

KASAGANA- KA MUTUAL BENEFIT ASSOCIATION, INC.  
ANNUAL AUDIT PROGRAM  
For the Year 2021



SCOPE	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Audit	<ul style="list-style-type: none"> <li>▪ 1 Spot Audit <ul style="list-style-type: none"> <li>- Office Funds</li> </ul> </li> <li>▪ Aide Finance and Audit Committee in External Audit</li> <li>▪ Check KPE for July-December 2020</li> <li>▪ Process Review: <ul style="list-style-type: none"> <li>- Finance (Cash receipts &amp; Disbursements)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Process Reviews: <ul style="list-style-type: none"> <li>- Audit of Transactions on Investment</li> <li>- Payroll Management</li> </ul> </li> <li>▪ Oversee Election Process and Validate results</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regular Audit <ul style="list-style-type: none"> <li>- Audit of Claims Transactions</li> </ul> </li> <li>▪ Check KPE for January- June 2021</li> <li>▪ Check Step Increment</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 Spot Audit <ul style="list-style-type: none"> <li>- Office Equipment Inventory</li> </ul> </li> <li>▪ Check Christmas Cash Gift</li> <li>▪ Audit Plan for 2022</li> </ul>
AUDIT MAN-POWER:	Auditor Assigned: Jeszl Pura (Internal Audit Officer) Joshua Alan David (Internal Audit Officer) Under the supervision of: Randy Laresma (Internal Audit Manager)			
NOTES	<ul style="list-style-type: none"> <li>▪ Institutional Evaluations</li> <li>▪ SIPAT- LANDAS</li> <li>▪ K-COOP Representative Assembly</li> <li>▪ KMBA Internal Audit (MiMAP)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Institutional Evaluations</li> <li>▪ KMBA General Assembly and Anniversary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Institutional Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Institutional Evaluations</li> <li>▪ KSO Year End Parties</li> </ul>

All audits per quarter are Assurance Services. However, the Audit Committee, the Board and management may seek Consulting Services if deemed necessary.

Prepared by: Randy Laresma  
Internal Audit Manager

Noted by: Ms. Silvida Antiquera  
General Manager

Approved by: Mr. Philip Arnold Tuaño  
Chairperson, Audit Committee

Atty. Cleofe Gettie Sandoval  
Member, Audit Committee