

Internal Audit

Memo/ e-mail



Transport of food to famine relief camps

To: F Higson	Logistics Director	From: J Smith
J Mulonja	Country Director (DR Congo)	Auditor
		Internal Audit Department
		Head Office
		Date: 18 December 20XX

Draft scope and agenda for our meeting on the 6 January

Please find attached the agenda for our meeting on January 6, 20X0 at 2:00 pm. in meeting room 3, and the draft scope of the audit which will form the basis of our discussions.

Following this meeting we will issue a final version of the scope, when it has been approved by P Jones.

Regards

J Smith

18 December 20XX