

## Request for Information template

**To assist us with our review, we require the following background information and kindly request that it be made available to us at the opening conference meeting scheduled on [insert date]:**

*[Revise list as appropriate for each individual project]*

- The Operational Plan for the component, stating the strategic/operational objectives that the component plans to achieve in the current financial year.
- The Organogram of the relevant component under review, stating the official's names, post descriptions and reporting lines.
- Job descriptions of key staff relevant to the scope area/s.
- Performance agreement contracts of management.
- All relevant policy documents (National Instructions / Standing orders, etc.).
- Any Procedure Manuals or System/Process Descriptions prepared internally.
- A list of specimen signatures of key officials as well as a description as to what they are authorised to sign.
- The current financial year's budget allocation.
- A year-to-date expenditure and income statement (per month).
- Relevant Inspection reports (internal inspections).
- Evaluation reports.
- The previous Auditor-General reports.

Kindly note that this list is not exhaustive and more detailed information will be required during the execution phase of the audit.