

AWUTU SENYA EAST MUNICIPAL ASSEMBLY



REPUBLIC OF GHANA

In case of reply, the number and date of this letter should be quoted.

Our Ref: ASEMA/AS/CO/08/07
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31st July, 2025

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SUBMISSION OF SECOND QUARTER 2025, INTERNAL AUDIT REPORT

Pursuant to Section 83 (7) of the Public Financial Management Act, 2016, Act 921, we submit, herewith, the Second Quarter 2025 Internal Audit Report of the Awutu Senya East Municipal Assembly for your attention.

Humbly submitted.

SIEGFRIED K. ADDO
MUNICIPAL CO-ORD. DIRECTOR
for: MUNICIPAL CHIEF EXECUTIVE

THE CHAIRMAN
AUDIT COMMITTEE
ASEMA, KASOA.

✓ THE DISTRICT AUDITOR
GHANA AUDIT SERVICE
WINNEBA

THE DIRECTOR GENERAL
INTERNAL AUDIT AGENCY
ACCRA

cc: The Head of Service
OHLGS, Accra

The Hon. Regional Minister
CRCC, Cape Coast



**AWUTU SENYA EAST MUNICIPAL ASSEMBLY - KASOA
INTERNAL AUDIT UNIT**

**SECOND QUARTER AUDIT REPORT
2025**

ACRONYMS/ABBREVIATIONS

DEFINITIONS

ASEMA	Awutu Senya East Municipal Assembly
MCE	Municipal Chief Executive
MCD	Municipal Coordinating Director
MFO	Municipal Finance Officer
MIA	Municipal Internal Auditor
IAU	Internal Audit Unit
IGF	Internally Generated Fund
DACF	District Assembly Common Fund
GIFMIS	Government Integrated Financial Management System
DPAT	District Performance Assessment Tool
UDG	Urban Development Grant
DDF	District Development Facility
GSCSP	Ghana Secondary City Support Program
MBA	Municipal Budget Analyst
PPO	Physical Planning Officer
MPO	Municipal Procurement Officer
RBIA	Risked-Based Internal Audit Plan

Contents

- 1.0 Introduction to audit 1
- 2.0 Objectives and Scope of Audit..... 1
- 3.0 Background to audit 1
- 4.0 Scope of the Audit..... 1
- 5.0 Methodology / Approach to Audit 1
- 6.0 Summary of findings 2
 - 6.1 Follow-up on previous audits..... 2
 - 6.1 Payment Vouchers not receipted / partially receipted - GH¢ 30,720.00 2
 - 6.2 Payments without Award Letters / Inspection Reports – Gh¢ 22,920.00..... 2
 - 6.3 Analysis of expenses on refuse disposal – Gh¢ 68,800.00 2
- 7.0 Personnel of Internal Audit Unit 3
- 8.0 Key Personnel at post during Audit 3
 - 9.1 PVs not acquitted with receipts – Gh¢ 30,720.00 4
 - 9.2 Analysis of expenses on refuse disposal – Gh¢ 68,800.00..... 4
- 10.0 Effectiveness of Internal Controls..... 5

AWUTU SENYA EAST MUNICIPAL ASSEMBLY INTERNAL AUDIT UNIT

SECOND QUARTER 2025 AUDIT REPORT ON THE ACCOUNTS AND ACTIVITIES OF AWUTU SENYA EAST MUNICIPAL ASSEMBLY, KASOA

1.0 Introduction to audit

The Second quarter audit on the accounts and activities of the Awutu Senya East Municipal Assembly (ASEMA) has been conducted. The Scope of the audit covered activities and programmes for the period 01 January 2025 to 30 June 2025.

2.0 Objectives and Scope of Audit

- Ascertain compliance with IGF Collections provisions – collect right amount, bank intact and on-time
- Ascertain effectiveness of controls over Expenditure – All Accounts
- Ascertain the use of GIFMIS Warrants and Payment Vouchers
- Ascertain whether procurement, project and contract management processes are followed
- Ascertain the effectiveness of system of governance over disbursements of funds

3.0 Background to audit

Audit was to review expenditure documents to ascertain compliance in relation to GIFMIS by the use of GIFMIS Warrants and payments vouchers, cashbooks and bank statements.

4.0 Scope of the Audit

The scope of the audit covered expenditure on activities and programmes over the period 1st January 2025 to 30th June 2025.

5.0 Methodology / Approach to Audit

Risk based approach to auditing was the methodology used. The Revised Risked-Based Internal Audit Plan (RBIA) of ASEMA has been approved by the Audit Committee in which thrust areas to be audited were ranked according to their likelihood and impact assessments. That is, trust areas with higher risk rankings would receive more and regular audit time and attention in the course of the year 2025.

AWUTU SENYA EAST MUNICIPAL ASSEMBLY

INTERNAL AUDIT UNIT

6.0 Summary of findings

6.1 Follow-up on previous audits

Follow-up on previous audit issues is on-going, See Appendix E

6.1 Payment Vouchers not receipted / partially receipted - GHC 30,720.00

17 Payments Vouchers with total value of GhC 30,720.00 were not acquitted with valid receipts or were partially acquitted. See Appendix “B”

Recommendation

MCE should ensure that all payment vouchers are supported with verifiable receipts and other attachments to show that amounts are due and payable as stipulated by Part IX paragraph 13 (b) of the Financial Memoranda for District Assemblies 2004 and Regulation 78 (1a&1b) of Public Financial Management Regulation, 2019 (L.I.2378)

6.2 Payments without Award Letters / Inspection Reports – GhC 22,920.00

During our audit, we realised that Payment to cater for Dredging of Okrudu River from Zongo New Town to Bypass Bridge with total payment of GhC 22,920.00. There were no awards letters emanating from an evaluation report sighted and also no inspection reports and photos attached to authenticate the fulfilment of the said activities.

Recommendation

MCE should ensure that the procurement process is followed and Award letter issued out to successful bidders. MCE should also ensure inspection report or performance certificate is prepared and duly signed by independent team before payment is made

6.3 Analysis of expenses on refuse disposal – GhC 68,800.00

During our audit, we noted that GhC 68,800.00 was used for refuse disposal without any evidence of usage, work done, pictures and any other necessary supporting documents to justify the expenses. See Appendix D

Recommendation

We recommended that, Management should ensure all payment vouchers are supported with the necessary documents to prevent any loss or damage to the Assembly.

AWUTU SENYA EAST MUNICIPAL ASSEMBLY

INTERNAL AUDIT UNIT

7.0 Personnel of Internal Audit Unit

This exercise was conducted by the following persons

The following were the members of the Internal Audit team that undertook the exercise:

Mr Gordon Walter Doe	-	Director of Internal Audit
Mr. Kwaku Owusu Antwi	-	Snr Internal Auditor
Mad Sherifa Sanda Abubakari	-	Internal Auditor
Mr. Emmanuel Arthur-	-	Internal Auditor
Mad Grace Fordjour	-	Internal Auditor
Mr. Lawrence Boadu	-	Asst Internal Auditor
Mr. Joel Otwe Ninsin	-	Asst Internal Auditor

Assisted by 5 National Services Personnel

8.0 Key Personnel at post during Audit

1. Hon. Seth Sabah Serwornoo-Banini - Municipal Chief Executive
2. Mr. Siegfried K, Addo - Municipal Co-ordinating Director
3. Mr. Micheal Ebo Allotey - Municipal Finance Officer
4. Mrs. Evelyn Arhin - Municipal Budget Analyst
5. Mr. Abdel-Hafez Bagrey Abdulai - Municipal Planning Officer
6. Mr. Isaac Ofori - Municipal Works Engineer
7. Hon. Jones Kwarteng - Presiding Member
8. Mr. David Avuworda Kofi - Municipal Procurement Officer
9. Mrs Nazarene A. Dowuona - Head, HR Department
10. Mr. Godson Lodo - Municipal Environmental Health Officer
11. Mr. Evans Amofa - Head, Urban Roads Dept

**AWUTU SENYA EAST MUNICIPAL ASSEMBLY
INTERNAL AUDIT UNIT**

9.1 PVs not acquitted with receipts – GhC 30,720.00

Criteria	Regulation 78 (1a&1b) of Public Financial Management Regulation, 2019 (L.I.2378) and Part IX paragraph 13 (b) of the Financial Memoranda for District Assemblies 2004 on Payments vouchers not acquitted
Condition	17 payments Vouchers with total value of GhC 30,720.00 were not acquitted with valid receipts or were partially acquitted. See Appendix “B”
Cause	
Effect	<i>The Assembly could be sighted for not complying with established regulations</i>
Recommendation	MCE should ensure that all payment vouchers are supported with verifiable receipts and other attachments to show that amounts are due and payable as stipulated by Part IX paragraph 13 (b) of the Financial Memoranda for District Assemblies 2004 and Regulation 78 (1a&1b) of Public Financial Management Regulation, 2019 (L.I.2378)
Mgt’s Response	Management has taken note of it and is making efforts to ensure that all the necessary documents i.e. receipts, are provided by those who did the work
Mgt’s action plan	

9.2 Analysis of expenses on refuse disposal – GhC 68,800.00

Criteria	Uneconomic Expenditure (VFM) – Section 7 (1&2) of PFM Act, 2016 (Act 921)
Condition	During our audit, we noted that GhC 68,800.00 was used for refuse disposal without any evidence of usage, work done, pictures and any other necessary supporting documents to justify the expenses. See Appendix D
Cause	Non adherence to VFM principles in expending limited public financial resources
Effect	This could lead to lack of desired or expected level of development in the Municipality
Recommendation	We recommended that, Management should ensure all payment vouchers are supported with the necessary documents to prevent any loss or damage to the Assembly.
Mgt’s response	Management have taken note of the recommendation.
Mgt’s action plan	

AWUTU SENYA EAST MUNICIPAL ASSEMBLY INTERNAL AUDIT UNIT

10.0 Effectiveness of Internal Controls

Internal controls over cash collections at the Accounts Office are becoming better compared to our previous reports. Amounts collected are paid in gross and on time into bank accounts as required by Laws, Regulations and Rules.

Recommendation

We commend the Account Department for the good work performed during this period of audit and encourage them to continue with the action taken.



Gordon Walter Doe
Head, Internal Audit Unit

**AWUTU SENYA EAST MUNICIPAL ASSEMBLY
INTERNAL AUDIT UNIT**

APPENDIX "B":- PVs WITHOUT RECEIPT/PAYMENT SHEET						
	DATE	PV NO	CHQ NO	DESCRIPTION	PAYEE	GROSS AMOUNT
1	06/04/2025	09/01/2025	012853	workshop pfm compliance leag	MCD	1,000.00
2	13/03/2025	11/02/2025	012887	Medical support to Hagar Arhin	MCD	3,000.00
3	14/02/2025	13/02/2025	012892	Funeral donation for John Asabi	MCD/Nazerene	1,300.00
4	14/02/2025	14/02/2025	012893	funeral donation and transporta	MCD/Nazerene	2,500.00
5	23/04/2025	15/02/2025	012894	TNT for assembly members for e	MCD	3,900.00
6	13/12/24	29B/05/2025	013120	ALLOWANCE IN RESPECT OF LAB	MCD	400.00
7	13/12/24	28B/05/2025	013119	MAILS DISPATCH AND COORESP	MCD	400.00
8	13/12/24	28C/05/2025	013119	MAILS DISPATCH AND COORESP	MCD	250.00
9	13/12/24	29/05/2025	013120	ALLOWANCE IN RESPECT OF 5 CL	MCD	500.00
10	05/02/2025	33D/05/2025	013126	FUEL AND ENGINE OIL FOR OFFI	GHANA OIL COMPAN	500.00
11	29/11/24	35A/05/2025	013128	WORKSHOP ATTENDED BY SENI	MCD	2,680.00
12	13/12/24	36/05/2025	013129	IT COMPONENT FOR MIS UNIT	MCD	1,400.00
13	13/12/24	36A/05/2025	013129	LOGISTICS FOR ADMINISTRATIV	MCD	3,050.00
14	13/12/24	38A/05/2025	013131	TRANSPORTATION FOR DISPATCH	MCD	250.00
15	13/12/24	38B/05/2025	013131	EXPENSES FOR SUBMITTING MC	MCD	3,590.00
16	13/12/24	39A/05/2025	013132	FUNDS TO CATER FOR INTERNAL	MCD	500.00
17	01/04/2025	CF/02/03/25		Payment to cater for MCDs Enga	MCD	5,500.00
						30,720.00

APPENDIX ...D							
WORKS AT DUMP SITE							
MONTH	DATE	PAYEE	DETAILS	CODE	CHEQUE N	PV NO.	AMOUNT
JAN	31/01/2025	MOSBEL LTD	Works on	Dump site	012962	15/01/2025	10,300.00
JAN	31/01/2025	MOSBEL LTD	Works on	Dump site	012965	17/01/2025	13,000.00
FEB	07/02/2025	MOSBEL LTD.	AMOUNT	Dump site	012882	08/02/2025	11,500.00
FEB	13/02/2025	MOSBEL LTD.	AMOUNT	Dump site	012884	09/02/2025	5,000.00
FEB	14/02/2025	MOSBEL LTD.	AMOUNT	Dump site	012888	12/02/2025	13,000.00
FEB	21/02/2025	MOSBEL LTD.	AMOUNT	Dump site	012958	19/02/2025	5,000.00
FEB	21/02/2025	MOSBEL LTD.	AMOUNT	Dump site	012965	26/02/2025	11,000.00
							68,800.00

**AWUTU SENYA EAST MUNICIPAL ASSEMBLY
INTERNAL AUDIT UNIT**

Status Of Implementation Of Audit Recommendation For 1st Quarter 2025 Audit Report

No.	Audit Findings	Recommendations	Management Response	Status Of Implementation
1.	Failure To Renew Insurance and Road Worthiness Certificate of Official Vehicles	We recommend Management should ensure that all Official vehicle of the Assembly are insured and drivers have their licence renewed.	Management has taken noted and will adhered to the audit recommendation	Action Not Taken
2.	Availability Of Handling Over Notes	We recommend that the MCE ensures that the handling over noted is updated and sent to the various institutions.	Management would ensure that the Handling over note would be reviewed and responded according.	Action Taken
3.	No Log Book Used For DRIP Activities	Management should ensure that fuel log books are provided to the District Road Improvement Programme (DRIP).	Management would ensure that Log books are provided	Log books provided and available for verification
4.	Pvs Not Acquitted with Receipts - GhC 251,155.00	MCE should ensure that all payment vouchers are supported with verifiable receipts and other attachments to show that	Noted, Schedule Officers are being tasked to come and acquit amounts released to them	Action Taken

**AWUTU SENYA EAST MUNICIPAL ASSEMBLY
INTERNAL AUDIT UNIT**

		amounts are due and payable as stipulated by law		
5.	Payments Without GIFMIS Pvs - GhC45,500.00	MCE should ensure that all payments are preceded by the preparation of Payment Vouchers from GIFMIS platform attached as required by the PFM Act, its Regulations.	GIFMIS Payment voucher to be printed and attached	Further Action Required
6.	Nonfunctional DRIP Committee	We recommend that Management should ensure that the DRIP committee meet and approve matters concerning the DRIP activities and the way forward.	Management would ensure that the Committee	Action Not Taken
7.	Fuel Not Accounted For - Gh C 1,165.00	We recommend that Management should refund the amount of GH C1,165.00 to the DRIP account.	Management has reconciled to resolve this issue	Action Taken

**AWUTU SENYA EAST MUNICIPAL ASSEMBLY
INTERNAL AUDIT UNIT**

8.	Used Of Handwritten Demand Notice To Prepare Bills For The Assembly	We recommend to Management to use the software to print bills in order to improve efficient, accuracy and standardization. Also, to provide better tracking and Management capabilities instead of the old handwritten demand notice.	Management would ensure to use the Revenue Management software next year	Further Action Required
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**AWUTU SENYA EAST MUNICIPAL ASSEMBLY
INTERNAL AUDIT UNIT**

Management Action Plan for Second Quarter 2025

NO	AUDIT FINDINGS	RECOMMENDATIONS	RISK RATING (HIGH, MEDIUM, LOW)	MANAGEMENT RESPONSE	SCHEDULE OFFICER	IMPLEMENTATION TIME	
1.	PVs not acquitted with receipts – GHC30,720.00	Management should ensure that all payment vouchers are supported with verifiable receipts and other attachments to show that amounts are due and payable as stipulated by Part IX paragraph 13(b) of the Financial Memoranda for the District Assemblies 2004 and Regulation 78(1a and 1b) of Public Financial Management Regulation ,2019 (L.I.2378)		Management has taken note of it and is making efforts to ensure that all the necessary documents i.e., receipts, are provided by those who did the work.		Action Taken	
2.	Analysis of expenses on refuse disposal -GHC68,800	We recommended that, Management should ensure all payment vouchers are supported with the necessary documents to prevent		Management have taken note of the recommendation.		Action Taken	

**AWUTU SENYA EAST MUNICIPAL ASSEMBLY
INTERNAL AUDIT UNIT**

		any loss or damage to the Assembly.					
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