

AUDIT DALAM INTERNAL AUDIT

Jawatankuasa Audit Lembaga Pengelola dianggotai oleh 4 orang ahli Lembaga Pengelola seperti berikut:

Yang Berbahagia Dato' Haji Abdullah bin Morad
Ketua Pengarah, Jabatan Penerangan, Kementerian
Penerangan, Komunikasi dan Kebudayaan sebagai
Pengerusi.

Yang Berbahagia Datuk Ibrahim bin Yahaya
Ketua Pengarah, Jabatan Penyiaran, Kementerian
Penerangan, Komunikasi dan Kebudayaan sebagai
ahli.

Professor Madya Dr. Mohd Adnan bin Hashim
Dekan, Fakulti Komunikasi dan Kajian Media,
Universiti Teknologi MARA sebagai ahli.

Encik Zainal Abidin bin Mat Nor
Ketua Seksyen Wang Awam I, Bahagian Dasar
Saraan, Wang Awam dan Khidmat Pengurusan,
Kementerian Kewangan sebagai ahli.

Jawatankuasa Audit bermesyuarat dua kali pada
tahun 2010 setelah pelantikan ahli Lembaga
Pengelola bagi sesi yang baru 2010-2012. Aktiviti
berikut telah dijalankan:

1. Menilai Laporan Audit Dalam yang dibentangkan dan memastikan penemuan audit utama diambil tindakan oleh pihak pengurusan;
2. Menilai skop kerja Audit Dalam dan perancangan audit tahunan bagi tahun kewangan ini dan juga tahun kewangan berikutnya;
3. Menilai Laporan Jawatankuasa Audit sebelum dimuatkan ke dalam Laporan Tahunan Organisasi;
4. Membentangkan laporan mengenai aktiviti serta hasil penemuan audit utama kepada Lembaga Pengelola.

The Audit Committee of the Board of Governors comprises 4 members of the Board of Governors as follows:

Yang Berbahagia Dato' Haji Abdullah bin Morad
Director General, Department of Information,
Ministry of Information, Communication and Culture
as the Chairperson.

Yang Berbahagia Datuk Ibrahim bin Yahaya
Director General, Department of Broadcasting,
Ministry of Information, Communication and Culture
as a member.

Professor Madya Dr. Mohd Adnan bin Hashim
Dean, Faculty of Communication and Media
Research, Universiti Teknologi MARA as a member.

Encik Zainal Abidin bin Mat Nor
Head of Section Public Fund I, Remuneration Policy,
Public Fund and Management Services Division,
Ministry of Finance as a member.

The Audit Committee held two meetings in 2010 after the appointment of members of the Board of Governors for the new session 2010-2012. The following activities were carried out:

1. Review of the Internal Audit Report tabled and ensuring the significant audit findings were adequately addressed by the management;
2. Review of the scope of work of the Internal Audit and the audit plan for the current financial year and also for the financial year after that;
3. Review of the Audit Committee Report prior to its inclusion in the Annual Report of the Organisation;
4. Tabling to the Board of Governors the activities as well as significant audit findings.

Fungsi dan Aktiviti Audit Dalam

Fungsi utama Audit Dalam ialah membantu Jawatankuasa Audit menjalankan tugas dan tanggungjawab mereka. Unit Audit Dalam bertanggungjawab melaporkan secara bebas mengenai keberkesanan sistem kawalan dalaman dalam operasi kerja dan juga tahap pematuhan terhadap polisi yang sedia ada, undang-undang, peraturan, perintah dan arahan yang berkuatkuasa.

Sepanjang tahun 2010, Audit Dalam telah membentangkan lapan laporan audit pada Mesyuarat Jawatankuasa Audit. Mereka ialah dua laporan audit pengurusan ke atas keberkesanan sistem kawalan pengurusan gaji dan penyelenggaraan kenderaan rasmi pejabat; lima laporan audit prestasi dan pengurusan operasi ke atas Biro Putrajaya, Biro Selangor, Biro Perak, Biro Sabah dan Biro Sarawak; dan satu laporan audit khas ke atas kawalan pengurusan aset.

Audit susulan telah dilakukan untuk memastikan tindakan penambahbaikan dilaksanakan.

Laporan Audit Dalam yang turut mengandungi saranan audit dan tindakbalas pengurusan terhadap penemuan audit mengenai kelemahan sistem kawalan dalaman telah diusulkan kepada Jawatankuasa Audit, pihak pengurusan dan bahagian berkaitan.

Function and Activities of Internal Audit

The primary function of the Internal Audit is to assist the Audit Committee in discharging its duties and responsibilities. The Internal Audit Unit provides an independent report regarding the effectiveness of the internal control systems in the work operations and also the extent of compliance with the existing policies, regulations, procedures, orders and directives that are in force.

Throughout the year 2010, the Internal Audit had tabled eight audit reports at the Audit Committee Meetings. They consist of two management audit reports on the effectiveness of control systems of the payroll management and maintenance of office cars; five audit reports on the performance and operation management the Putrajaya Bureau, Selangor Bureau, Perak Bureau, Sabah Bureau and Sarawak Bureau; and one special audit report on the supervision of asset management.

Follow-up audits were conducted to ensure that improvement measures were implemented.

The Internal Audit reports that also incorporated the audit recommendations and management's response with regards to audit findings on weaknesses in the internal control systems were presented to the Audit Committee, the management and the respective divisions.