

ANNOUNCEMENT OF THE INTERNAL AUDIT ENGAGEMENT FOR THE FINANCE DEPARTMENT – FINANCIAL YEAR 2026

Dear Mark (CFO),

In line with the approved Internal Audit Plan for FY 2026, Internal Audit will be conducting a review of the Finance Department. The scope of this review will cover the period from **1st October 2025 to 30th September 2026**.

We propose to carry out the audit over a four-week period, from **3rd October to 31st October 2026**.

To formally commence the engagement, we kindly request to hold the **entry meeting on Friday, 2nd October 2026, at 10:00 AM**. Please find attached the list of requirements and **the agenda** for the entry meeting to facilitate the planning and execution of the audit.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation and continued support.

Warm Regards,

Peace Ayebare

Head of Internal Audit / CAE

BBA Commercial Bank

NB: Find Details in Standard 13.1 Engagement Communication

2. Agenda / Matters for Discussion

#	Matters for Discussion	Responsibility
1	Prayer	Internal Audit Officer
2	Welcome and introductory remarks	Head of Internal Audit
3	Brief on general information by the audit client [Auditee]: • Structure of the Credit Department • Key strategies and objectives of the department • Key business activities • Walkthrough of major credit processes • Departmental KPIs and monitoring mechanisms • Significant system or process changes in the last 12 months • New policies, procedures, or regulations • Changes in key staff	Head of Credit
4	Internal Audit Approach: • Purpose of the audit • Audit objectives • Audit scope (activities and time period) • Overview of audit phases and methodology	Head of Internal Audit / Internal Audit Officer
5	Key Contacts for the Audit: • Identification of key Credit Department staff to support the audit • Introduction of the Internal Audit Team	Head of Credit & Head of Internal Audit
6	Information to be Provided by the Audit Client: • Availability of information requested (per planning memo or follow-ups) • Availability of key Credit Department staff during fieldwork	Head of Credit & Head of Internal Audit
7	Key Risks Relevant to the Area Being Audited (Ask what risks management sees in the area to be audited.) • Discussion of existing and emerging risks • Changes in the departmental risk register since the last annual risk assessment	Head of Credit
8	Additional Expectations or Concerns about the Audit - Ask if there is anything management would like to see included in the audit.	Head of Credit
9	Other Matters	Head of Credit & Head of Internal Audit
10	Closing Remarks	Internal Audit Manager