

KASAGANA- KA MUTUAL BENEFIT ASSOCIATION, INC.
ANNUAL AUDIT PROGRAM
For the Year 2022



Objectives:	<ul style="list-style-type: none"> ▪ To check effectiveness and efficiency of operations and processes including digital transactions. ▪ To monitor the effectiveness of internal controls in place and recommend improvements if necessary. ▪ To monitor compliance with regulatory bodies.
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SCOPE	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Assurance Services*	<ul style="list-style-type: none"> ▪ 1 Spot Audit ▪ Follow-up audit of Fund Management on Petty Cash Funds ▪ Monetization of Unused Leave Credits 2021 ▪ KOINS Systems Audit of Membership Counts 	<ul style="list-style-type: none"> ▪ Follow-up audit of Cash Receipts and Disbursements ▪ Process Reviews: <ul style="list-style-type: none"> - Payroll Management ▪ Oversee Election Process and Validate results ▪ KOINS Systems Audit using CIA Triad 	<ul style="list-style-type: none"> ▪ Audit of Claims Transactions ▪ Compliance Audit of AML and CTF ▪ Check KPE if any ▪ Check Step Increment if any 	<ul style="list-style-type: none"> ▪ 1 Spot Audit ▪ Follow up Audit of Investments and PPE ▪ Audit Plan for 2023 ▪ Audit of G-Cash Transactions
AUDIT MAN-POWER:	Auditor Assigned: Jeszl Pura (Internal Audit Officer) Joshua Alan David (Internal Audit Officer) Gerardo Timbol Jr. (Internal Audit Officer) Under the supervision of: Randy Laresma (Internal Audit Manager)			
NOTES	<ul style="list-style-type: none"> ▪ Institutional Evaluations ▪ SIPAT- LANDAS ▪ K-COOP Representative Assembly & Election 	<ul style="list-style-type: none"> ▪ Institutional Evaluations ▪ KMBA General Assembly and Anniversary 	<ul style="list-style-type: none"> ▪ Institutional Evaluations ▪ KEEPF General Assembly 	<ul style="list-style-type: none"> ▪ Institutional Evaluations ▪ KSO Year End Parties

*All audits per quarter are Assurance Services. However, the Audit Committee, the Board and management may seek Advisory/ 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

Digitally signed
Maria Cleofe Gettie C. Sandoval
May 19, 2022

Ms. Anna Gilbaliga
Member, Audit Committee