# OFFICE OF THE UPPER WEST AKIM DISTRICT ASSEMBLY (UWADA)

In the case of reply the number and date of this letter should be quoted
Our Ref: ...UWADA/05/01/04

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Date 30TH APRIL ,2025.

**SUBMISSION OF INTERNAL AUDIT REPORT**

I forward the herewith the Internal Audit report of the Upper West Akim District Assembly for the period of January to March 31st ,2025 for your study and necessary action.

**FOR: DISTRICT CHIEF EXECUTIVE**
**RICHMOND ANTWI BOATENG**
**DISTRICT COORDINATING DIRECTOR**

**THE DISTRICT GENERAL**
**INTERNAL AUDIT AGENCY**
**ACCRA**

Cc.
The District Chief Executive
UWADA – Adeiso

The Director of Audit
Office of the Head of Local Government Service

The Regional Minister
ERCC – Koforidua

The Municipal Audit
Asamankese

Contents

**FIRST QUARTER OF 2025 INTERNAL AUDIT REPORT OF UPPER WEST AKIM DISTRICT ASSEMBLY**

EXECUTIVE SUMMARY

The Internal Audit Unit of Upper West Akim District Assembly has completed its audit for the First quarter of 2025. The audit focused on the People with Disability, Cash Management, Special Audit on cash book and Bank Reconciliation Statement, Quantum of Arrears and Commitment .Conduct continuous and annual treasury audits for Internal Controls improvement over collection and disbursement of Cash and other funds in line with PFM laws in Ghana, Human Resources and ESPV Payroll Management. The following are highlights of the findings:

1) Un-supported Payment-GH¢ 2,300.00

We recommend that the finance officer obtain the relevant supporting documents to substantiate the payments failing and the said amount of GH¢ 2,300.00 should be recovered from the officers involved.

2) UN-presented payment voucher - GH¢ 16,225.00

We recommend that the Payment Vouchers totaling GH¢16,225.00 be presented for Audit verification.

3) Special Report on Cash Book and Bank Statement

We commended management and finance department on the good job done on the accurate and timely preparation of cash book and bank statements.

## INTRODUCTION

In pursuance of the Internal Audit plan for 2025, we have conducted an audit of the First Quarter. This was performed according to the approved audit plan for the year 2025. This was in accordance with the audit focused on the People with Disability, Cash Management, Special Audit on Cash Book and Bank Reconciliation Statement, Conduct continuous and annual treasury audits for Internal Controls improvement over collection and disbursement of Cash and other funds in line with PFM laws in Ghana, Human Resources and ESPV Payroll Management. With Section 83 sub-section 7 of the Public Financial Management Act 2016, Act 921, and the Internal Audit Agency Act 2003 Act 658.

The audit was meant to review the internal control procedures of The audit focused on the People With Disability, Cash Management, Special Audit on Cash Book and Bank Reconciliation statement, Conduct continuous and annual treasury audits for Internal Controls improvement over collection and disbursement of Cash and other funds in line with PFM laws in Ghana, Human Resources and ESPV Payroll Management, in relation to best practice, the Public Financial Management Act, 2016, and the Public Financial Management Regulations 2019.

### 1.1 BACKGROUND

The Risk assessment of the assembly gave priority to the audit area on The audit focused on People With Disability, Cash Management, Special Audit on Cash Book and Bank Reconciliation Statement, Conduct continuous and annual treasury audits for Internal Controls improvement over collection and disbursement of Cash and other funds in line with PFM laws in Ghana, Human Resources and ESPV Payroll Management to be conducted in first quarter 2025.

Audit Government funding (Conduct continuous and annual treasury audits are conducted to make sure that every payment is made according to laid down policies and procedure and to make sure that Government transfers are applied for the purpose for which they were intended.

Payroll Management was conducted to make sure that all staff of the assembly are physically present and to make sure that there is no ghost name in the nominal roll of the assembly.

## 2.0 KEY PERSONNEL

During the period under review the following officials handled the financial and administrative duties of the Assembly.

| NAME OF OFFICER | DESIGNATION | PERIOD |
|---|---|---|
| MR. RICHMOND A. BOATENG | DISTRICT COORD. DIRECTOR | 01/1/2025-31/3/2025 |
| MRS. GIFTY OWUSU BRAGO | DISTRICT FINANCE OFFICER | 01/1/2025-31/3/2025 |
| MR PRINCE ASANTE | DISTRICT BUDGET ANALST | 01/1/2025-31/3/2025 |
| MISS MERCY ABENAOTIBO | DISTRICT PLANNING OFFICER | 01/1/2025-31/3/2025 |
| MR SETH KWAME DAMASAH | DISTRICT WORKS ENGINEER | 01/1/2025-31/3/2025 |

## 2.1 SCOPE AND OBJECTIVE OF THE AUDIT

### 2.1.1 Scope

The scope of the Audit covered Internal Control and Risk Management the Revenue Management, Cash Management, Human Resources and ISPV Payroll Management and Procurement management from January to March 2025.

### 2..1.2 Objectives

The objective of the Audit

- Payments are properly supported by original invoices and/ or relevant documents.
- Payments are not made for purposes outside the ordinary course of business.
- Payments are approved in accordance with Authority limits.
- Ensure that all procurement processes are followed.
- To ensure that employees on the payroll are valid and that leavers do not remain on the payroll.

To ensure that cash book and bank reconciliation statements are prepared in accordance with the PFM Act

- To ensure that Government transfers are applied for the purpose for which they were intended.
- To ensure that Government transfers are accounted for in accordance with laid down policies and procedures.

## 3.0 METHODOLOGY AND AUDIT STANDARDS

The Audit was conducted based on the system / risk-based audit approaches and in accordance with the International Standards for the Professional Practice of Internal Auditing.

In ascertaining the facts, the Auditors extracted data from documents provided by the Assembly and interviewed the desk and other officers involved in the financial and administrative functions of the Assembly. The team also checked the Assembly's compliance with the relevant rules and regulations.

## 24.0 RESPONSIBILITY FOR CORRECTIVE ACTION

The potential impact of control weaknesses identified, and recommendations provided in this report should not be considered as exhaustive but intended to highlight potential effects of issues identified and possible remedial actions to improve the Internal Controls.

## 5.0. DETAILED AUDIT FINDINGS

### 5.1. UN-SUPPORTED PAYMENT-GH¢ 2,300.00

**CRITERIA**

SECTION 7 of the Public Financial Management Act, 2016(ACT 921) states a principal spending officer of the covered entity shall ensure the regularity and proper use of money appropriated in that c8overed entity.

**CAUSE**

We attributed the anomalies to weak internal controls and lack of supervision by the accounts' staff.

**CONDITION**

On the contrary, we noted that finance officer of the assembly made payment on totaling (GHC2,300.00) Two Thousand, three hundred Ghana Cedis from the assembly IGF accounts without supporting documents such as receipt to support the payments.

Below are Details

| NO | DATE | PAYEE | DESCRIPTION | AMOUNT | RE8MARKS |
|---|---|---|---|---|---|
| 1 | 31/01/2025 | DCD | Being payment for weekly fuel | 1600.00 | Receipt |
| 2 | 31/01/2025 | DCD | Payment for repairs of printer | 700.00 | Receipt |
| | | | TOTAL | 2,300.00 | |

**CAUSES**

This Control weakness could give rise to improprieties in financial administration of the assembly.

**RECOMMENDATION**

We recommend that the finance officer obtain the relevant supporting documents to substantiate the payments failing, which the said amount of GHC2,300 should be recovered from the officers involved.

**MANAGEMENT RESPONSES**

Management has directed the officer in charge to retrieve and submit the receipts for verification and inspection.

5.2. UN-PRESENSED PAYMENT VOUCHER-GHC 16,255.00

**CRITERIA**

Section 11of the audit service act 2000, Act584 provides that any person authorized or appointed for the purpose of audit by the Auditor-General shall have access to all books, records, returns and other documents in computerized form relating to or relevant2 to those accounts being audited.

**CONDITION**

Contrary to the above quoted Act, the Assembly failed to present Five (5) payment vouchers amounting to GHC16, 255.00 for audit examination and scrutiny.

Details shown below.

| Date | PV NO | Details | Amount GHC | Payee |
|---|---|---|---|---|
| 10/01/2025 | 1/1 | Payment for local travel | 1,000.00 | DCD |
| 10/01/2025 | 2/1 | Payment for weekly fuel | 1,500.00 | DCD |
| 24/02/2025 | 15/2 | Payment for workshop | 2,720.00 | DCD |
| 24/02/2025 | 16/2 | Purchase of 1 box of A4 and Tonners | 1,385.00 | DCD |
| 05/03/2025 | 1/3 | Payment of 68th independence day celebration | 9,650.00 | DCD |
| | | TOTAL | 16,255.00 | |

**CAUSE**

Failure on part of finance officers to bring the Payment voucher to the Internal Audit Unit for audit.

**EFFECT**

It could therefore lead to inability to authenticate the expenditure incurred and ascertain whether they were made in the interest of the assembly or state.

**RECOMMENDATION**

We recommend that the Coordinating Director and Finance officer of the assembly should present the said payment vouchers for audit. Otherwise, they should refund the amount involved to the assembly's account.

**MANAGEMENT RESPONSES**

Management has compelled the schedule officer to present the said payment vouchers to the internal audit unit.

5.3 SPECIAL AUDIT ON CASH BOOK AND BANK RECONCILIATION STATEMENT

CRITERIA2

Section 31 of the PFM Act states that a principal spending officer shall, in accordance with the regulations, prepare and submit to the minister monthly cash flow forecast of the covered entity for the ensuing three (3) months or any other period that the minister may specify

**CONDITION**

The Internal Audit Unit conducted a special audit on cash books and bank reconciliation statement for the month of January to March 2025 to ascertain and ensure the accuracy, completeness and the reliability of the institution's financial records for the first quarter and access compliance with financial management regulations.

**CAUSE**

Proper adherence to Cash Management policies

**EFFECT**

Low risk level of misstatement or fraud due to accurate record keeping

**RECOMMENDATION**

The unit therefore recommends to DFO and DCD to continue maintaining rigorous documentation of standards to ensure transparency and accountability and also strengthen monitoring of delayed transactions.

**MANAGEMENT RESPONSE**

Recommendation noted

## 6. CONCLUSION

The audit team gathered effective management on the People with Disability, Cash Management, Special audit on cash book and bank reconciliation statements Audit Government funding (Conduct continuous and annual treasury audits. It is therefore imperative to note that internal controls and risk management are very strong.

The audit results gathered, shows that internal controls and risk management processes on the Cash Management, Audit Government funding (Conduct continuous and annual treasury audits, should be strengthened by management to help reduce waste.

## 7.0 ACKNOWLEDGEMENT

The Audit team wishes to express their appreciation to management and staff for the co-operation and assistance extended during the audit.



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PHOEBE TETTEY
DISTRICT INTERNAL AUDITOR

8.0 STATUS OF IMPLEMENTATION OF THE FORTH QUARTER OF 2024 INTERNAL AUDIT REPORT

**Name of Covered Entity: UPPER WEST AKIM DISTRICT ASSEMBLY**

**Title of Audit: FIRST QUARTER OF 2025 INTERNAL AUDIT REPORT**

| Findings | Recommendation | OFFICERS RESPONSIBLE | CURRENT ATATUS/ACTION |
|---|---|---|---|
| Un-supported Payment-GHC8,300.00 | We recommend that the finance officer obtain the relevant supporting documents to substantiate the payments failing, and the said amount of GHC 8,300.00 should be recovered from the officers involved. | DCD/DFO | All payment vouchers involved have been supported with the relevant document. |
| Non-Payment of SSNIT and tier two contribution of causal workers-GHC2,313.03 | We recommended strict adherence to the dictates of the above law and further recommended payment of an amount of GHC 2,313.03 to SSNIT and Hedge Pension Fund, failing to adhere to this, any penalty arising from the non-payment of the contributions should be borne to the District coordinating Director and District Finance Officer. | DCD/HUMAN RESOURCE | The said amount has been paid to SSNIT and Tier Two contribution paid |

8.0 MANAGEMENT ACTION PLAN

**Name of Covered Entity: UPPER WEST AKIM DISTRICT ASSEMBLY**

**Title of Audit: FIRST QUARTER OF 2025 INTERNAL AUDIT REPORT**

| ACTION PLAN | | | | |
|---|---|---|---|---|
| **Findings** | **Recommendation** | **Risk Rating of Finding (High, Medium, Low)** | **Management Comment** | **Implementation Date** |
| Un-supported Payment-GHC2,300.00 | We recommend that the finance officer obtain the relevant supporting documents to substantiate the payments failing, and the said amount of GHC2,300.00 should be recovered from the officers involved. | **High** | | **End of May,2025** |
| Un-presented payment vouchers-GHC16,225.00 | We recommended that the Payment vouchers totaling GHC16,225.00 be brought to Internal Audit Unit for examination and scrutiny | **High** | | **End of May, 2025** |
| Special Audit on Cash book and bank Reconciliation statement | We commended management on the accuracy and continue maintaining vigorous documentations. | **Low** | | **Always** |