

## Annual Performance and Finance Report – 2020

### (Internal Audit Branch)

Internal Audit Branch of Jaffna District Secretariat is operating under Chief Internal Auditor, according to National Auditing Act No 19, 2018 in section 40 & F.R 133, 134. This branch bears the responsibility of Internal Auditing of District Secretariat, Divisional Secretariats, Grama Niladhari Officers' office, Development Officers' office, Samurdhi Development officers' office. In addition, Investigation activities also were done by Internal Audit Branch.

### Performance Report of 2020

1. Prepared risk based annual internal audit plan and quarterly assessment report.
2. Internal Audit activities were done and advices were given, in District Secretariat Jaffna and 15 Divisional Secretariats functioning under it.

S.No	Department/Divisional Secretariat	No of Audit Inspection	No of Audit Advices
01	Nallur	09	04
02	Jaffna	11	03
03	Kopay	14	04
04	Tellippalai	09	04
05	Uduvil	10	03
06	Sandilippay	13	03
07	Chankanai	08	03
08	Karaveddy	12	02
09	Pointpedro	12	02
10	Chavakachcheri	10	04
11	Karainagar	07	01

12	Velanai	<b>12</b>	<b>02</b>
13	Muruthankerny	<b>09</b>	<b>03</b>
14	Kayts	<b>04</b>	<b>03</b>
15	Delft	<b>01</b>	<b>02</b>
16	District Secretariat	-	<b>27</b>
	<b>Total</b>	<b>141</b>	<b>70</b>

3. Internal Audit activities were done in Line Ministry's Departments functioning under District Secretariat Jaffna and appropriate advices were given.
4. Audit Management Committee meetings were held quarterly at District Secretariat, and Divisional Secretariats and assessing the Internal Control System activities.

S.No	Department/Divisional Secretariat	Dates			
		1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
01	District Secretariat	2020.03.03	2020.05.26	.....	2020.12.09
02	Jaffna	2020.02.13	2020.06.19	.....	2020.12.24
03	Nallur	2020.02.25	2020.05.14	.....	2020.12.08
04	Chavakachcheri	.....	2020.05.20	2020.09.22	2020.11.13
05	Pointperdo	2020.03.01	2020.05.22	.....	2020.12.07
06	Kraveddy	2020.03.01	2020.05.22	.....	2020.11.25
07	Kopay	2020.02.20	2020.06.23	.....	2020.12.08
08	Chankanai	2020.03.10	2020.06.25	.....	2020.11.26
09	Sandilippay	2020.03.17	2020.06.25	.....	2020.12.03
10	Uduvil	2020.03.12	2020.06.16	.....	2020.07.12
11	Tellippalai	2020.03.12	2020.06.16	.....	2020.11.26

12	Velanai	.....	2020.05.20	2020.09.29	2020.07.12
13	Delft	2020.03.12	2020.05.21	2020.09.28	2020.11.30
14	Kayts	.....	2020.05.19	2020.09.29	2020.12.04
15	Maruthankerny	.....	2020.05.14	2020.09.17	2020.11.26
16	Karainagar	.....	2020.06.25	2020.09.14	2020.12.07

5. Assets management system was evaluated.
6. Evaluated the internal control system and actions taken to preventing the errors and frauds.
7. Assessing the reliabilities and accuracy of financial statements, accounts.
8. Apprising the effective performance of officers in Government Services.
9. Ensure compliance with law, rules, circulars, financial regulations, establishment code, and guidelines.
10. Gave audit consultation & guidance related with project progress.
11. Investigations have been made for specific purposes.