

Annex 10

Checklist for IAB work conducted

Task	Completion			Comments
Has the IAB been sent any updates of the terms of reference as they are made available?	Yes	No	N/A	
Has the NAU kept in regular contact with the IAB to ensure that work is progressing as required?	Yes	No	N/A	
Has the NAU conducted an initial meeting?	Yes	No	N/A	
Has the NAU conducted a final meeting?	Yes	No	N/A	
Has the IAB delivered A methodology?	Yes	No	N/A	
Has the IAB delivered A three year Audit Plan? (Applicable in 2015 and 2018)	Yes	No	N/A	
Has the IAB followed the multiannual audit plan provided by the NAU (taking note any bilaterally agreed amendments)	Yes	No	N/A	

Has the IAB delivered A copy of the selected Sample?	Yes	No	N/A	
Has the IAB delivered A draft audit report (financial)?	Yes	No	N/A	
Has the IAB delivered A final audit report (financial)?	Yes	No	N/A	
Has the IAB delivered A draft audit report (systems)?	Yes	No	N/A	
Has the IAB delivered A final audit report (systems)?	Yes	No	N/A	
Has the IAB followed up on Commission Observations?	Yes	No	N/A	
Has the IAB followed up on Observations made by the Auditors of N-1?	Yes	No	N/A	
Has the IAB delivered A declaration as per audit report sample?	Yes	No	N/A	

Has the IAB respected the terms of reference?	Yes	No	N/A	
Has the NAU officially accepted the Audit Report and sent a letter indicating that the audit has been accepted?	Yes	No	N/A	
Has the IAB respected the Timeframes as agreed in the ToR and amended bilaterally between the IAB and the NAU?	Yes	No	N/A	
Has the IAB presented a correct invoice?	Yes	No	N/A	
Has the invoice been paid?	Yes	No	N/A	

Name

Signature

Date