




**GOVERNANCE AND MANAGEMENT AUDIT WORKING PAPER
(PERFORMANCE AUDIT REPORT)**

This working paper must be filled up by the Internal Auditor or the Audit Committee in coordination with the responsible person/s in the key units of the cooperative signifying the presence of the documents being ask. The remarks portion should indicate finding/s in the document whether it is not in possession by the right person, found to be incomplete in substance, or the document is not duly signed by responsible officer/s.


A. GOVERNANCE REPORTS


OFFICERS	DOCUMENTS	Please check  if available	REMARKS
A.1 General Assembly			
	1. Approval of plans and budget		
	2. Acceptance/approval/confirmation/ratification of the following reports of the Board (including BR) and Committees		
	2.1 Board Report		
	2.2 Committee Reports		
	2.3 Management Report		
	3. Engagement of the external auditors		
	4. Election of officers		
	5. Presentation of Annual Report		
	6. Acceptance of Audited Financial Statements		
	7. Other Resolutions/Policies, including amendments of ACBL, if any		
A.2 Board of Directors			
	1. Written duties and responsibilities		
	2. Duly signed Oath of Office		
	3. Copies of minutes of meeting/BR/Reports		
	3.1 Discussion of financial statement		
	3.2 Formulation of VMG		
	3.3 Budget		
	3.4 Policy review		
	3.5 Discussion of audit findings or recommendations (internal and external)		
	3.6 BR specifying the regular schedule of meetings of the Board and the Committees		
	4. Rules and Procedures in conducting a meeting		
	5. Succession Program		
A.3 Election Committee			
	1. Minutes and Committee Reports and Recommendations		
	2. Written duties and responsibilities		
	3. Duly signed Oath of Office		

OFFICERS	DOCUMENTS	Please check  if available	REMARKS
	4. Duly approved election guidelines		
	5. Education program for elective position		
	6. Screening program of members with voting rights		
	7. List of Members with voting rights		
	8. Results of Election		
	9. Documents as to turn-over of documents to new officers		
A.4 Audit Committee			
	1. Minutes and Committee Reports and Recommendations		
	2. Written duties and responsibilities		
	3. Duly signed Oath of Office		
	4. Audit Systems and Procedure		
	5. Audit Program of Work		
	6. Internal Audit Report		
	7. Monitoring report on audit recommendations		
	8. Report to General Assembly		
A.5 Education Committee			
	1. Minutes and Committee Reports and Recommendations		
	2. Written duties and responsibilities		
	3. Appointment Paper/BR		
	4. Copies of minutes of meeting/BR/Reports		
	5. Training Plan/Program with budget		
	6. Training Report		
	7. Training modules		
	8. Training materials/ paraphernalia		
	9. List of pool of trainers		
	10. Feedback/evaluation tool		
A.6 GAD Committee			
	1. Minutes and Committee Reports and Recommendations		
	2. Written duties and responsibilities		
	3. Appointment Paper/BR		
	4. Copies of minutes of meeting/BR/Reports		
	5. GAD Plan with Budget		
	6. Sex disaggregated data of members, officers and staff		
	7. GAD Assessment Report		
A.7 Mediation and Conciliation Committee (Medcon)			
	1. Minutes and Committee Reports and Recommendations		

OFFICERS	DOCUMENTS	Please check  if available	REMARKS
	2. Written duties and responsibilities		
	3. Appointment Paper/BR		
	4. Copies of minutes of meeting/BR/Reports		
	5. Conflict resolution policies and procedures		
	6. Medcon Plan/program		
	7. Medcon Semi-annual Report		
A.8 Ethics Committee			
	1. Minutes and Committee Reports and Recommendations		
	2. Written duties and responsibilities		
	3. Appointment Paper/BR		
	4. Copies of minutes of meeting/BR/Reports		
	5. Code of Ethical Standards		
	6. Ethics Committee Plans and Programs		
A.9 Other Committees, specify: _____			
	1. Minutes and Committee Reports and Recommendations		
	2. Written duties and responsibilities		
	3. Appointment Paper/BR		
	4. Copies of minutes of meeting/BR/Reports		
	5. Program of Work		
	6. Accomplishment Report		
A.10 Secretary			
	1. Book of Minutes of meetings of GA and the BOD		
	2. Registry of Members		
	3. Share and transfer book		
	4. Cooperative copy of COR, ACBL, COC		
	5. Compilation of Board Resolutions		
	6. Cooperative Seal		
	7. Contracts, MOA, other docs (specify) _____		
A.11 Treasurer			
	1. Cash Book		
	2. Cooperative securities (investment, titles, and other negotiable instruments)		
	3. Cash Position Report		
	4. Petty Cash Book		
A.12 General Manager / C.E.O. / or its equivalent			
	1. Appointment paper		
	2. Board Resolution Files		
	3. Monthly/quarterly/semi-annual/annual management report		

B. MANAGEMENT REPORTS/RECORDS

OFFICERS	DOCUMENTS	Please check  if available	REMARKS
B.1 Organizational/Operational Structure			
	1. Organizational Chart		
	2. Management Functional Chart		
	3. Functional Statement of each unit/ departments/sections		
B.2 System and Procedures			
	1. Complete book of accounts		
	2. Updated recording		
	3. Internal Control		
	3.1 CASA		
	3.2 Accounting system		
	3.3 Bond of accountable officer		
	3.4 Record preservation (maintenance and disposal/archiving plan		
	3.5 Continuity/contingency Plan		
	4. Manual of Operation		
	4.1 Business Operation Manual		
	4.2 Accounting Manual		
	4.3 Code of Governance and Ethical Standards		
	4.4 Personnel Policy Manual		
	4.5 Election Guidelines		
	4.6 Audit Manual		
	4.7 Others, specify _____		
B.3 Human Resource Records			
	1. Contract/Certificate of employment		
	2. Personnel File		
B.4 Performance Evaluation			
	1. Standards of measurement		
	2. Rating of all management staff		
B.5 Compensation and Benefits			
	1. Salary scaling program		
	2. Incentive and Reward Program		
	3. Retirement Plan/Program/Package		
B.6 Career Development			
	1. Capacity building program		
	2. Scholarship program		
	3. Immersion program		
B.7 Compliance to Government Requirements			
	1. Certificate of Compliance (CDA)		

OFFICERS	DOCUMENTS	Please check  if present	REMARKS
	2. Certificate of Tax Exemption (BIR)		
	3. Registration (SSS)		
	4. Registration (PHILHEALTH)		
	5. Registration (PAG-IBIG)		
	6. Certificate of Exemption / DO 174 (DOLE)		
	7. Business Permit (LGU)		
	8. Other agencies, specify the document, if applicable _____		

GOVERNANCE AND MANAGEMENT AUDIT REPORT
(Performance Audit Report)
 As of December 31, _____

ABC COOPERATIVE

1st paragraph (Basic Information)

PARTICULARS	SOURCE DOCUMENTS
i. Name of Cooperative (as of latest amendment, if any)	Latest Certificate of Amendment (In case there is an amendment in the name of the cooperative) or Certificate of Registration under RA 9520
ii. Cooperative Identification Number (CIN)	Certificate of Registration under RA 9520 (bottom part of the Certificate)
iii. Registration Number	Certificate of Registration under RA 9520 (upper part of the Certificate)
iv. Actual Principal Address	Latest Articles of Cooperation
v. Type and business of Cooperative	Latest Articles of Cooperation/Audited Financial Statement

2nd paragraph

- When and who conducted the audit
- Scope or areas of audit
- Objective why audit was conducted
- Approaches, style, techniques use in the conduct of audit

3rd paragraph – discuss the objective and by citing the scope of the audit and the methodologies adopted by the auditor

- Summary of Key Observations (Cite first the strong areas and best practices of the cooperative, specifically on the presence of well-maintained documents. Then identify the areas to be improved)

4th paragraph – RECOMMENDATION AND CONCLUSION

- Specific recommendations for action by the cooperative

