



# AUDIT DEPARTMENT

- Reports are due by the **20<sup>th</sup> day** after the end of the quarter to qualify for **12.5 points each quarter**.
- Submission by the **30<sup>th</sup> day** still qualifies for **6 points**.
- Submission is **mandatory NOT optional** no matter when.
- All majalis should have a local auditor even if it is an extra portfolio for an officer bearer.
- Zai'm or the muntazim finance **CANNOT** be the auditor unless **special permission** is taken from Sadr Sb.



Zai'm and the local auditor should be aware of, and comply with the guidelines as approved by the Amila.

Only **50 %** Majalis submit all the **4 reports on time**

**20%** Majalis submit reports **late**

**20%** Majalis **do not** submit reports for **all the 4 quarters**

**10%** Majalis **DO NOT** submit **any report**