

UNIVERSITY OF NAIROBI INTERNAL AUDIT DEPARTMENT - COMBINED AUDIT PLAN 2015-2016


15

		2015						2016						
		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	
UHS	Pre-Auditing – Processing of refunds, payments, procurement and accounting documents	Pre-Auditing – Processing of refunds, payments, procurement and accounting documents						Pre-Auditing – Processing of refunds, payments, procurement and accounting documents						
	Review Systems and operations at UHS Laboratory and Theatre	Review of drugs management systems at: 1. Senior Staff and 2. Students Clinic						Review of Systems at Satellite Clinic: 1. Mombasa, 2. Kisumu & 3. Kibwezi			Review of systems in management of vehicles at UHS			
CAE	Review previous College Audit Plan	Department of Electrical and Information Engineering (EIE)		Students Registration Process		Procurement Office		Bursars Office		Civil and Construction Engineering		Real Estate and Construction Management		Annual Stock taking and Board of Cash survey
CAVS	Review previous College Audit Plan	LARMAT		Vet farm		Student Registration		Pilot Plant Unit		Field Station		Registrar's office		Annual Stock taking and Board of Cash survey
		Bursar's Office		Library		Maintenance Section		Physics		SOM		School of Biological Sciences		
CBPS	Bursar's Office	Printing & Stores		SMU		Transport		1. College Procurement Unit		2. Students Welfare Authority/ Procurement Unit				
CEES	Bursar's Office – Advances, T.P., Funds from UNES Petty Cash	1. Faculty of External Studies 2. Faculty of Education												

		2015						2016					
		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
CHS	Bursar's Office			Pharmaceutics and Pharmacy Practice	Biochemistry			Pathology		Clinical Medicine		Pediatrics and Child Health	Stock taking
	Bursar's Office review												
CHSS	Casual Payroll												
	IDIS Hostel												
SWA	Catering Services												
	Registration of students												
Central	1. Income Section												
	2. Procurement												
CSSP	1. Auditing of payments												
	2. Debtors												
CSSP	Bank Reconciliation												
	Management Accounts												

Chief Internal Auditor  
University of Nairobi

23/2/16  
Date

  
Approved.

Chairman,  
UON Audit Committee

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Date

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Approved.

UNIVERSITY OF NAIROBI

INTERNAL AUDIT DEPARTMENT

AUDIT PLAN FOR THE YEAR 2016/17

College	Process Name	2016												2017		
		Quarter 1			Quarter 2			Quarter 3			Quarter 4					
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June			
CENTRAL	Human Resource Audit	Human Resource Audit														
	Construction projects and capital assets	Construction projects and capital assets														
	Legal Audit															
	Procurement															
	SMIS			SMIS									SMIS			
	Extra Mural Centres					EMC										
	UoN Subsidiary companies					EMC										
						UNES Ltd										
	Kibwezi Field station															
					Kibwezi F. Station											
	Human Resource Audit	Human Resource Audit														
CEES	Construction projects and capital assets	Construction projects and capital assets														
	Legal Audit															
	Procurement															
	SMIS			SMIS												
	Finance operations	Finance operations														
	Faculty Of External Studies															
	Faculty of Education															
	Printing and Stores															
	SMU															
Transport																

College	Process Name	2016												2017	
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			May	June
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June		
CHS	Human Resource Audit	Human Resource Audit													
	Construction projects and capital assets	Construction projects and capital assets													
	Legal Audit							LEGAL AUDIT							
	Procurement							PROCUREMENT							
	SMIS			SMIS						SMIS					SMIS
	Human Resource Audit	Human Resource Audit													
CHSS	Construction projects and capital assets	Construction projects and capital assets													
	Legal Audit							LEGAL AUDIT							
	Procurement							PROCUREMENT							
	SMIS			SMIS						SMIS					SMIS
	Finance operations	Finance operations													
	Human Resource Audit	Human Resource Audit													
SWA	Construction projects and capital assets	Construction projects and capital assets													
	Legal Audit							LEGAL AUDIT							
	Procurement							PROCUREMENT							
	Halls Management			HALLS						HALLS					HALLS
	Finance Operations							Finance Operations							
	IGU										IGU				
	Catering	Caterin													
CESSP	Legal							LEGAL AUDIT							
	Procurement							PROCUREMENT							
	Operations							Operations							
	Marketing									Marketing					
	DSP													DSP	

College	Process Name	2016						2017					
		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June
	Bank reconciliations	Bank reconciliations											
	Debtors	Debtors											
	Academic Revenue	Academic Revenue											
	Human Resource Audit	Human Resource Audit											
	Human Resource	Human Resource											
UHS	Constructions Projects and capital assets	Constructions Projects and capital assets						LEGAL AUDIT					
	Legal Audit							PROCUREMENT					
	Procurement							SMIS					
	SMIS												
	Human Resource Audit	Human Resource Audit											
CAE	Constructions Projects and capital assets	Constructions Projects and capital assets						LEGAL AUDIT					
	Legal Audit							PROCUREMENT					
	Procurement							SMIS					
	SMIS							Finance operations					
	Finance operations												
	Real Estate & Construction Mgt Dept.							Real Estate & Construction Mgt					
	Human Resource Audit	Human Resource Audit											
	Constructions Projects and capital assets	Constructions Projects and capital assets						LEGAL AUDIT					
	Legal Audit							PROCUREMENT					
	Procurement							SMIS					
CAVS	SMIS							SMIS					
	Field Station							Field Station					
	Pilot Plant	Pilot Plant											
	Vet Farm	Vet Farm											

College	Process Name	2016												2017						
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			Jan.	Feb.	Mar.	Apr.	May	June	
		July	Aug	Sept	Oct	Nov.	Dec.													
CBPS	Human Resource Audit			Human Resource Audit																
	Constructions Projects and capital assets			Constructions Projects and capital assets																
	Legal Audit																			
	Procurement																			
	SMIS																			
	Finance operations																			
	Sch. of Biological Sciences																			
	Sch. Of Computing & Informatics																			
	Sch. Of Mathematics																			
Sch. Of Physical Sciences																				
Science Workshop																				
KSC	Human Resource Audit			Human Resource Audit																
	Constructions Projects and capital assets			Constructions Projects and capital assets																
	Legal Audit																			
	Procurement																			
	SMIS			SMIS																

Chief Internal Auditor  Date 15/07/2016

Approved  Date 18/07/2016  
 CHAIRMAN, UON AUDIT COMMITTEE

**UNIVERSITY OF NAIROBI**  
**INTERNAL AUDIT DEPARTMENT**  
**AUDIT WORK PLAN FOR THE YEAR 2017/2018**

College	Process Name	2017												2018					
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 4					
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June						
CENTRAL	Finance Operations	Finance Operations																	
	Pharmacy Building	Pharmacy Building																	
	Human Resources Audit						Human Resources Audit												
	Housing and Maintenance					Housing and Maintenance													
	ICT					ICT													
	Outsourced services		Caretaker services				Security services												
	Subsidiary Companies		University press														UNES Ltd		
	Procurement						Procurement												
	Library Department																Library Department		
	Legal Audit																Legal Audit		
	Finance Operations	Finance Operations																	
	Human Resources						Human Resources												
CEES	SMIS		SMIS			SMIS			SMIS										
	Procurement & Stores						Procurement & Stores												



College	Process Name	2017						2018					
		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June
CHSS	SMU Kikuyu							SMU Kikuyu					
	Legal Audit										Legal Audit		
	Faculty of Education										Faculty of Education		
	School of Dental sciences			School of Dental sciences									
	Human Resources							Human Resources audit					
	Procurement							Procurement					
	Finance operations				Finance operations								
	School of Pharmacy							School of Pharmacy					
	Legal Audit										Legal Audit		
	Biochemistry											Biochemistry	
	Human resources audit							Human resources audit					
	Legal Audit										Legal Audit		
	CHS	Finance Operations				Finance Operations							
Transport Operations								Transport Operations					
IDIS Hostel											IDIS Hostel		
Procurement								Procurement					

College	Process Name	2017						2018						
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June	
SWA	SMIS-School of Business													
		Catering Services	Catering Services											
			Halls Management											
	Legal Audit	Halls Management												
		Legal Audit												
	Procurement	Procurement												
		Finance Office Operations												
	Human Resources Audit	Human Resources Audit												
		IGU												
	CESSP	Academic Revenue	Academic Revenue											
			Bank Reconciliation											
		Procurement	Bank Reconciliation											
			Procurement											
Marketing		Marketing												
		Human Resources Audit												
Human Resources Audit		Human resources Audit												
		Legal												
Auditing of Payments SMIS		Auditing of Payments												
		SMIS												
UHS		Laboratory services	Laboratory services											
			Theatre services											
		Human Resources Audit	Human Resources Audit											

College	Process Name	2017												2018					
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 4					
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June						
CAE	Procurement																		
	UHSMIS/Satellite Clinics					UHSMIS/Satellite Clinics													
	Pharmacy												Pharmacy						
	Legal Audit												Legal Audit						
	SMIS					SMIS							SMIS						
	Financial Operations																		
	Human Resource Audit										Human Resource Audit								
	Procurement										Procurement								
	Legal Audit																		
	Finance operations																		
	Field Station IGU																		
	CAVS	Procurement																	
Animal Production IGU																			
Clinical studies/Vet Farm						Clinical studies/Vet Farm													
Human resources audit																			
Legal Audit																			
IGU						IGU													
Assistant dean of Students																			
Assistant dean of Students																			
Principal & Registrars' Offices																			
Self Study Centre																			
Caretaker Section																			
CBPS		Assistant dean of Students																	
	Assistant dean of Students																		
	Principal & Registrars' Offices																		
	Principal & Registrars' Offices																		
	Self Study Centre																		
	Self Study centre																		
	Caretaker Section																		
	Caretaker Section																		
	Caretaker Section																		
	Caretaker Section																		
	Caretaker Section																		

College	Process Name	2017												2018					
		Quarter 1			Quarter 2			Quarter 3			Quarter 4								
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June						
KSC	Legal Audit																		
	Human resources Audit											Human resources Audit						Legal Audit	
	Procurement										Procurement								
	Finance operations																	Finance operations	
	Procurement										Procurement								
	Human resources Audit										Human resources Audit								
	Legal Audit																	Legal Audit	
	Procurement										Procurement								
	Finance operations																		
		Management of Campuses and Extra Mural centers											Management of campuses and extra Mural centers						
O'Del Campus	Student registration (SMIS) at the EXTRA Mural centers											Student registration (SMIS) at the EXTRA Mural centers							

Chief Internal Auditor  Date 3<sup>rd</sup> July 2017

Approved.....Date.....

CHAIRMAN, UoN AUDIT COMMITTEE

**UNIVERSITY OF NAIROBI**  
**INTERNAL AUDIT DEPARTMENT**  
**AUDIT WORK PLAN FOR THE YEAR 2018/2019**

College	Process Name	2018						2019					
		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June
CENTRAL	Academic Division	Admissions section, Graduations and examinations section											
		Review of financial statements											
	Review of financial statements	Construction & Maintenance.											
		Estates Department			Student Finance section			Estates Department			Expenditure section		
	Finance operations	Grants section			Procurement function			Salaries section			Income section		
		Procurement function			Procurement function								
	IGU's				Procurement function								
		Procurement function			IGU's			Procurement function					
	Maintenance	Maintenance											
		SMIS						SMIS					
CEES													

College	Process Name	2018						2019												
		Quarter 1			Quarter 2			Quarter 3			Quarter 4									
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June							
CHS	Finance operations																		Finance operations	
	IGU's		IGU's																	
	Pediatrics and Child Health					Pediatrics and Child Health														
	Finance operations					Finance operations														
	Procurement function					Procurement function														
	Human Anatomy										Human Anatomy									
	School of Medicine - Deans office														School of Medicine - Deans office					
	SMIS														SMIS					
	Procurement					Procurement														
	Human Resources Audit														Human Resources Audit					
Finance operations																			Finance operations	
IGU's																				

College	Process Name	2018						2019						
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June	
SWA	Procurement	Procurement												
	IGU's										IGU's			
	Catering services - Outer Campus SMUs				Catering services - Outer Campus SMUs									
	Finance operations	Finance operations												
	Catering services (HQ)				Catering services (HQ)									
	Halls Management - MIS and Debtors				Halls Management - MIS and Debtors									
	Maintenance and construction										Maintenance and construction			
	Audit of Revenues	Audit of Revenues												
	SMIS	SMIS												
	Bank Reconciliation	Bank Reconciliation												
CESSP	Procurement													
	Marketing											Marketing		
	Human Resources												Human Resources audit	
	Human Resources audit													

College	Process Name	2018				2019												
		Quarter 1		Quarter 2		Quarter 3		Quarter 4										
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June					
	Student Debtors																	
	Sick Bay and ICEC			Sick Bay and ICEC														
UHS	University health management information system					University health management information system												
	Procurement function					Procurement function												
	Laboratory and Theatre										Laboratory and Theatre							
	Pharmacy Operations										Pharmacy operations							
CAE	Mombasa, Kisumu and Kibwezi clinics																	Mombasa, Kisumu and Kibwezi clinics
	Finance operations					Finance operations												
	Geospatial and Space technology									Geospatial and Space technology								
	SMIS																	SMIS
	Procurement																	Procurement




College	Process Name	2018						2019										
		Quarter 1			Quarter 2			Quarter 3			Quarter 4							
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June					
CAVS	IGU's																	
	Human resources																	
	IGU's																	
	PHPT Department																	
KSC	SMIS																	
	Finance operations																	
	Procurement Department																	
	Procurement function																	

College	Process Name	2018												2019																		
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 1		Quarter 2		Quarter 3		Quarter 4												
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June							
College	Human Resources								Human Resources																							
		Finance operations																														
College	SMIS																															
		Process Name	2018																								2019					
				Quarter 1			Quarter 2			Quarter 3			Quarter 4																			
				July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June																	
CBPS	Finance operations																															
		SMIS																														
College	IGU'S																															
		Procurement																														

College	Process Name	2018												2019					
		Quarter 1			Quarter 2			Quarter 3			Quarter 4								
		July	Aug	Sept	Oct	Nov.	Dec.	Jan.	Feb.	Mar	Apr	May	June						
	Maintenance section																		
	Security services																		

APPROVED FOR IMPLEMENTATION

  
*Chief Internal Auditor*  
 UNIVERSITY OF NAIROBI  
 P.O. Box 30197,  
 NAIROBI, Kenya  
 20/06/2018

  
 CHAIRMAN, UoN AUDIT &  
 RISK MANAGEMENT COMMITTEE  
 DATE 01/10/2018

# UNIVERSITY OF NAIROBI

## INTERNAL AUDIT DEPARTMENT

### AUDIT WORK PLAN FOR THE YEAR 2019/2020

College	Year 2019						Year 2020					
	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	July	August	September	October	November	December	January	February	March	April	May	June
<b>Central Administration</b>	Estates Department (University properties)			Payroll Audit			Procurement Department			Finance operations		
	Human Resources Audit			UNES Ltd			University Press			Strategic plan delivery Audit		
	Finance operations			Department of Chemistry						Department of Geology		
	Human Resources Audit						Procurement Department			Strategic plan delivery Audit		
										Legal Audit		
<b>College of Biological and Physical Sciences</b>										Student Management information system (SMIS)		
										Legal Audit		

College of Humanities and Social Sciences	Mombasa campus		IDIS Hostel		Kisumu Campus		Legal Audit		
	Student management information system(SMIS)				Procurement Department		Strategic plan delivery Audit		
	Human Resources Audit		Student Management information system ( SMIS)						
	Finance operations								
College of Health Sciences	Finance operations				School of Dental Sciences		Legal Audit		
	Human resources Audit				Procurement Department		Strategic plan delivery Audit		
	Student management information system(SMIS)		Student Management information system ( SMIS)						
	Human resources Audit		Department of Food Science		Dean's office, Faculty of Veterinary medicine		Legal Audit		
College of Agriculture and Veterinary Sciences	Financial operations		Dean's office, Faculty of Agriculture			Procurement		Strategic plan delivery Audit	
			Student Management information system ( SMIS)			Clinical studies			
	Finance operations				Procurement Department		Legal Audit		
	Human resources Audit		Caretaker Section		Strategic plan delivery Audit				
College of Architecture and Engineering	Student Management Information system (SMIS)		Student Management information system ( SMIS)						

College of Education and External Studies	Finance operations						Strategic Management Unit (SMU), Kikuyu
	Human resources Audit	School of Education					Legal Audit
	Student Management Information system (SMIS)	Student Management information system (SMIS)			Procurement Department		Strategic plan delivery Audit
Kenya Science Campus	Student Management information system (SMIS)	Student Management information system (SMIS)			Student Management information system (SMIS)		Student Management information system (SMIS)
	Human resources Audit				Cow Project (IGU)		Legal Audit
	Finance operations				Procurement Department		Strategic plan delivery Audit
University Health Services	Satellite Campuses	University Health Management information system (UHMIS)					Legal Audit
	Human resources Audit						Strategic plan delivery Audit
	Finance operations (Debtors)	20/10			Procurement Department		Pharmacy operations
Student welfare Authority	Halls Management information system (HAMIS)				Procurement Department		Legal Audit
	Human resources Audit						Strategic plan delivery Audit
	Finance operations	Kitchens and Halls					Catering services Department

O'Del Campus	Finance operations	African Virtual University Kikuyu	Student management information system	Legal Audit
	Student management information system (SMIS)	Student management information system	Nyeri/ Meru/ Embu / Machakos/Wote/Kiui Learning Centers	Strategic plan delivery Audit
	Human resources Audit	Kisumu / Kakamega / Kisii Learning Centers	Research Evaluation & Life Long Courses (RELC)	Mombasa Learning centre
		Printing Unit	Procurement Department	Nakuru/Eldoret/ Bungoma/Kiata Learning centres
Centre for self sponsored programs	Kisumu and Eldoret Campuses	E- Procurement Management information system	Marketing	Legal Audit
	Human resources Audit	Graduands status : Sept. 2019	Mombasa Campus	Strategic plan delivery Audit
	Finance operations ( Debtors)		Bank Reconciliations	Academic Revenue
	Student Management information system ( SMIS)		Graduands status: December 2019	Direct service providers payments

APPROVED FOR IMPLEMENTATION

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CHIEF INTERNAL AUDITOR

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CHAIRPERSON, UoN AUDIT &

RISK MANAGEMENT COMMITTEE

DATE..... 07/05/2019

DATE..... 15/05/2019

# UNIVERSITY OF NAIROBI

## INTERNAL AUDIT DEPARTMENT

### AUDIT PLAN FOR THE YEAR 2020/2021

AUDITABLE AREA	Process Name	2020												2021		
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			Apr	May	June
		July	Aug	Sept	Oct	Nov	Dec.	Jan.	Feb.	Mar						
FINANCE	Quarterly Review of Financial Statements	Quarterly Review of Financial Statements			Quarterly Review of Financial Statements			Quarterly Review of Financial Statements			Quarterly Review of Financial Statements					
		Budgetary Compliance			Budgetary Compliance			Budgetary Compliance			Budgetary Compliance					
		Financial Operations			Financial Operations			Financial Operations			Financial Operations					
		Financial Operations -Cash and Bank -Trade and Other Payables -Trade and Other Receivables -Examination Section -Fixed Assets -Advances			Financial Operations			Financial Operations			Financial Operations					
PROCUREMENT	Procurement	Procurement			Procurement			Procurement			Procurement					
		Payroll			Payroll			Payroll			Payroll					
		Grants			Grants			Grants			Grants					
		Student Finance Direct Service Provider			Student Finance Direct Service Provider			Student Finance Direct Service Provider			Student Finance Direct Service Provider					



AUDITABLE AREA	Process Name	2020												2021		
		Quarter 1			Quarter 2			Quarter 3			Quarter 4					
		July	Aug	Sept	Oct	Nov	Dec.	Jan.	Feb.	Mar	Apr	May	June			
STORES AND INVENTORY MANAGEMENT	Stores and Inventory Management												Stores and Inventory			
SMIS	SMIS	SMIS														
HUMAN RESOURCE MANAGEMENT	Human Resource Management	Human Resource Management														
CONSTRUCTION AND MAINTENANCE	Construction and Maintenance	Construction and Maintenance														
ESTATES	Estates	Estates														
TRANSPORT	Transport	Transport														
IGUs	IGUs	IGUs														
LIBRARY	Library	Library														
OUTSOURCED SERVICES	Outsourced Services	Outsourced Services														
AUDIT OF SWA OPERATION	Audit of SWA Operations	Audit of SWA Operations														
UHS OPERATION	Audit of UHS Operations	Audit of UHS Operations														

APPROVED FOR IMPLEMENTATION

*[Signature]*

Date: 22nd June 2020

CHAIRPERSON, UoN, AUDIT & RISK MANAGEMENT COMMITTEE

*[Signature]*

DATE: 22/6/2020

CHIEF INTERNAL AUDITOR