

INTERNAL AUDIT PROGRESS REPORT

JANUARY 2015 –JUNE 2015

South Eastern University of Sri Lanka

Internal Audit Progress Report

January 2015 –June 2016

Purpose

The purpose of this report is to bring the Audit Committee to Internal Audit work progress up to June 2015 of South Eastern University of Sri Lanka.

Internal Audit Reports -2015

Internal Audit Reports which were submitted for the consideration for the management during the period of January 2015 to June 2015 are as follows.

Subject	Report Number
Personnel File –Mr.SACM Junaideen	SEU/IA/2015/01
Examination of Advance Register 2015- (Miscellaneous)	SEU/IA/2015/02
Pre Audit of Afee Interior Designers	SEU/IA/2015/03
Personal File-Mr. YB.Saleem	SEU/IA/2015/04
Pre Audit of Sigma Chemicals PvtLtd.	SEU/IA/2015/05
Advance Settlement by Dr.MIM.Jazeel	SEU/IA/2015/06
Construction Voucher of KD Ebert & Sons	SEU/IA/2015/07
Construction Voucher of Tissa Builders & Contractors	SEU/IA/2015/08
Construction Voucher of KD Ebert & Sons	SEU/IA/2015/09
Final Payment of CECB for Improvement of Road	SEU/IA/2015/10
Inventory verification of Vice-Chancellor Office	SEU/IA/2015/11

Summary Report of Pre Audits

Area	Number
Pre auditing of UPF refund papers	26
Pre auditing of ETF refund papers	24
Pre auditing of Gratuity papers	01
Pre auditing of Salary arrears	16
Pre auditing of Construction vouchers	15
Pre auditing of Payment Vouchers	20

Status of Internal Audit Plan-2013

Work Planed January 2013 To June 2013		Sample	Status
Area	Activity		
Finance/Personal	Pre audit of UPF, ETF refund papers. Pre audit of Gratuity, Pension papers	100%	Done
Capital works	Pre audit of Construction/Capital vouchers	100%	Done
Internal Audit	Convene Audit Committees	25%	01 Audit Committee held in January 2015
Payroll	Pre audit of salary areas	100%	Done
Finance	Payment vouchers (Recurrent)	25%	Done
Finance	Procurement of Goods and Services.	25%	Done
Finance/Operations	Statutory Compliance	30%	Done
Ancillary activities	Ad hoc request and management assistance.	100%	Done

Human Resources

The following staff employed by the Internal Audit Unit.

Assistant Internal Auditor	1
Clerk	1
Audit Assistant	<u>1</u>
Total	<u>3</u>

Operational Audit Plan – January 2015 to June 2015

	Planned	Actual (AIA)	Actual (Clerk)	Actual (AA)
Number of days available	181	181	181	181
<u>Less:</u>				
Holidays	(64)	(64)	(64)	(64)
Annual Leave	(-)	(8.5)	(16.5)	(19)
Duty Leave		(10)	(-)	
Number of days planned for work	<u>117</u>			
Number of Days worked		<u>98.5</u>	<u>100.5</u>	<u>98</u>

Assistant Internal Auditor
South Eastern University of Sri Lanka