AUDIT DEPARTMENT

- Reports are due by the 20\textsuperscript{th} day after the end of the quarter to qualify for 12.5 points each quarter.
- Submission by the 30\textsuperscript{th} 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**