



INSTITUTE OF COST ACCOUNTANTS OF INDIA

INTERNAL AUDIT SURVEY

QUESTIONNAIRE

1. Name of the Organization: _____

2. Annual Turnover of the Organization:

< 200 Crores ☐ 200-500 Crores ☐ 500-1000 Crores ☐ >1000 Crores ☐

3. Paid-up share capital of the Organization:

< 50 Crores ☐ 50-200 Crores ☐ > 200 Crores ☐

4. Type of Organization:

Private Limited ☐ Public Limited (Unlisted) ☐ Public Limited (Listed) ☐

5. Does your Organization has Internal Audit function? Yes ☐ No ☐

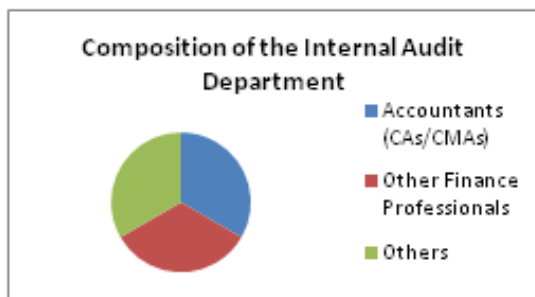
6. If yes, is it outsourced? Yes ☐ No ☐

7. In case it is outsourced, it is outsourced to:

A Chartered Accountant firm ☐
A Cost Accountant Firm ☐
A firm providing specialized Internal Audit services ☐
Others ☐ (Please Mention) _____

8. In case it is outsourced, please mention the level of Officer coordinating with the outsourced firm: _____

9. In case the Internal Audit department is internal, please mark the near approximate composition of the team in percentages, eg



Professional Accountants (such as, CAs/CMAs/CS) _____ %
Other Finance Professionals _____ %
Non-Finance Professionals _____ %
Graduate Engineers _____ %
Other Technical Staff _____ %
(Please exclude clerical staff while calculating percentages)

10. If the Internal Audit function is internal, what is the level of Chief Internal Auditor (CIA) in your organization ?

- Member of the Board ☐
One level below the Board ☐
Equivalent to that of the Departmental Heads ☐
Lower than that of the Departmental Heads ☐

11. If the Internal Audit function is internal, is the staff in the Internal Audit Department rotated in different line functions?

Yes ☐ No ☐

12. The CIA reports administratively to: *(Tick the applicable option)*

- CEO ☐
CFO ☐
Others ☐ Please specify _____

13. The CIA reports functionally to: *(Tick the applicable option)*

- Chairman, Audit Committee ☐
CEO ☐
CFO ☐
Others ☐ Please specify _____

14. Is there an Audit Committee in your Organization?

Yes ☐ No ☐

15. If yes, how many Audit Committee Meetings do you have annually?

(May give last year's figures) _____

16. Who selects the CIA/ Internal Audit Firm (if, outsourced) in your organization?

- Audit Committee of the Board ☐
Panel constituted of Executive Directors ☐
Panel constituted of Senior Management ☐
CEO ☐
CFO ☐
Others ☐ Please specify _____

17. Is the CIA/ Internal Audit Firm (if, outsourced) invited to all the Audit Committee Meetings?

Yes ☐ No ☐

18. Out of the total number of Audit Committee Meetings last year, at how many (no. of) meetings were the CIA/ Internal Audit Firm (if, outsourced) invited ? (in percentage) _____ %

19. Do you think that the CIA/ Internal Audit Firm (if, outsourced) have a reasonable access to the Audit Committee?

Yes ☐ No ☐ Can't Say ☐

20. On an average, how many hours are being spent by the Audit Committee discussing the Internal Audit reports etc. per meeting. _____ hours

21. Does the CIA/ Internal Audit Firm (if, outsourced) have an access to the Audit Committee/ Audit Committee Chairman apart from the regularly scheduled Audit Committee meetings?

Yes ☐ No ☐

22. Do the CIA/ Internal Audit Firm (if, outsourced) get to meet the Audit Committee/ Audit Committee Chairman in other private sessions apart from the formal meetings ?

Yes ☐ No ☐

23. How is the perceived independence of the Internal Audit function in your organization

Highly Independent ☐ Moderately Independent ☐ Not Independent ☐ Can't Say ☐

24. On an average for how many hours per person in a year are the training programs conducted for the Internal Audit staff in your organization? _____ hours

25. Are specialized training programs in IT (Information Technology) being conducted for the Internal Audit staff in your organization?

Yes ☐ No ☐

26. Does the scope of Internal Audit include Management Audit ?

Yes ☐ No ☐

27. Does the scope of Internal Audit include Operations Audit ?

Yes ☐ No ☐

28. Please rank order the stakeholders' priorities from amongst the following deliverables of an Internal Audit function within your organization: (1, being the highest rank)

- | | | |
|--------|---|--------------------------|
| (i) | Identifying and managing strategic risks | <input type="checkbox"/> |
| (ii) | Achieving excellence in operations by providing assurance as well as value addition to operations of the organization | <input type="checkbox"/> |
| (iii) | Providing assurance on internal controls | <input type="checkbox"/> |
| (iv) | Providing assurance on compliance to the legal, regulatory and internal policies and procedures of the organization | <input type="checkbox"/> |
| (v) | Value-added advisory role for the betterment of the organization | <input type="checkbox"/> |
| (vi) | Fraud Risk Management | <input type="checkbox"/> |
| (vii) | Overall Risk Management | <input type="checkbox"/> |
| (viii) | Risk-Based Internal Audit | <input type="checkbox"/> |

(Risk Based Internal Audit is being carried out in organizations that have implemented ERM systems. The Internal Auditor primarily evaluates the ERM process and implementation of controls and risk mitigation plans.)

29. Please give an approximate percentage of auditing hours spent on the following audits in your organization:

- (i) Financial Audit ☐
- (ii) Compliance Audit ☐
- (iii) Management Audit ☐
- (iv) Operations Audit ☐

(Definitions of the terms mentioned in the options are given as an appendix to the Questionnaire)

30. Please rank order whose “expectations from audit function” you consider while formulating the Internal Audit Program? (1, being the highest rank)

- Board of Directors ☐
- Audit Committee of the Board ☐
- CEO ☐
- CFO ☐
- Auditees ☐
- Others ☐ Please specify _____

31. Do you have separate meetings with the Audit Committee while formulating the Audit Programme ?

Yes ☐ No ☐

32. How many times in a year (on an average) do you modify your Audit Plan?

_____ times

33. Please rank order, “Who” from amongst the following, values the Internal Audit function the most?

- Board of Directors ☐
- Audit Committee of the Board ☐
- CEO ☐
- CFO ☐
- Auditees ☐
- Others ☐ Please specify _____

34. Is the Internal Audit function in your organization assigned the task of investigating special issues (such as reported fraud, violation of policies etc.)?

Yes ☐ No ☐

35. Who evaluates the performance of the Internal Audit function within your organization?

- Audit Committee of the Board ☐
- CEO ☐
- CFO ☐
- Others ☐ Please specify _____

36. Is risk management being embedded in the decision making at different levels in the organization?

Yes, adequately ☐ Yes, but not adequately ☐ Not at all ☐ Can't Say ☐

37. Is there any standard risk management framework/guidelines being followed in your organization?

Yes ☐ No ☐

38. If yes, kindly specify _____

39. a) Does the Internal Audit function in your organization evaluate whether organizational structure is in conformity with the organization's objectives/ strategies?

Yes ☐ No ☐

b) If yes, what is the periodicity?

Once in a year ☐ Once in 2 years ☐ Once in 3-5 years ☐ Once in more than 5 years ☐

40. a) Does the Internal Audit function check the alignment of objectives of each Department/SBU /function/process with the organization's objectives?

Yes ☐ No ☐

b) If yes, what is the periodicity?

Once in a year ☐ Once in 2 years ☐ Once in 3-5 years ☐ Once in more than 5 years ☐

41. a) Does the Internal Audit function evaluate whether ethical standards have been understood and implemented across the organization?

Yes ☐ No ☐

b) If yes, what is the periodicity?

Once in a year ☐ Once in 2 years ☐ Once in 3-5 years ☐ Once in more than 5 years ☐

42. a) Does the Internal Audit function review the strategy implementation in your organization?

Yes ☐ No ☐

b) If yes, what is the periodicity?

Continuously ☐ Every 6 months ☐ Once in a year ☐ Once in 2 years ☐
Once in 3 years or more ☐

43. a) Does the Internal Audit function evaluate employee satisfaction levels within the organization?

Yes ☐ No ☐

b) If yes, what is the periodicity?

Once in a year ☐ Once in 2 years ☐ Once in 3-5 years ☐ Once in more than 5 years ☐

44. a) Does the Internal Audit function evaluate movement in the customer satisfaction levels in your organization?

Yes ☐ No ☐

b) If yes, what is the periodicity?

Once in a year ☐ Once in 2 years ☐ Once in 3-5 years ☐ Once in more than 5 years ☐

45. a) Does the Internal Audit function evaluate the skill gaps within the organization?

Yes ☐ No ☐

b) If yes, what is the periodicity?

Once in a year ☐ Once in 2 years ☐ Once in 3-5 years ☐ Once in more than 5 years ☐

46. Does the Internal Audit function pre-audit employee claims?

Yes ☐ No ☐

47. Does the Internal Audit function pre-audit claims other than 'employee claims'?

Yes ☐ No ☐

48. Does the Internal Audit function pre-audit the various contracts with counter parties (eg. Vendors etc.)?

Yes ☐ No ☐

49. Do you use data analytics tools for carrying out the Internal Audit function?

Yes ☐ No ☐

50. Do you use any IT tool/ software for conducting the Internal Audit?

Extensively ☐ To Some Extent ☐ Not at All ☐

Thanks a lot for your valuable time and kind co-operation

We shall forward you the Survey Report in due course

Name of the Respondent: _____

Designation: _____

Department: _____

Signature: _____

Appendix

Management Audit: Management auditing comprises a comprehensive and a thorough study of an organization. It examines policies, organization structure, operating methods, personnel practices, morale, and physical facilities. A management audit is an examination of conditions and a diagnosis of deficiencies, and it provides recommendations for correcting them. It has but one purpose—to assist management in improving the efficiency and effectiveness of an organization.

Operational Audit: An operational audit comprises of regularly and systematically appraising unit or function effectiveness against corporate and industry standards. It has come to provide the management with inexpensive, continuous and objectives appraisal of activities, operations and controls within the organization.

Financial Audit: is a historically oriented, independent evaluation performed by the internal auditors for the purpose of attesting to the fairness, accuracy, and reliability of the financial records to provide a reasonable assurance about the adequacy and effectiveness of internal controls for the preparation and presentation of financial statements.

Compliance Audit: A compliance audit is a comprehensive review of an organization's adherence to regulatory guidelines; and also the internal and external policies of an organization. Compliance Audit confirms whether an organization is following the rules and regulations applicable to an activity or practice prescribed by any external agency or authority.