

Internal Audit Manual

Methodological Norms for the implementation of
Internal Audit in the Public Sector (MNIAPS)

MoF
Republic of Moldova

Objectives of the IA Manual:

- To define the genesis and scope of internal audit;
- To provide the methodological guidance needed to implement in full the National Internal Audit Standards ;
- To provide mandatory as well as supplementary guidance in terms of standard forms, worked examples of key features of the methodology.

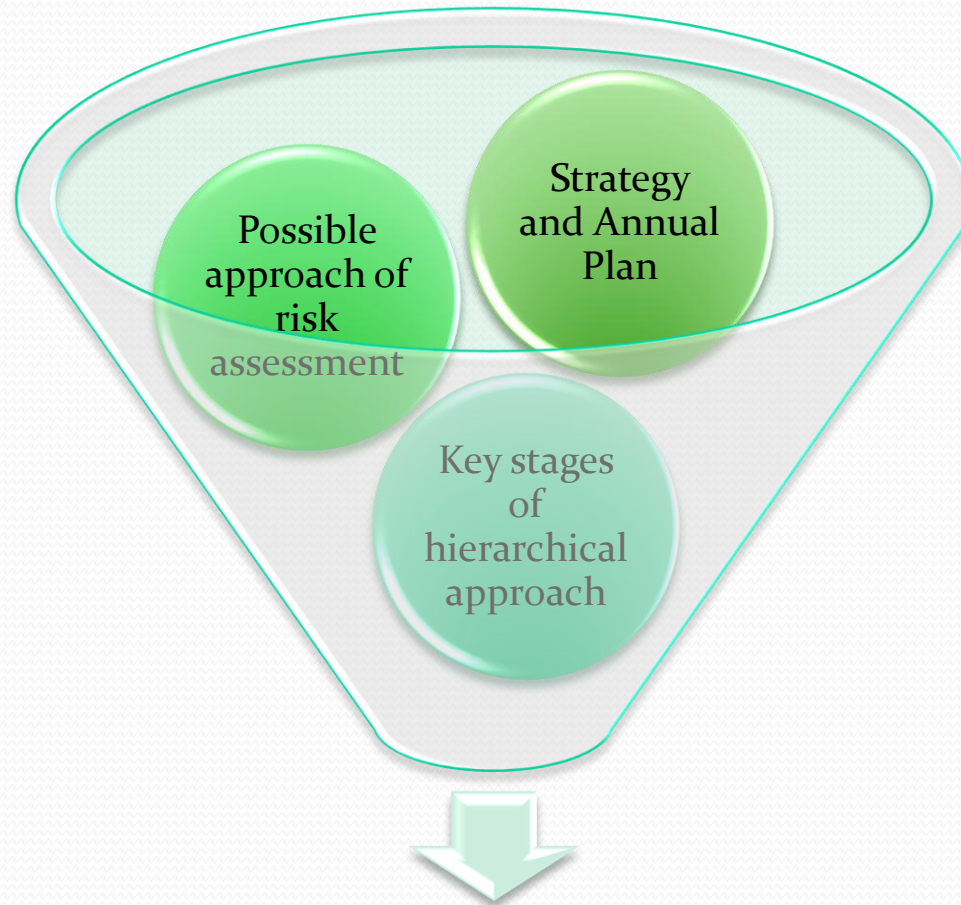
The IA Manual presents:

- The national definition of internal audit and its assurance and consulting roles;
- The legal framework governing internal audit in the public sector;
- The hierarchy of standards, norms and guidance, which must be followed in the creation and operation of internal audit units in the public sector in Moldova;
- Roles and responsibilities of heads of internal audit units, as defined in the Internal Audit Charter (Template Regulation for the internal audit).

1. How to manage and carry out an audit - the audit process (1)



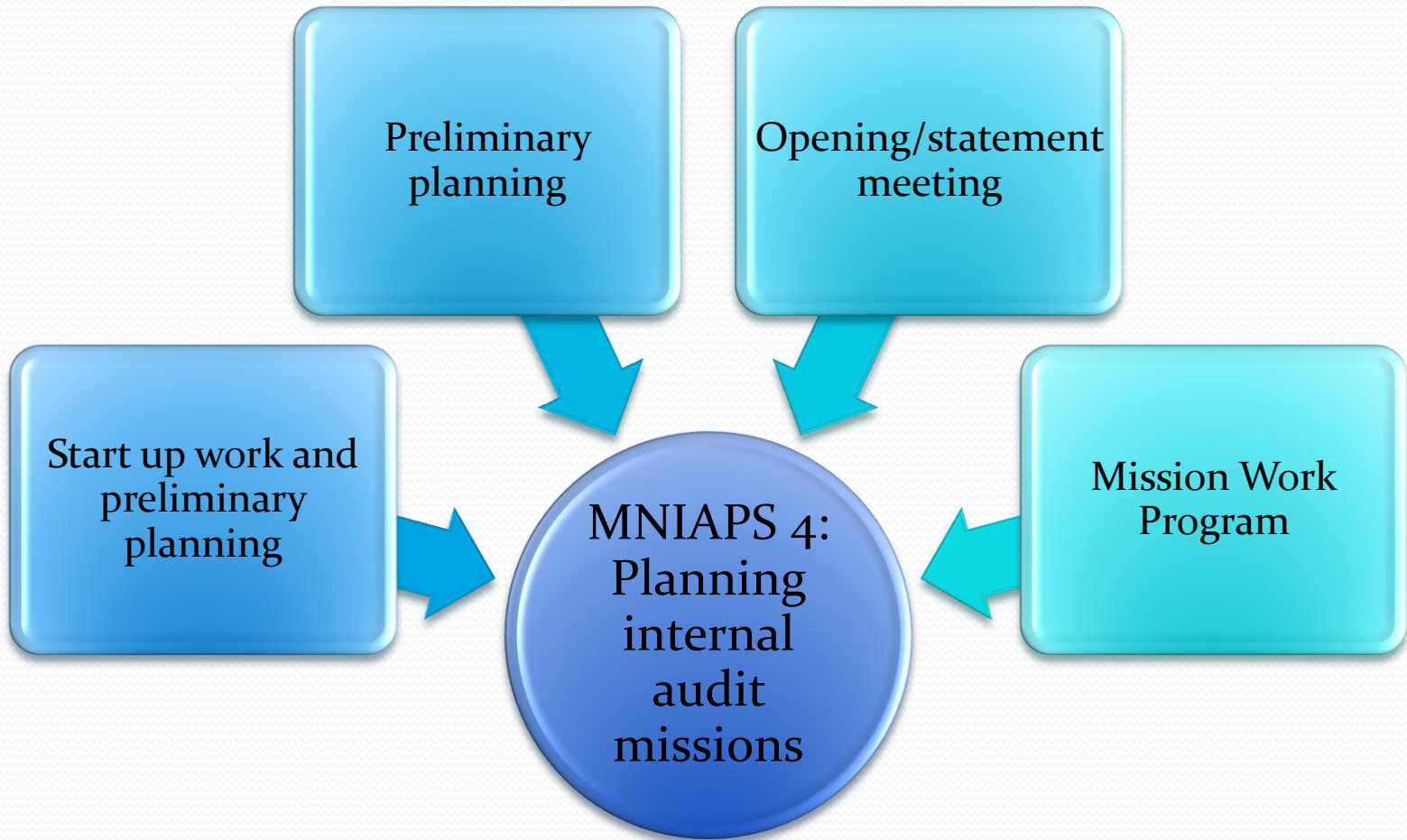
How to manage and carry out an audit - the audit process (2)



MNIAPS 3: Planning the work of an internal audit unit

NIAS - 1230; 2010; 2020; 2030; 2100

How to manage and carry out an audit - the audit process (3)



How to manage and carry out an audit - the audit process (4)

MNIAPS 5: Fieldwork – audit evidence and audit testing

Audit Evidence

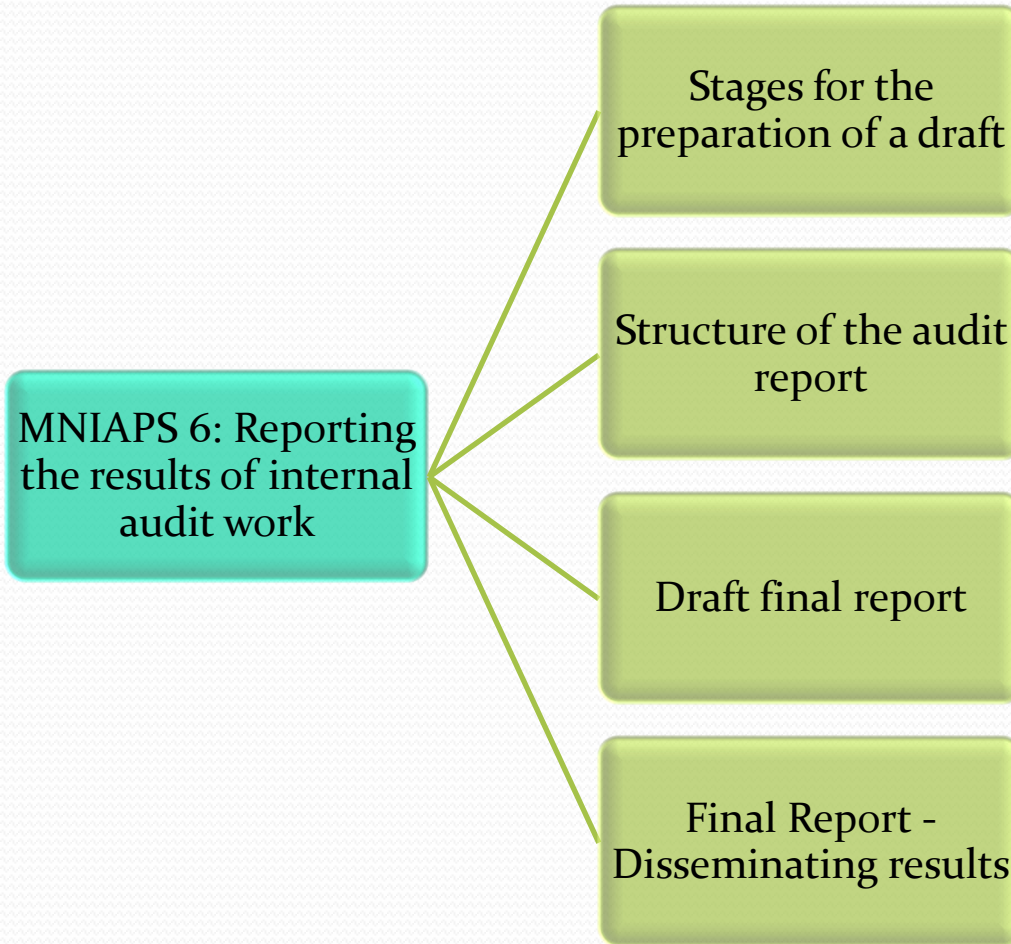
Audit Testing

Sampling

Examples of test programs and test record sheets

Closing meeting

How to manage and carry out an audit - the audit process (5)



How to manage and carry out an audit - the audit process (6)

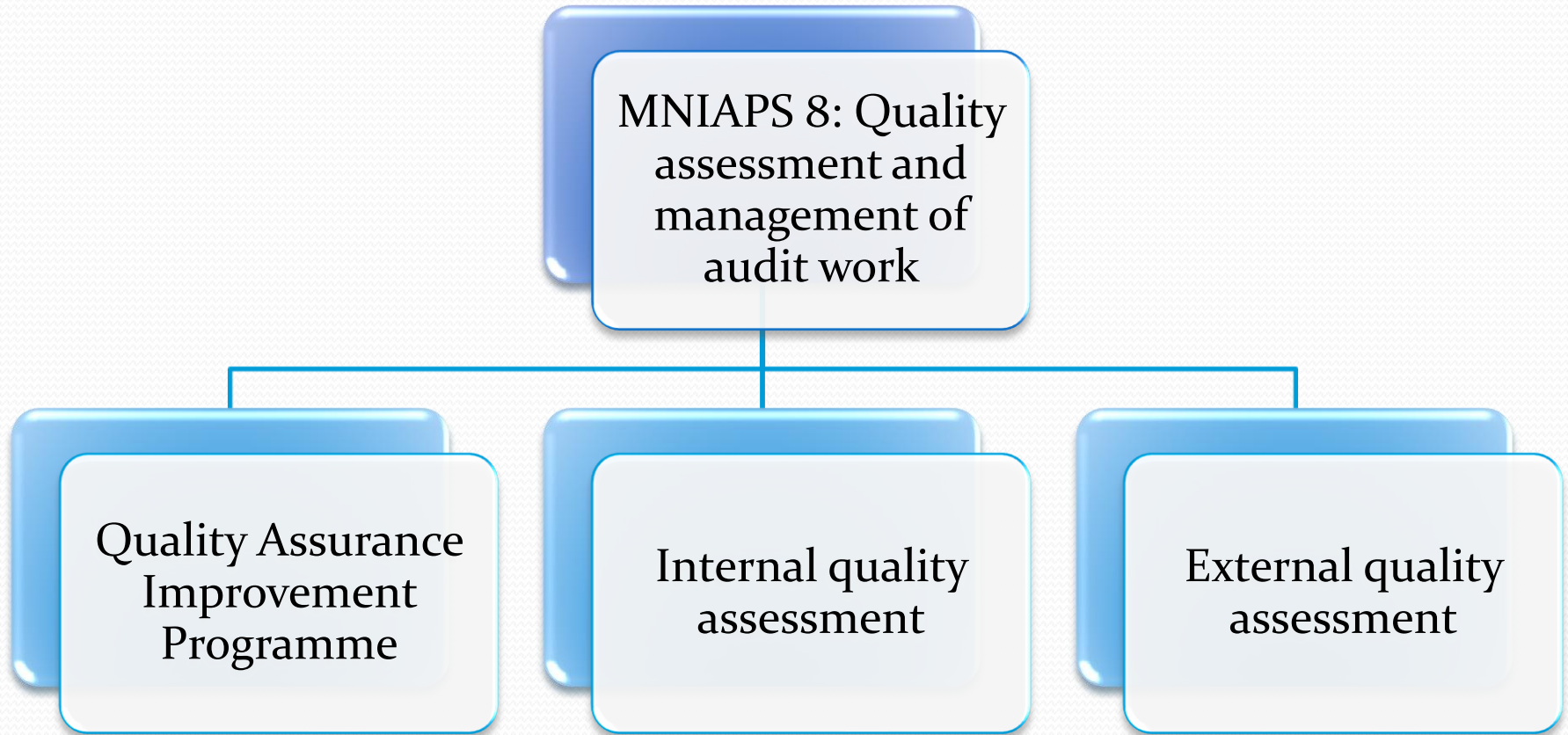
MNIAPS 7: Follow-up of audit recommendations

Establishing a follow-up system

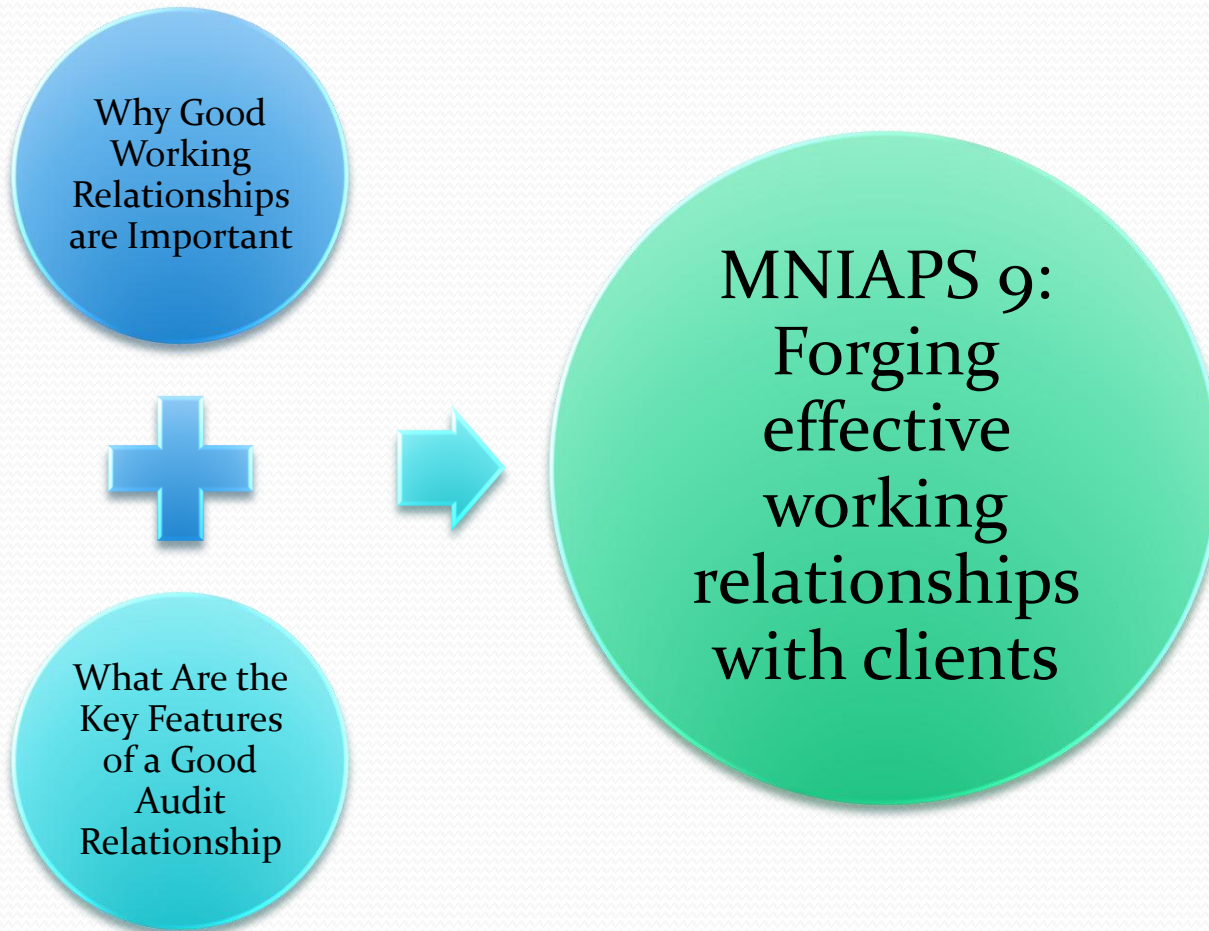
The main follow up actions for findings and recommendations

Follow-up of audit recommendations:
Supplementary Guidance

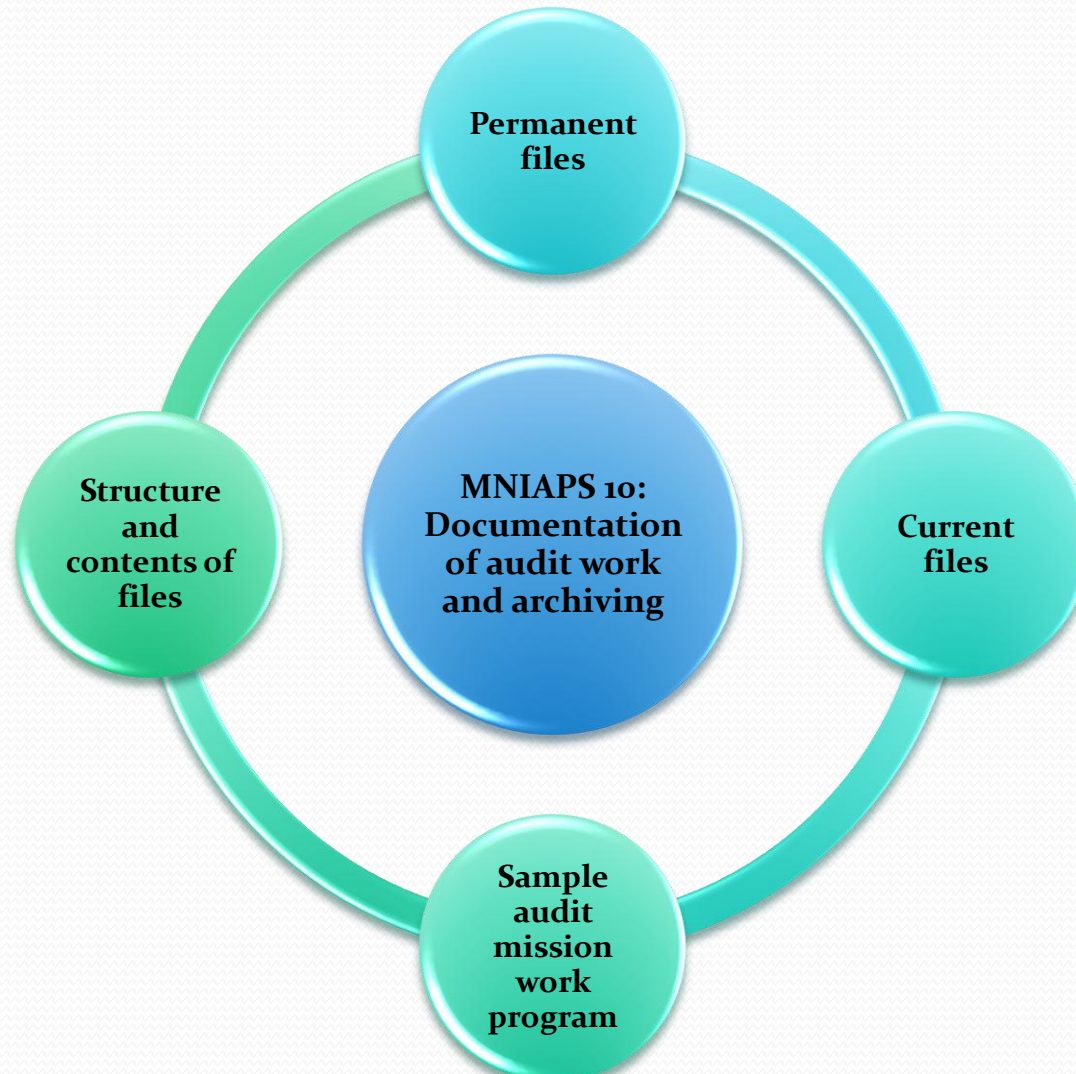
How to manage and carry out an audit - the audit process (7)



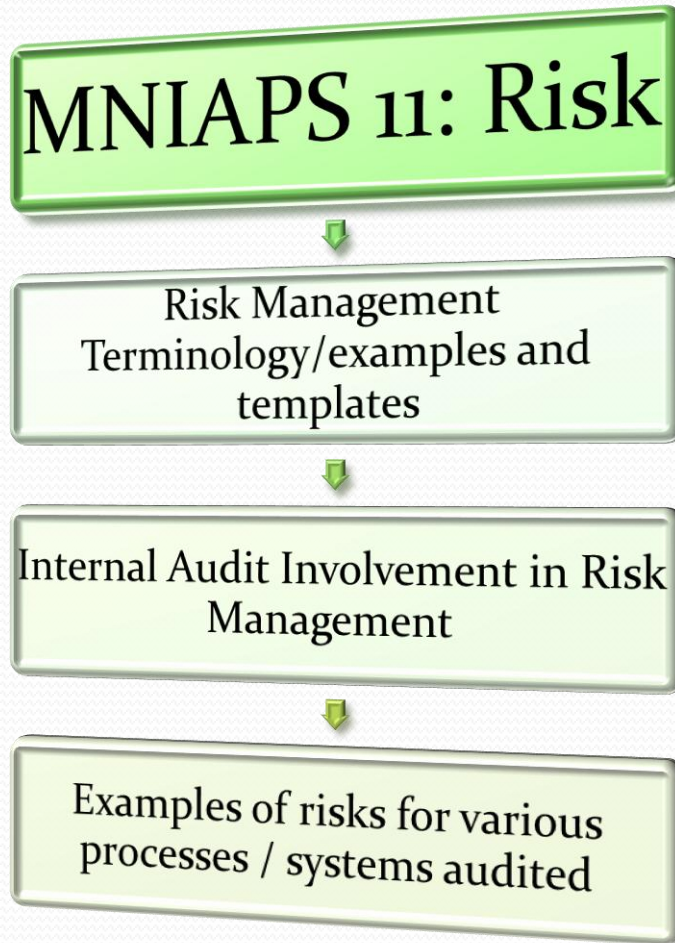
2. Detailed guidance required on key audit concepts and particular audit activities (1)



2. Detailed guidance required on key audit concepts and particular audit activities (2)



2. Detailed guidance required on key audit concepts and particular audit activities (3)



2. Detailed guidance required on key audit concepts and particular audit activities (4)

MNIAPS 12: Materiality

- Materiality for internal auditors
- Some examples of issues relating to Materiality

2. Detailed guidance required on key audit concepts and particular audit activities (5)

MNIAPS 13: Due Professional Care & Audit Judgment

- Key factors in exercising due professional care
- Audit judgment

2. Detailed guidance required on key audit concepts and particular audit activities (6)

MNIAPS 14: Evaluating internal controls and governance

Identifying the
Systems/Processes

Documenting the
system

Identifying control
objectives

Determining
expected controls

Testing

2. Detailed guidance required on key audit concepts and particular audit activities (7)

MNIAPS 15: Roles and responsibilities of audit staff

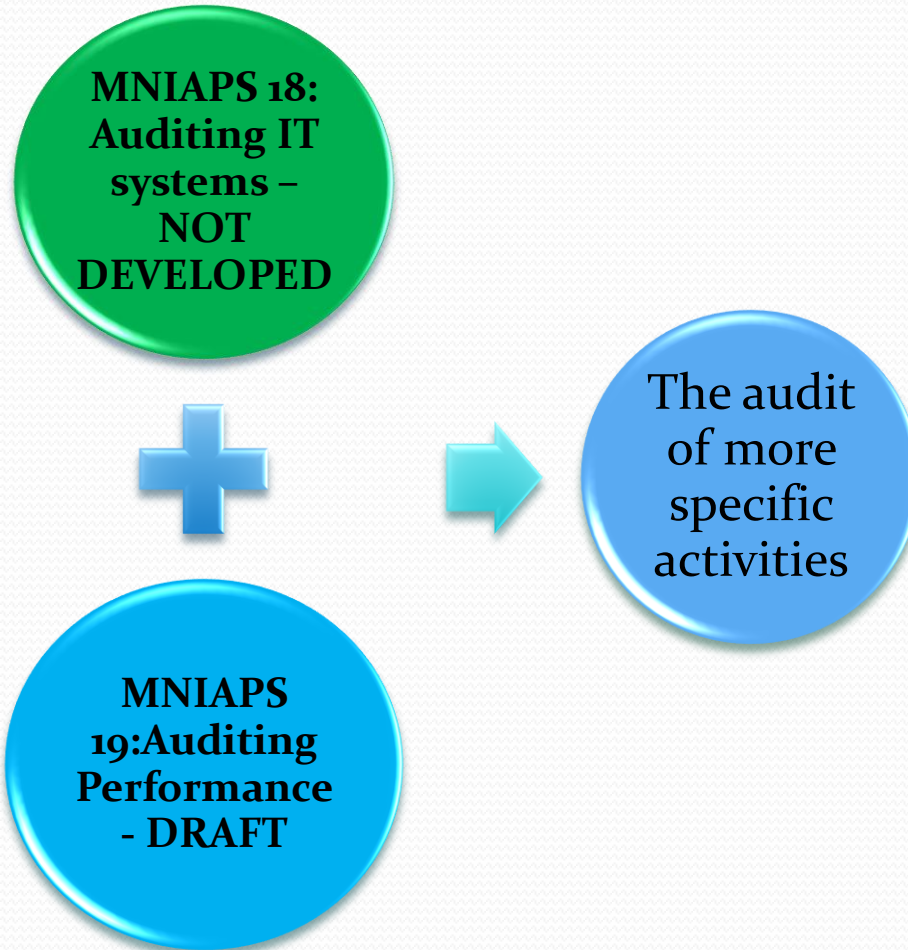
Duties and Rights of the Internal Audit Staff

Competency framework for internal auditors and job descriptions

MNIAPS 16: Sampling in audit
MNIAPS 17: Dealing with Fraud and Corruption

NOT DEVELOPED!

3. Other Methodology



3. Other Methodology

**Interactions with others, CHU,
Court of Accounts and Specialist
advisers**



**MNIAPS 20: Relations with external
auditors, other government
institutions and specialist advisers**

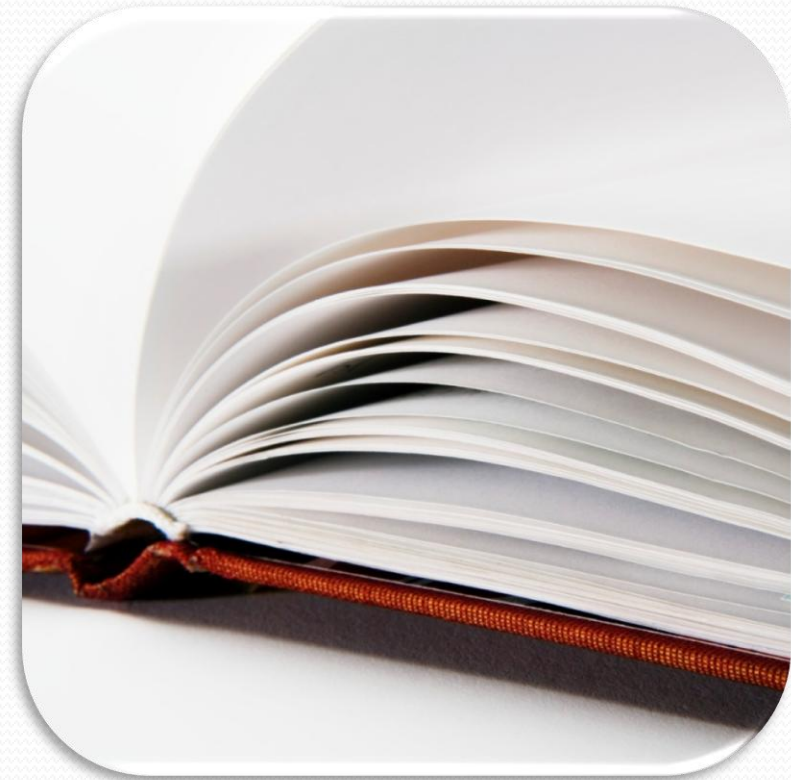
NIAS - 1210; 2050



**MNIAPS 21: Central Harmonisation
Unit for Internal Audit**

NIAS -1230

- MNIAPS 1: Professional Standards and legal framework
- MNIAPS 22: Glossary of audit terms and flowcharting symbols



Conclusion:

- IA Manual covers all National Internal Audit Standards;
- It presents a set of templates and examples in order to help to perform an internal audit mission;

