

Project Audit

Project Audit

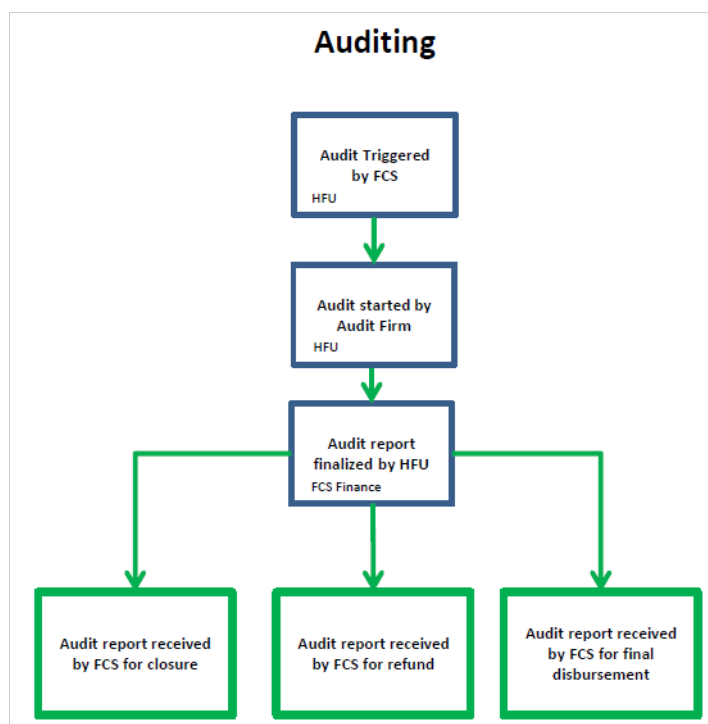
- [What is Project Audit in GMS](#)
- [Steps of Project Audit](#)
- [Screen shots of a project undergoing Audit](#)

What is Project Audit in GMS

NGOs partners receiving funds from CBPF are subject to external audit by the Fund. The external audit is an oversight mechanism and an essential component of the accountability framework. It enhances the transparency and sound financial management of resources allocated through CBPFs.

Steps of Project Audit

The Project Audit module reflects and hosts the following steps in the audit process - from the triggering of the Audit until the finalization of the audit and project closure.



a. Triggering of audit: Once the final financial report is approved by FCS, the audit is triggered in the GMS. The HFU will receive an email notification, and can make contact with the auditing company to launch the process.

b. Review and finalization of audit report: The process of review and finalization of the audit report takes place offline, without involvement by FCS Finance. The HFU should review the draft audit report, and liaise with auditors if analysis and/or recommendations are not of sufficient quality. The HFU should also review the partner's management response to the audit, and ensure it is satisfactory.

c. Management Response action plan: If the finalized audit report contains critical/high risk findings and/or recommendations, it is mandatory for the HFU to agree with the partner a plan of actions to address these findings. The HFU can draw up a similar plan also for non-critical findings/recommendations, but it is not mandatory. The action plan should include: a) actions, timeframe, person responsible in the partner agency and HFU.

d. Receipt by FCS Finance: The finalized audit report, partner's management response and action plan must be shared with FCS Finance through the GMS. FCS will review, and initiate the closure of the project. This means either triggering the refund of unspent/ineligible balance from the partner (if any), Disbursement of any additional funds, or the closure of the project.

Screen shots of a project undergoing audit

After receiving the audit report from the auditing company, the HFU will fill in the Audit info section and upload the audit report in the Document section and click on the **Send Audit report to FCS Finance** button.

Audit Info
Audit started by Audit Firm

Send Audit report to FCS Finance

Save & Stay

Save & Exit

[Add Comment]

Audit Info | Document | Recommendations | Audit Tracking

Created By: abc@un.org on 03/03/2016 09:03:30 PM

Requesting Organisation	SEMA (SEMA)	Primary cluster	
Allocation Type	Rolling basis	Health	None
Project Title	SEMA's Idleb Emergency Health Response		
Fund Project code	TUR-00/0000/R/H/NGO/0000		
Actual Date [Start - End]	20/04/2015 - 18/08/2015	OPS Code	-

Financial Reports			
Report Type	Report Name	Total Amount	Approved Date
Final	Final Financial report 1	469,626.21	12/02/2016
Interim	Interim Financial report 1	469,626.21	21/10/2015

Audit Info			
Project Budget ?	469,626.21	Actual Audit Cost *	3000
Actual Expenditure Reported by IP ?	469,626.21	Expected Audit Completion Date * ?	19/10/2016
Actual Audit Completion Date * ?	19/10/2016	Does Report Contain Critical/High Risk Findings? * ?	No
Total Eligible Expenditure (as per report) * ?	469626.21	Ineligible Expenditure (as per report) ?	
Amount Disbursed to IP ?	469,626.21	Balance Due For Final Disbursement or Refund (Total Eligible Expenditure - Amount Disbursed to IP) ?	0.00

Save & stay

Save & Exit

Comments for Audit Info

By Date | By Status

Leave Comment:

No Comments

Send Audit report to FCS Finance

Audit Info | **Document** | Recommendations | Audit

Created By: abc@un.org on 03/03/2016 09:03:30 PM

Requesting Organisation	SEM	Primary cluster	
Allocation Type	Roll	Health	None
Project Title	SEM		
Fund Project code	TUR		
Actual Date [Start - End]	20/0	OPS Code	-

Mandatory fields are marked with an asterisk *. Always

Categories that need at least one document to be upl
1 - Audit Report

Add Document

Download All Files

Audit Report

Document Title	Action
Audit Report.docx	[View] [Edit][Delete]

Upload Document

Category*

Please note that the file types allowed in the system are .docx,.pdf,.doc,.jpg,.gif,.xls,.xlsx,.ppt,.pptx

Attach Document * (max 10.00 MB)

Document Comments

On clicking the **Send Audit Report to FCS Finance** button, the HFU will be prompted to type in 'Comments for project in "Audit Ongoing"'. Also check the checkbox wherein the HFU is held accountable for the audit report being submitted. Also need to select the appropriate action for which the audit report is being submitted for. Click the **Yes** button to submit the audit report.

Are you sure to "Send Audit report to FCS Finance"?

Comments for project in "Audit Ongoing"

The submitted audit report and related financial report are reviewed by HFU and submitted to FCS Finance for

Disbursement Refund Closure

[View Previous Comments](#)

FCS finance on receipt of the audio report, would finalize the report by clicking on the appropriate button depending on whether the report has been submitted for project closure, project refund or final disbursement.

Audit Info
Audit report finalized

Audit received - project closure Audit received - project refund Audit received - final disbursement

- By Avinash
[Add Comment](#)

Audit Info | Document | Recommendations | Audit Tracking

Created By: lamsalb@un.org on 03/03/2016 09:03:30 PM Last updated by: abc@un.org

Requesting Organisation SEMA (SEMA)	Primary cluster
Allocation Type Rolling basis	Health
Project Title SEMA's Idleb Emergency Health Response	None
Fund Project code TUR-00/0000/R/H/NGO/0000	
Actual Date [Start - End] 20/04/2015 - 18/08/2015	OPS Code -

Financial Reports

Report Type	Report Name	Total Amount	Approved Date
Final	Final Financial report 1	469,626.21	12/02/2016
Interim	Interim Financial report 1	469,626.21	21/10/2015

Audit Info

Project Budget ?	469,626.21	Actual Audit Cost *	3000
Actual Expenditure Reported by IP ?	469,626.21	Expected Audit Completion Date * ?	16/10/2016
Actual Audit Completion Date * ?	09/10/2016	Does Report Contain Critical/High Risk Findings? * ?	No
Total Eligible Expenditure (as per report) * ?	469626.21	Ineligible Expenditure (as per report) ?	
Amount Disbursed to IP ?	469,626.21	Balance Due For Final Disbursement or Refund (Total Eligible Expenditure - Amount Disbursed to IP) ?	0.00

Comments for Audit Info

Leave Comment:

No Comments