



REVISED ACTION PLAN 2020

DEPARTMENT OF MANAGEMENT AUDIT

Ministry of Finance

The Secretariat

Colombo 01

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1. INTRODUCTION

1.1 Establishment

The Department of Management Audit was established in 01.02.2008 as a Treasury Department under the cabinet decision No 08/0200/306/012 in order to strengthen the internal audit of the treasury disbursements in government agencies specially Ministries and Departments.

1.2 Vision

To be the most outstanding and value adding Management Audit Partner for the best performance and accountability of public service

1.3 Mission

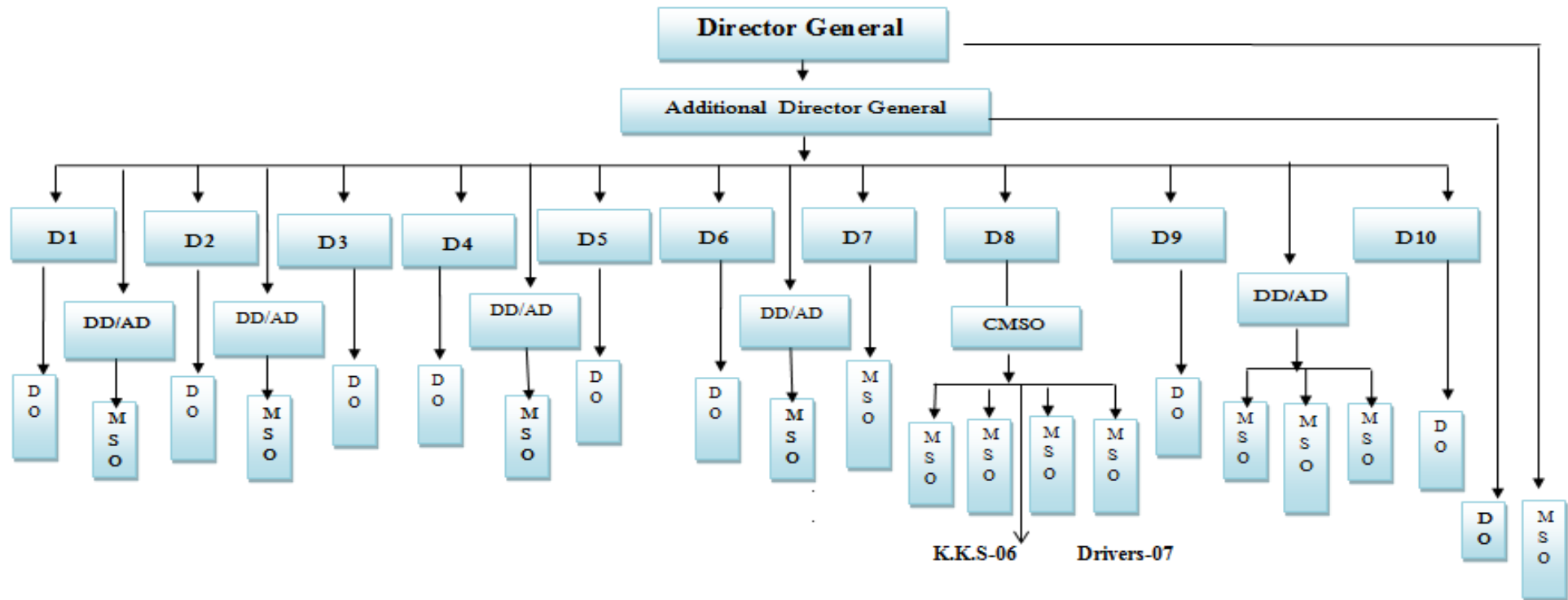
Providing assistance and guidance to achieve the expected outcomes of public sector organizations through strengthening of internal control as a Treasury Department.

1.4 Functions

- 1 Perform as the apex body of the Public Sector Internal Auditing to uplift the quality and efficiency of Public Sector Internal Auditing.
- 2 Introduce circulars and guidelines with periodical updating.
- 3 Coordinate and Guide Internal Audit Units in public sector organizations.
- 4 Capacity Development of Internal Auditors in the public sector organizations.
- 5 Represent and Guide the Audit and Management Committees.
- 6 Monitor and Guide the Internal Audit of Foreign Funded Development Projects under Ministries.
- 7 Conduct Special Investigations and Special Audits.
- 8 Participate to the Committee on Public Accounts and Prepare and Submit the Treasury Report to the COPA.
- 9 Taking actions under the relevant provisions of National Audit Act
- 10 Evaluation of performance of Chief Internal Auditors and Internal Auditors.

2. ADMINISTRATION

2.1 Organizational Structure



D1- Director (Human Resource Development)
 D2- Director (Investigation & Circular)
 D3- Director (AMC Coordination)
 D4- Director (Internal Audit Report Review)
 D5- Director (Performance Review)
 DD – Deputy Director

D6- Director (Provincial Council Coordination)
 D7- Director (District Secretariat Coordination)
 D8- Director (Administration)
 D9- Director (Project – Foreign Fund)
 D10- Director (Project – Local Fund)
 AD – Assistant Director

DO – Development Officer
 MSO - Management Service Officer
 CMSO - Chief Management service Officer

2.2 Cadre as at 31.12.2019

Post	Cadre		
	Approved	Actual	Vacant
Director General	01	01	-
Additional Director General	01	01	-
Director (SLAS)	01	01	-
Director (SLAcS)	07	06	01
Director (SLPS)	02	02	-
Deputy/ Assistant Director (SLAcS)	05	04	01
Development Officer	09	08	01
Public Management Assistant	14	14	-
Driver	07	02	05
Office Assistant	06	05	01
Total	53	44	09

3. ACTION PLAN 2020

N O	Objective	Strategy	Activities	KPI	January to December 2020 (Cumulative)				Officer Responsible
					1Q	2Q	3Q	4Q	
1	To suggest improvements in Existing Internal Audit Process removing gaps	Studying the existing internal audit process	1.1 Monitor the implementation of existing internal audit Process	No. of review meeting	*DS 07 M 11	–	–	–	ADG
			1.2. Prepare and submit Action Plan progress reports to the DG periodically	No. of report	–	–	01	–	
			1.3. Supervise the activities of the DMA (Admin & financial activities)	On time completion	✓	✓	✓	✓	
2	To develop capacity in internal audit staff	Carrying out Training programmes	2.1 Preparation of training plan	On time completion	✓				Director (Human Resource Development)
			2.2. Conduct Training Programme for the Staff of Internal Auditors and other staff	No. of training programs	01				
			2.3. Conduct Training Programmes for the Chief Internal Auditors and Internal Auditors	No. of training programs	01			01	
			2.4. Issue (publish) of special tutorial on relevant subjects to aware Chief Internal Auditors and Internal Auditors due to difficulties arise by Covid – 19 to conduct training programmes				02	02	

DS – District Secretariat M – Ministry

3	To regularize the internal audit process	Guidelines and Circular Development	3.1. Amendments to Existing Circulars						Director (Special Investigation & Circulars) AD (System Audit) AD (Special Audit)
			3.1.1. DMA /01 - 2019	1. Amended Circular	01				
			3.2. Issuing Guidelines & Check lists						
			3.2.1. Maintenance of vehicle	No of Check list	01				
			3.2.2. Maintenance of Deposit Account			01			
			3.2.3. Major Procurement			01			
			3.2.4. Internal Audits Hand book					01	
4	To ensure smooth operation of AMCs	Coordinating AMCs operation	4.1. Appoint DMA representatives to AMCs	No. of Institutes	95	-	-	-	Director (AMC) & AD (COPA)
			4.2. Coordinate gathering of CIA's quarterly assessment reports	No. of Reports	66	41	02	-	
			4.3. Supervise and monitor internal auditor's database	Database	140	140	170	170	
5	Strengthening public sector accountability through COPA activities	Preparation of Treasury Reports using information of other treasury Departments and respective organization to the COPA	5.1. Collection of all information from other Departments for preparation and submission to Treasury Report to the COPA	No. of Treasury Reports submission to the COPA	✓	✓	✓	✓	Director (AMC) & AD (COPA)
			5.2. Preparation and submission of Treasury Report to the COPA	No. of Monitoring and Reviewing Reports	✓	✓	✓	✓	

			5.3. Prepare and submit COPA summary after attending COPA meetings as assigned Department	No. of report submitted	✓	✓	✓	✓	
			5.4. Coordination with Parliament regarding COPA matters	No. of issued letters	✓	✓	✓	✓	
6	To contribute to find out irregularities in public sector	Special Audits and Investigations	6.1. Conducting National Level Special Audits assigned by the relevant Authorities	No. of Special Audits assigned and completed	✓	✓	✓	✓	Director (Special Investigation & Circulars)
			6.2 Conducting Special Audits identified by DMA representatives - Deposit Accounts - Government Land Ownership - Advance to public officer's B Account	No. of Special Audits assigned and completed	✓	✓	✓	✓	
			6.3. Conducting Special Investigations assigned by relevant Authorities	No. of Special Investigations assigned and completed	✓	✓	✓	✓	
7	Strengthening public sector accountability through internal audit activities	Participate AMC meetings	7.1 Representing AMC Meetings as a Treasury representative and contribute to achieve vision of the organization and 2030 Agenda of United Nations on sustainable development goals.	Number of AMC meetings participated	78	25	-	20	ADG, All Ds & Ads (Except Director - Development Project & Director - Administration)
			7.2 Preparation of AMC meeting Reports	No. of AMC Reports	✓	✓	✓	✓	

		The matters identified during AMC's by DMA representatives are forwarded to the relevant treasury departments and other relevant organizations	7.3 Study the matters	No. of matters finalized	✓	✓	✓	✓	ADG, All Ds & Ads (Except Director - Development Project & Director - Administration)
		Participate COPA activities	7.4 Attend to the Committee on Public Accounts (COPA) as a facilitator by representing the Department	No. of COPA meetings	✓	✓	✓	✓	
			7.5 Reporting to CAO/AO where necessary	No. of Reports	✓	✓	✓	✓	
			7.6 Facilitate COPA Director to send the report to COPA	No. of Reports	✓	✓	✓	✓	
08	Continuous improvement of Internal Audit Activity	Conduct periodic assessment on performance monitoring of Internal Audit Units of Ministries/ Departments/ District Secretariats (external assessment)	8.1. Evaluation and coordination of internal audit units of ministries ,Departments and District Secretariats	No. of review completed in ministers including Department and district secretariat	DS 07 M 11				Director (Performance Monitoring Unit of IAUs)
09	To Gather internal audit reports according to National audit Act	Collect internal audit reports from different audit entities	9.1. Collect internal audit reports through email and distribute to relevant AMC representatives	No. of reports distributed	✓	✓	✓	✓	Director (Coordination & reviewing of internal audit report)
			9.2. Submit a report to DG on summary of report	No. of report submitted	✓	✓	✓	✓	

10	To Strengthen Internal Audit Activities of Foreign Funded Projects under Ministries	Reviewing project Audit Plans	10.1. Collect Annual Audit Plans by Foreign Funded Projects under each Ministry	No. of Internal Audit Plans collected	35				Director (Development Projects)
			10.2. Evaluate Audit Plans	No. of Audit Plans evaluated	35				
			10.3. Send feedback to the relevant Projects Internal Auditors clarifying issues if any	No. of Observations made	√				
		Prepare a Checklist for Contract Administration for the Foreign Funded Projects	10.4. Review relevant documents (Procurement Manuel and Guideline, Circulars and other documents) about the Contract Administration of the development projects and prepare a Draft Check List	Drafted Check List	01				
			10.5. Review, Finalize and Issue the Contract Administration Checklist	Issued Contract Administration Checklist		01			
10	To Strengthen Internal Audit Activities of Foreign Funded Projects under Ministries	Amend Existing DMA 5-2010 Circular	10.6. Conduct the 2 nd round committee meeting with relevant officials to improve the initial draft of existing DMA 5 - 2010	No. of committee meetings held	01				Director (Development Projects)
			10.7. Review and Finalize DMA 5-2010 accordingly	Reviewed and Finalized DMA 5 - 2010 Circular			01		
		Monitoring Internal Audit Process by reviewing Audit Reports issued by Project Internal Auditors at quarterly basis.	10.8. Collect Audit Reports at regular basis in each project issued by Project Internal Auditors	No. of Audit Reports collected	√	√	√	√	
			10.9. Evaluate Collected Audit Reports	i. No. of Audit Reports evaluated	√	√	√	√	

			10.10. Collect Quarterly Progress Reports of the PIA's	No. of reports collected	√	√	√	√	
			10.11. Collect Project Audit Review Committee Meetings reports.	No. of reports collected	√	√	√	√	
11	To Update Project Information database	Updating existing data base on Foreign Funded Projects	11.1. Collect projects details on ongoing and initialized projects through ERD, DPMM, and Budget Estimate	No. of project information collected	√	√	√	√	
			11.2. Update the database	Updated database		√	√	√	
12	Capacity Development of Project Internal Auditors	Conduct a training workshop for the Project	12.1. Make pre-arrangements for the workshop	Course outline developed		01			
			12.2. Conduct the workshop	No. of participants participated				01	
13	To regularize and strengthen the Internal Audit Units of Local Government Authorities	Preparation & update of a data base on Internal Audit Units of Local Government Authorities	13.1. Collect information on internal audit units of Local Government Authorities	No. of Local Government Authorities provided information	√	√	√	√	Director (Provincial Council Coordination)
			13.2. Compile to make a data base	Completed data base	01	01			
		Arranging training programs on internal audit specialized to local government authorities	13.3 Study relevant legislations	No. of legislation	√	√	√	√	
			13.4 Preparation of training plan for Local Government Authorities	On time completion	√				
14	To strengthen the internal audit units of provincial councils	Preparation of a data base on internal audit units of Provincial councils	14.1 Collect information on internal audit units of provincial councils	No of provincial councils provided information	√	√	√	√	
			15.2 Compile to make a data base	Completed data base	01	01			
			14.3 Preparation of training plan for Provincial Council	On time completion	√				
			14.4 Preparation of provincial Internal Audit Guide	No of Internal Audit Guide			01		

			14.5 Preparation of a report on the Internal Audit activities of the provincial council and local government institutions to be submitted to the Public Accounts Committee	No of preparation report		01			
15	To Coordinate and supervise internal audit activities in District Secretariats and Divisional Secretariats.	Review of existing internal audit activity & suggest improvement	15.1 Take necessary actions for important audit observations arisen during AMC's in District Secretariats		✓	✓	✓	✓	Director (District Secretariat Coordination)
			15.2 prepare and submit quarterly summary report of district secretariat's AMC to the DG	Quarterly report	01	01	01	01	
			15.3. Supervise & Monitor the Internal Auditors database of all District Secretariats	Comprehensive Database	✓	✓	✓	✓	
			15.4. Gather of CIAs quarterly assessment reports	No. of Assessment Reports	11	11	11	11	
			15.5. Update & maintain DMA database for assign Ministries, Departments, DS Office.	Updated database	✓	✓	✓	✓	
16	To achieve the Vision of the Department	Making the Action Plan	16.1. Collect Draft outline of performance from the different divisions	Draft documents	✓				Director (Admin)
			16.2. Compile them to get the approval of DG	Draft Action Plan	01				
			16.3. Make any amendments	No. of Amendments	✓	✓	✓	✓	
			16.4. Finalize the Action Plan and getting final approval of DG	Approved Action Plan	01				

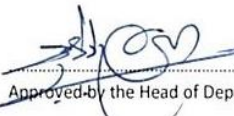
	To check the achievement in 2019	Make the Performance Report	17.1. Collect Draft outline of performance from the different divisions	No. of Draft outlines	✓	✓			
			17.2. Compile them to get the approval of DG	Draft Performance Report	01	01			
			17.3. Finalize the Performance Report and getting final approval of DG	Approved Performance Report		01			
		Local and foreign training of office staff	17.4. Applying for training and sending the officers for them as required	No. of trainings	✓	✓	✓	✓	
18	To manage office resources	Management of Vehicles	18.1. vehicle maintance	On time completion	✓	✓	✓	✓	
		Distribution of other resources	18.2. Procurement of Capital Items ,stationeries, and hand over to Accounts division	No. of procurements	01	01	01	01	
19	Financial Management	Maintaining sound Financial Management within the Department, managing available provisions, while adhering to regulations and reporting requirements.	19.1. Daily Cash Management	Monthly Allocation and Monthly Expenditure Reports	✓	✓	✓	✓	Assistant Director (Finance)
			19.2. Stores Management/ Inventory Management	On time availability of required machines, equipment and others	✓	✓	✓	✓	
				Availability of correct and accurate Reports on time	✓	✓	✓	✓	
			19.3.Preparation of Monthly Accounts Summaries	Monthly Accounts Summaries	03	03	03	03	
			19.4. Preparation of Annual Estimates	Annual Estimates			01		
			19.5.Preparation of Financial Statements	Financial Statements	01				
			19.6 Preparation of Advance B Account	Advance B Account	01				

4. FINANCIAL MANAGEMENT

4.1 Revised Procurement Plan for 2020

Procuring Entity (Department/Line Agency/Ministry etc.)	Description 1	Vote Particulars 2	Procurement Category(Goods, services, Works, Information Systems, Consultancy Service etc)	Estimate Cost (Rs.Mn)*	Source of Financing/Name of the Donor	Procurement method(ICB, LIB, LNB, NCB and National Shopping etc)	Level of Authority(CAPC, SCAPC, MPC, DPC, etc)	Priority Status U=Urgent, P=Priority, N=Normal	Current status of Procurement Preparedness activities	schedule d date of commencement	scheduled date of completion	Reference to Action Plan	Remarks
Department			Works										
of													
Management			Goods										
Audit	stationery and Office Requisites	1201	stationery and Office Requisites	0.40	Cf(11)	shopping/Direct	DPC	N		January	December	No 23(23.4)	
			<u>Purchase of Capital item</u>	0.20	Cf(11)	Shopping/Direct	DPC	N		January	December	No 23(23.4)	
	Furniture and office equipment	2102	1. Furniture and office equipment (0.1)										
	Plant Machinery and equipment	2103	11. Plant Machinery and equipment (0.1)										
			Related Services										
			<u>Training</u>										
	Staff Training	2401	1. Staff Training	0.70	Cf(11)		DPC	N		January	December	No02(2.2, 2.3, 2.4)	
	Consultant Service												


Prepared by


Approved by the Head of Department

4.2 Revised Imprest Plan for 2020

Revised Imprest Plan of the year 2020 Department of Management Audit

	Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																
		Jan	Feb.	March	1 st Qtr total	April	May	June	2 nd Qtr total	July	August	September	3 rd Qtr total	October	November	December	4 th Qtr total	Grand Total
i	Salaries and allowance (1001 and 1003) and Other Allowances paid with salary(Except object code 1003) and Overtime and Holiday pay (1002)	3,500	3,962	3,962	11,424	4,000	3,800	3,700	11,500	3,980	3,280	3,560	10,820	3,972	3,531	3,740	11,243	44,987
iv	All other Recurrent Expenditure	500	-	-	500	-	-	300	300	-	900	150	1,050	100	-	-	100	1,950
	Total Recurrent	4,000	3,962	3,962	11,924	4,000	3,800	4,000	11,800	3,980	4,180	3,710	11,870	4,072	3,531	3,740	11,343	46,937
v	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
vi	Other all Capital Expenses	-	187.5	170	357.5	-	-	-	-	-	-	-	-	-	-	-	-	357.5
vii	Public Officers Advance Account	180	-	-	180	-	-	-	-	-	-	650	650	-	-	1,100	1,100	1,930
viii	Deposit Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ix	Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total	4,180	4,149.5	4,132	12,461.5	4,000	3,800	4,000	11,800	3,980	4,180	4,360	12,520	4,072	3,531	4,840	12,443	49,224.5