



National Open University of Nigeria

SOP Title	Directorate of Internal Audit
SOP No:	NQSA/SOP/IGM/007
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Internal Audit
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

The Standard Operating Procedure (SOP) of the University's Internal Audit Department highlights independent appraisals on prepayments, post payments and verification of financial and operational activities.

Directorate of Internal Audit Activities

1. Audit plan
2. Prepayment Audit
3. Retirements
4. Post payment Audit
5. Stock Verification

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1.	Audit Plan	Development of Audit Plan: 1. Develop the annual audit plan based on university risk areas and needs.	90 Days		Developed audit plan with name of staff assigned.
		1. Assign audit staff to specific tasks and send official emails to notify departments of upcoming audit inspections.	90 Days		
2.	Prepayment Audit	Daily audit staff claims, advances, contracts, payroll and all payment vouchers from the Bursary. Reviewing entries and details. Steps involved are: 1. Receive financial transactional documents from the bursary.	90 Days		Prepayment audit report. Each staff that worked on it should indicate their percentage of contribution by itemising the specific role played.
		1. Ensure that the transaction is in line with statutory financial regulations.	90 Days		
		3. Check for proper approval and supporting documentation	90 Days		
		2. Check casting (arithmetic correctness) and tax deduction where applicable	90 Days		
		3. Gauge value for money.	90 Days		

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		4. Stamp audited vouchers for payment.	90 Days		
3	Retirements	1. Review and clear staff retirements of advances paid.	90 Days		Report on staff retirements. Each staff that contributed should indicate percentage of contribution and state the specific role played.
		1. Check staff retirements to ensure they were utilised for the approved expenditure.	90 Days		
		2. Scrutinise validity of attached receipts, travel tickets and documents.	90 Days		
		3. Remove cleared staff from outstanding Advances Register.	90 Days		
		4. Write reminders to staff who have not retired advances paid after the stipulated 3-month window.	90 Days		
4.	Post Payment Audit	The unit review payments, transactions and conducts special investigation to ensure accuracy, legitimacy and compliance with relevant regulations. We safeguard the university assets, address irregularities, discrepancies and Report to Management. Our daily task includes Retirement of Study Centre Examination Advances, Retirement of Matriculation Advances, Retired Convocation expenses,	90 Days		Report of post payment audit. Each staff that contributed should indicate percentage of contribution and state the specific role played.

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		and Advertisement expenses. Disbursement, Retirement and Reimbursement of various categories of Impress including Diesel impress, Headquarters Impress, Liaison-office impress, All Study Centre impress, Faculty and Departmental impress.			
		1. Clerical officer receives and records financial documents from the Bursary and checks to ensure that it was rightly routed and minutes to Internal Audit.	90 Days		
		2. Auditor confirms Management Authorization, HOD/ Centre Director's Approval and financial threshold.	90 Days		
		3. Auditor ensures compliance with due process, relevant regulatory requirement and the university policies.	90 Days		
		4. Auditor verifies Payee/Claimant/ Staff Name, Cadre and Steps with names on the supporting document.	90 Days		
		5. Auditor compares dates on the retirement with the source document.	90 Days		
		6. Auditor verifies the Genuineness and Authenticity of the supporting document attached.	90 Days		
		7. Auditor Checks Narration and Purpose	90 Days		

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		to ensure that it tallies paid Advances.			
		8. Arithmetical Accuracy - Auditors confirm the correctness of figures.	90 Days		
		9. Auditor checks to ensure that items purchased have been received, inspected and verified by Audit, Store and the User Department.	90 Days		
		10. Auditor ensures that no single person initiates and processes the payment to the end.	90 Days		
		11. Auditor ensures that transactions are properly captured and recorded.	90 Days		
		12. Stamping of the Audited Retirement for Clearance and Reimbursement OR Issuance of relevant Query/Observation.	90 Days		
		13. Auditor Removes Cleared Examination Retirement from outstanding Advance Register.	90 Days		
		14. Auditor conducts Value for Money audit.	90 Days		
		15. Communication with The Vice-Chancellor, Directors and Accountants.	90 Days		

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5.	Stock Verification and Inspection	Inventory Stock Taking: 1. Conduct annual/routine inventory stock-taking at the university general store and course material warehouse with bursary staff and external auditors.	90 Days		Report on stock verification and inspection. Each staff that contributed should indicate percentage of contribution and state the specific role played.
		2. Determine stock levels and year-end balances.	90 Days		
		3. Verify supplies upon receipt by and contractors and user department.	90 Days		
		4. Review related documents (waybills, invoices, etc.).	90 Days		
		5. Inspection of Projects and Financial Records: 1. Inspection projects and financial records within head office and study centres.	90 Days		
		2. Ensure compliance with audit plan and terms of reference.	90 Days		

Team of Developers

1. Mr Falolu Michael K.
2. Mr Aliyu mosimabale P.
3. Mr Asabor Gabriel O.
4. Mrs Olumo Comfort

5. Mr Shafe Ayodeji
6. Mr Abumere Felix U.
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10. Mrs Onukwube Chinelo P.
11. Mr Ntim Pandyel D.
12. Pam Juliana Jeremiah
13. Mr Adesina Bamidele M.
14. Mr Ebute Samuel Okpe
15. Okoronkwo Eze Patrick
16. Okolo Ozoemene. C
17. Mrs Ozukwe Blessing U
18. Igoru Abel Okiemute
19. Attahiru Abdulazeez Enagi