



REPUBLIKA E KOSOVËS - ZYRA E PRESIDENTIT
REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT
REPUBLIKA KOSOVO - KANCELARIJA PREDSIEDNIKA

**STATUTE OF THE INTERNAL AUDIT COMMITTEE IN THE
PRESIDENCY**

Prishtina, January 25, 2018



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REPUBLIC OF KOSOVO - OFFICE OF THE PRESIDENT
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The Secretary of the Office of the President and the Chairperson of the Internal Audit Committee in the Presidency,

Pursuant to Article 17 of Law No. 03/L-094 on the President of the Republic of Kosovo (OG, No. 47, 25.01.2009), Article 6 (2) of Law No. 03/L-128 on Internal Audit (OG, No. 59, 29.10.2009), Article 18 of Regulation (P) No. 02/2016 on the Organizational Structure of the Presidency (08.09.2016), and Article 4 (1.14) of the Administrative Instruction of the Ministry of Economy and Finance No. 11/2010 on the Establishment and Functioning of the Audit Committee in the Public Sector Subject (11.08.2010), issue:

**THE STATUTE OF THE INTERNAL AUDIT COMMITTEE IN THE
PRESIDENCY**

CHAPTER I – GENERAL PROVISIONS

Article 1
Aim

This Statute defines the composition, authority, duties, responsibilities, the calling and holding of meetings and the reporting of the Internal Audit Committee in the Presidency.

Article 2
Scope

The Statute is implemented by the members of the Audit Committee, the Audit Unit and the respective units of the Presidency.

Article 3

Definitions

1. The expressions used in this Statute have the following meaning:
 - 1.1. **Audit Committee** – The Internal Audit Committee in the Presidency;
 - 1.2. **Chairperson** – The Chairperson of the Audit Committee;
 - 1.3. **Audit Unit** – The Internal Audit Unit in the Presidency;
 - 1.4. **Presidency** – The headquarters of the President’s official activity, including the Cabinet of the President, the Office of the President, and other related institutions/units;
 - 1.5. **Secretary** – The Secretary of the Office of the President of the Republic of Kosovo;
 - 1.6. **Office** – The Office of the President of the Republic of Kosovo.

CHAPTER II – THE AUDIT COMMITTEE IN THE PRESIDENCY

Article 4

The composition of the Audit Committee

1. The Audit Committee is established by a decision of the Secretary and consists of three (3) members including the Chair.
2. The mandate of the Audit Committee is three (3) years, with the right of reappointment, but no more than two (2) consecutive mandates

Article 5

Independence

1. The Chairperson and the members of the Audit Committee are independent in their work and perform duties and responsibilities in accordance with the legislation in force
2. No person can exercise or attempt to exercise political, administrative, financial or other influence on the Audit Committee

Article 6

The Chairperson and the members of the Audit Committee

1. The Chairperson and the members of the Audit Committee are obliged to attend the meetings of the Audit Committee and to perform their duties and responsibilities in accordance with this Statute and the relevant legislation in force
2. The member of the Audit Committee has the right that through the Chairperson to request any information on the activity of the Audit Committee.

Article 7 Resignation

1. The Chairperson and the members of the Audit Committee may resign from the Audit Committee.
2. The Chairperson and the members of the Audit Committee shall notify the Secretary on the offered resignation.
3. The member who resigns must perform all duties until the appointment of a new member by the Secretary.

Article 8 Dismissal

1. The Secretary, by Decision, may dismiss the Chairperson and the members of the Audit Committee only if:
 - 1.1. He/she has been convicted of a criminal offense by the competent court;
 - 1.2. He/she is requested by the Audit Committee to make the dismissal.
2. The Audit Committee by a majority of votes may request from the Secretary to dismiss each member including the Chairperson of the Audit Committee if:
 - 2.1. He/she does not perform the duties assigned by the Audit Committee;
 - 2.2. He/she misuses and/or neglects his/her position as a member of the Audit Committee;
 - 2.3. He/she does not participate without reason three (3) consecutive times in the Audit Committee meeting.
3. In cases of dismissal of the members of the Audit Committee, the Secretary appoints the new member.

Chapter III – THE AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE AUDIT COMMITTEE

Article 9 The authority

1. The Audit Committee is an independent advisory body for the senior management of the Presidency and supporter of the Audit Unit, by:
 - 1.1. ensuring an oversight of audit plans and outcomes;
 - 1.2. ensuring the independence of the Audit Unit;
 - 1.3. assessing the appropriateness of the audit resources;
 - 1.4. ensuring that the audit recommendations are received and implemented;

- 1.5. advising on issues related to risks, internal control and auditing systems.

Article 10

Duties and responsibilities

1. The Audit Committee has the duty and responsibility to:
 - 1.1. Provide advice in all areas of management responsibility on Finance Internal Control in the Presidency;
 - 1.2. Ensure that the management of the Office performs the activity in accordance with all applicable legal obligations;
 - 1.3. Review and approve, but not direct the audit strategy and the annual plans of the Audit Unit;
 - 1.4. Review summarizing reports of the internal audit, the findings and recommendations that emerge from it, and request assurance that the Management of the Presidency has addressed these properly;
 - 1.5. Review Financial Statements, the External Audit Opinion, and Reports;
 - 1.6. Review the management's response to the issues raised by the external audit;
 - 1.7. Ensure that there is an effective relationship between the management, Audit Unit and external Auditor;
 - 1.8. Protect the functional independence of the Audit Unit;
 - 1.9. Assess the appropriateness of internal audit resources;
 - 1.10. Ensure that potential fraud or suspected corruption identified in the audit report or if the Audit Committee is made aware of it in any other way, to be reported to the competent authorities;
 - 1.11. Advise on issues related to identified risks and the Internal Control System for Public Finances in the Presidency;
 - 1.12. Keep records of all meetings together with the reports provided by the internal audit function and all written records of all matters and evidence relating to these reports as well as the actions taken by the Audit Committee;
 - 1.13. Provide full and unimpeded access to all data or reports prepared or maintained by the Audit Committee at the request of the Auditor General or public authority having investigative or controlling functions;

CHAPTER IV – THE MEETINGS AND THE REPORTING OF THE AUDIT COMMITTEE

Article 11

The meetings of the Audit Committee

1. The Audit Committee shall hold at least four (4) meetings a year.
2. The meetings of the Audit Committee are called by the Chairperson.
3. The Director of the Audit Unit is invited to all the meetings of the Audit Committee.
4. The Chairperson may call additional meetings as needed.
5. The Secretary may request the holding of other meetings to discuss about certain issues on which they require advice from the Audit Committee.
6. In order to carry out its duties and responsibilities, the Audit Committee, may also invite official of the Presidency to the meetings, to discuss about internal audit issues.
7. When additional information is requested, the Audit Committee may invite other qualified persons, within or outside the Presidency, to provide their experience as needed.
8. The Audit Committee meeting is valid when the majority of the members are present.

Article 12

The minutes of the meeting

1. A minutes is kept for each Audit Committee meeting.
2. The minutes shall include a summary of the discussion, the date and place of the holding of the meeting, the members who participated, the discussed issues and the reached conclusions.
3. The minutes, after signature, is forwarded to the Chief of Staff of the Cabinet of the President and Secretary as a notification.

Article 13

Annual report

1. The Audit Committee prepares the annual report which includes:
 - 1.1. The composition of the Audit Committee, the tasks and their realization;
 - 1.2. The suitability of the risk management system and the ways of avoiding them;
 - 1.3. The financial condition and suitability of the financial management and reporting system of the Presidency;
 - 1.4. The independence of the Internal Auditor and the effectiveness of the Audit Unit;
 - 1.5. The suitability of the internal control environment to ensure effective, efficient and lawful operations;

- 1.6. The effectiveness of the Audit Unit in the review of the risk management and internal control systems and the offering of valuable recommendations to senior management to improve them;
- 1.7. Any major shortcoming of the system, which endangers the Presidency.
2. The Annual Report is sent to the Chief of Staff of the Cabinet of the President and the Secretary, no later than March 31 of the following year for the previous year.

CHPAPTER V - TRANSITIONAL AND FINAL PROVISIONS

Article 14

The budget and compensation

1. The Chairperson and the members of the Audit Committee enjoy the right to compensation in accordance with the Regulation of the Government of the Republic of Kosovo No. 34/2012 on the payment of salaries and allowances of the Chairpersons and Members of the Board for the Review of Complaints, Audit Committees, the Kosovo Financial Reporting Council (27.12.2012).
2. The Secretary ensures the necessary budget for the work, engagement, participation in meetings and the overall functioning of the Audit Committee.

Article 15

Cooperation and Support of the Audit Committee

All the units of the Presidency are obliged to cooperate and provide support to the Audit Committee for the accomplishment of its duties and responsibilities.

Article 16

The review of the Statute

The review of this Statute, including its amendment, is done in the same manner as its approval.

Article 17
Entry into force

This Statute shall enter into force on the date of signature.

Zijush Ahmeti

Chairperson of the Internal Audit Committee
in the Office of the President

Fehmi Mehmeti

Acting Secretary of the Office
of the President

Prishtina, January 25, 2018