

Mpumalanga Department of Finance  
Internal Audit

**Entry Meeting**

1

**Agenda**

<b>Internal Audit</b>	<b>Entry Meeting Agenda</b>
<b>Matters for discussion</b>	<b>Responsibility</b>
Welcome and introductions	[Auditee and I/A]
Internal Audit role in the Department <ul style="list-style-type: none"> <li>- Difference between Internal Audit and External Audit (Auditor-General)</li> <li>- Benefits of working with Internal Audit</li> </ul>	[I/A]
Approach for the project <ul style="list-style-type: none"> <li>- Planned project scope as per approved Internal Audit Plan</li> <li>- Overview of Internal Audit review process</li> <li>- Timing issues</li> </ul>	[I/A]
Key contacts / process owners for relevant project <ul style="list-style-type: none"> <li>- Confirmation of Addressee for report</li> <li>- Identification of process owners</li> <li>- Persons to whose attention Management Letters must be addressed</li> </ul>	[Auditee]
Availability of staff and records	[Auditee and I/A]
Significant changes in operations during the last 12 months <ul style="list-style-type: none"> <li>- Changed processes</li> <li>- Changes in key personnel</li> </ul>	[Auditee]
Key risks, relevant to the planned project scope, identified by the Auditee.	[Auditee]
Additional expectations or concerns that management may have about the review	[Auditee]
Other matters	[I/A]
Closing	[Auditee]



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Internal Audit

	□ Key contacts			
	<i>Contact Name</i>	<i>Contact Rank</i>	<i>Role</i>	<i>Contact Details</i>

**Exit Engagement Meeting**

1

**Agenda**

<b>Internal Audit</b>	<b>Exit Meeting Agenda</b>
<b>Matters for discussion</b>	<b>Responsibility</b>
Welcome and introductions	[Auditee and I/A]
Internal Audit - The purpose of the meeting - Client evaluation form	[I/A]
Other matters	[I/A]
Closing	[Auditee and I/A]

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2 Minutes

<b>Meeting details</b>	
<b>Venue</b>	Building XXXXXX
<b>Date and time</b>	26/08/2013 09:00am
<b>Attendees</b>	<b>Auditee</b>  <div style="text-align: right; padding-right: 20px;">XXXXX</div> <b>Internal Audit</b>  <div style="text-align: right; padding-right: 20px;">XXXXX XXXXX</div>

<b>Notes per agenda item</b>																	
<b>Welcome and introduction</b>																	
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