</p>
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Review and report on monthly basis, status of the payroll (ESPV and others).	To ensure that payroll audit is done on monthly basis. To ensure that employees on the payroll are valid and that leavers do not remain on the payroll.	To ensure that head count exercises is undertaken on all staff in their respective units or departments of the Assembly to validate existence of persons on the payroll.	Control Risk	MCE/ MCD/ MFO/ MHR	Failure to use the ESPV System to deployed to perform monthly validation of personnel on the payroll.	3	3	15	2	12
Review and report on the compliance with various commitment control measures announced in the Budget, adherence to Procurement	To ensure that there is compliance with the various commitment control measures announced in the budget.	To ensure that there is compliance with various commitment control measures announced in the Budget, adherence to procurement through	Control Risk	MCE/ MCD/ MFO/ MPO/ MPRO/ MBA	Failure to review and report on the compliance with various commitment control measures announced in the Budget,	3	3	15	2	12

through GHANEPs and timely submission of Audit and Financial reports.	Ensuring on the use of GHANEPs on its procurement dealings and timely submission of audit and financial reports.	GHANEPs and timely submission of Audit and financial reports.			adherence to procurement through GHANEPs and timely submission of Audit and financial reports.					
Review and report readiness of Asante Akim Central Municipal Assembly to be assessed under the proposed PFM Commitment	To ensure there is guidelines that will be used in the assessment of MMDAs under the proposed PFM Commitment Control Compliance	To ensure that Asante Akim Central Municipal Assembly readiness to be assessed under the proposed PFM Commitment Control Compliance League Table (PCCCLT).	Control Risk	MCE/ MGT	Failure on the part of Asante Akim Central Municipal Assembly not adhering to the guidelines to be used in the assessment under the	3	3	15	2	12

Control Compliance League table (PCCCLT).	League Table (PCCCLT).				proposed PFM Commitment Control Compliance League Table (PCCCLT).					
Review, monitor and report on Asante Akim Central Municipal Assembly's status of migration onto the integrated Personnel and Payroll Database (IPPD).	To ensure that Asante Akim Central Municipal Assembly has migrated onto the Integrated Personnel and Payroll Database (IPPD).	To ensure that the Assembly has adopted the Integrated Personnel and Payroll Database (IPPD) and using it.	Control Risk	MCE/ MCD/ MFO/ MHR	Failure on part of management to ensure that the Integrated Personnel and Payroll Database (IPPD) is being used by the human resource management department	3	3	15	2	12

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<p>Review and report on utilization of the retained IGF of Asante Akim Central Municipal Assembly in accordance with approved appropriations.</p>	<p>Ensuring that there is report on utilization of the retained IGF of Asante Akim Central Municipal Assembly in accordance with approved appropriations.</p>	<p>To ensure that the utilization of retained IGF of Asante Akim Central Municipal Assembly in accordance with approved appropriations are documented.</p>	<p>Control Risk</p>	<p>MCD/ MFO</p>	<p>for its staff dealings. Failure on the part of management to report on the utilization of retained IGF of Asante Akim Central Municipal Assembly in accordance with approved appropriation</p>	<p>3</p>	<p>3</p>	<p>15</p>	<p>2</p>	<p>12</p>
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4.4 APPENDIX 4: ANNUAL BUDGET

NO.	ITEM	TOTAL GH¢
1.	Travelling and all allowances on submission of quarterly reports, annual audit committee reports, annual audit performance report, work plan, monthly payroll audits etc.	30,000.00
2.	Office Maintenance	10,000.00
3.	Internal Audit Annual Conference and Congress.	20,000.00
4.	Postage, communication and data	1,000.00
	SUB-TOTAL	61,000.00

4.5 APPENDIX 5: TRAINING AND CAPACITY BUILDING

NO.	TRAINING AREA	STAFF TO ATTEND	TRAINING INSTITUTION	REQUIRED RESOURCES
1.	Procurement Auditing and Contract Management.	All staff	IAA/ Consultancy firm on management.	Stationeries T&T / Fuel Per Diem
2.	Enterprise Risk Management.	All staff	IAA / Local Government Service.	Stationeries T&T / Fuel Per Diem
3.	IT in Auditing-GIFMIS	All staff	IAA	Stationeries T&T / Fuel Per Diem

4.6 APPENDIX 6: PER DIEM AND FUEL FOR FIELD WORK

BUDGET SUMMARY		
NO.	CATEGORY	TOTAL GH¢
1.	Running cost (Fuel) for monitoring	6,000.00
2.	Enterprise Risk Register	35,000.00
	Sub-total	41,000.00
	Grand Total (A+B)	102,000.00

4.7 APPENDIX 7: CALCULATION OF MAN HOURS NEEDED**CALCULATION OF MAN HOURS NEEDED TO EXECUTE THE ANNUAL WORKPLAN****CALCULATION OF AVAILABLE MAN DAYS**

		STAFF NO.	DAYS PER WEEK	NO. OF WEEKS	TOTAL MAN DAYS
	Current man days	7	5	52	1820
	less: Current leave days	4	5	6	120
		2	5	5	50
		1	5	18	90
	Statutory public holidays and break.	7	5	2.5	87.5
	Total current leave days				(347.5)
	Total man days				1472.5
	15% of undistributed man days.				220.875
	Total Available man days				1251.625

CALCULATION OF MAN DAYS NEEDED

	THRUST AREA	NO.OF STAFF	NO. OF DAYS	DAILY HOURS	TOTAL DAYS NEEDED
1.	Reviewing and reporting on arrears, outstanding and liabilities. Reviewing and reporting on compliance with the Assets and Liabilities Declaration of Public Office holders. Reviewing and reporting with the handing-over notes. Reviewing and reporting on the status of Assets of Public Institutions. Reviewing and reporting on the status of contracts and project execution,	7	30		210

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	<p>payments to date and outstandings.</p> <p>Reviewing and reporting on compliance with the expenditure control measures.</p> <p>Progress towards the first time reporting using Global Internal Audit Standards.</p> <p>Reporting on compliance with Audit recommendations implementation and follow up instructions (ARI&FI) and Emergency Expenditure Management Guidelines.</p>				
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	<p>Reviewing of Contract management and Fixed Asset Management. Review and submit a special report on January, February and March 2025 cash book and bank reconciliation statements of Asante Akim Central Municipal Assembly in your 1st Quarter 2025 report.</p> <p>Comprehensively review, audit, validate and report on the quantum of claims (arrears) and commitments by Asante Akim Central Municipal Assembly as at 31st December, 2024 in your 1st Quarter 2025 reports.</p>				
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	Monthly payroll (3 Qtrs @10 days)	4	30		120
2.	Review and report on compliance with various commitment control measures announced in the budget, adherence to procurement through GHANEPs and timely submission of Audit and financial reports. Review and report readiness of Asante Akim Central Municipal Assembly to be assessed under the proposed PFM Commitment Control Compliance League Table (PCCCLT).	7	30		210

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	Review, monitor and report on Asante Akim Central Municipal Assembly's status of migration onto the Integrated Personnel and Payroll Database (IPPD).				
	Monthly payroll (3 Qtrs @10 days)	4	30		120
3.	Review and report on monthly basis, status of the payroll (ESPV and others). Cash management.	6	30		180
	Monthly payroll (3 Qtrs @10 days)	3	30		90

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4.	Review and report on utilization of the retained IGF of Asante Akim Central Municipal Assembly in accordance with approved appropriations. Transport management Performance audit (Zonal Councils)	6	30		180
	Monthly payroll (3 Qtrs @10 days)	4	30		120
	Total man days needed				1230
	Excess/ Deficit Man Days				21.625