

Internal Audit Service Charter

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COMMITMENT TO SERVICE DELIVERY

	Service	Requirements	Cost	Du
1	Verification and auditing of payment vouchers	Compliant documentation	No cost	2 c
2	Verification and auditing of Requisitions documents	Compliant documentation	No cost	2 c
3	Verification of payments by cheque and electronic Funds transfer	Compliant documentation	No cost	1 c
4	Verification of gratuity computation	Compliant documentation	No cost	1 c
5	Auditing of income receipts	Receipts & Banking documentation	No cost	7 c
6	Auditing of grants accounting	Receipt of necessary information	No cost	15
7	Auditing of expenditure accounting documents	Receipt of necessary information	No cost	7 c
8	Issuance of systems audit reports	Completion of an audit	No cost	Qu
9	Commencement of fraud investigations	Receipt of notification	No cost	Im
10	Communication of the results of an engagement	Completion of an engagement	No cost	2 V
11	Issuance of accountable documents	Filled up document	No cost	1 K

"Excellent service is your right"

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