

# INTERNAL AUDIT REPORT FOR THE FIRST QUARTER, 2024 OF THE BOSOMTWE DISTRICT ASSEMBLY FROM (1<sup>ST</sup> JANUARY - 31<sup>ST</sup> MARCH, 2024)

## **Purpose and limitation**

### **1.0 EXECUTIVE SUMMARY**

In accordance with the Internal Audit Plan for 2024, the Internal Audit Unit of Bosomtwe District Assembly conducted a review on Cash Management of the Assembly for the First Quarter, 2024. The audit activity was conducted with five staff of the Internal Audit Unit.

This audit report details the results of our review of the District's cash management function. The unit also provided numerous recommendations on our findings and likewise discussed the observations with the core management personnel of the Assembly.

### **1.1 INTRODUCTION**

The audit was conducted in accordance with some sections of the laws and applicable regulations in Ghana. In section 83 (7) of the Public Financial Management Act 2016 (Act 921), Section 175 (4b) of the Local Government Act, 2016 (Act 936) and Part II (3 & 4) of the Internal Audit Agency Act, 2003 (Act 658).

The purpose of the audit is to give an independent view of the state of affairs of the Assembly and to provide quality assurance on the efficiency, effectiveness and economy in the administration of the programs and operations of the Assembly.

This audit was carried out in harmony with the risk-based approach which consists of conducting interviews to document system and physical verification of the payment vouchers which have not been attached with the necessary receipts.

The audit findings were developed based on five fundamental attributes. We have also suggested some key recommendations to the various findings based on the laws and regulations, procedures and best practices.

The determination of the audit team was to provide management with effective policies, procedures and practices purported to win value for money and compliance with the internal control measures for the Bosomtwe District Assembly.

## **1.2 SCOPE OF WORK**

This audit was risk based and scheduled as a part of our fiscal year 2024 audit plan. The audit focused primarily on Cash Management functions, including the various funds handling processes between revenue management in the Finance Department and other departments. The audit scope period was 1<sup>st</sup> January, 2024 to 31<sup>st</sup> March, 2024. Audit procedures included interviews with the schedule officers; review of policies and procedures and other documentation; analysis and testing of cash receipt related processes and review other relevant documents attached to the payment vouchers.

### **1.3 AUDIT TEAM**

*The audit was conducted by the following officers:*

|                      |   |                                        |
|----------------------|---|----------------------------------------|
| Stephen K. Amedahevi | : | Senior Internal Auditor (Head of Unit) |
| Andrews O. Amankwaa  | : | Internal Auditor                       |
| Richard Gyamfi       | : | Assistant Internal Auditor             |
| Martin Agyei         | : | Assistant Internal Auditor (Trainee)   |
| Daniel Amofa Siaw    | : | Assistant Internal Auditor (Trainee)   |

### **1.4 AUDIT OBJECTIVES**

*The objectives of the audit are as follows:*

1. To ascertain whether payment paid were pre-audited or quality assurance.
2. To ascertain whether GIFMIS guidelines are be follow in the assembly
3. To ascertain whether items purchased for the office used are being routed through stores for Store Receipt Voucher (SRV).
4. To ascertain whether taxes are being deducted and pay to GRA as stated in the Tax Act, 2015 (act 896).
5. To ascertain whether the necessary documents or receipts are being attached to the various payment made within the first of 2024.
6. To also ascertain whether the drivers of the assembly are complying with their log books.
7. To follow up on the previous audit report.

## **1.5 MANAGEMENT PERSONNEL**

*The key management personnel during the audit were:*

| <b><u>NAME</u></b>         | <b><u>POSITION</u></b>    |
|----------------------------|---------------------------|
| Hon. Joseph Kwasi Asuming  | District Chief Executive  |
| Mrs. Margaret Asante       | District Co-ord. Director |
| Mr. Iddrisu Abubakar       | District Finance Officer  |
| Mr. Francis Buckman Abeiku | District Revenue Head     |

## **1.6 METHODOLOGY**

In executing the audit, the risk-based audit approach was used which included analytical review, vouching and inspection of records of the cash book concerned. The audit team also interacted with the officers concerned to elicit vital information relevant to the preparation of audit report.

As a result, the audit findings were advanced based on the five fundamental elements of criteria, condition, cause, effect as well as recommendations. The audit was conducted in accordance with Generally Accepted Audit Standards.

## **1.7 SUMMARY OF AUDIT FINDINGS**

- (i) *Failure to pre-audit documents before payment - Gh¢19,088.75***

### **RECOMMENDATION**

Management should ensure that all payment vouchers are being pre-audited by the Internal Auditor before payment is made so that audit infraction could be minimized and to avoid external queries.

***(ii) Failure to use the GIFMIS***

**RECOMMENDATION**

Management should strictly ensure that all financial transactions are processed by the use of the GIFMIS in order to avoid sanctions.

***(iii) Failure to withhold tax - Gh¢2,042.30***

**RECOMMENDATION**

Management should remit the tax amount of Gh¢2,042.30 to the GRA with delay.

***(iv) Items purchased not routed through stores -Gh¢3,250.00***

**RECOMMENDATION**

Management should ensure that all items or goods procure/received by the assembly are routed through stores for verification by the Internal Auditor in order to ensure efficient management system.

***(v) Unaccounted payments - Gh¢14,173.00***

**RECOMMENDATION**

Management should call the payees to provide the necessary documents or receipts to account for the payments.

## **1.8 DETAILS OF AUDIT FINDINGS**

### **1.8.1 *Failure to submit payment vouchers for pre-auditing before payment – GH¢19,088.75***

#### **CRITERIA**

Paragraph 1 of Part XIII of the Financial Memoranda for District Assemblies state that the Internal Auditor shall pre-audit or cause to be pre-audited, all payment vouchers with all appropriate attachments.

#### **CONDITION**

On contrary, we noted that the Finance Officer has made payments to a sum of Nineteen Thousand, Eighty-eight Ghana cedis and seventy-five Pesewas (GH¢19,088.75) without firstly passing them to the Internal Auditor to provide quality assurance towards these payments to the Assembly. Refer to the attached appendix for details.

#### **CAUSE**

This anomaly was caused by the Finance Officer for failing to instruct his subordinates to submit the payment vouchers to the Internal Auditor to provide his assurances on the financial transactions before payments are made.

#### **EFFECT**

This could result to several audit infractions such as failure to withhold tax, misapplication or misappropriation of fund, etc. which would not guarantee to the interest of the Assembly.

### **RECOMMENDATION**

Management should ensure that all payment vouchers are pre-audited by the Internal Auditor before initial payments are honoured so that audit infractions could be minimized resulting to savings to the Assembly.

### **MANAGEMENT RESPONSE**

Management was glad with the Internal Auditors recommendations and promised not to repeat same in the future.

#### ***1.8.2 Failure to use the GIFMIS***

### **CRITERIA**

Paragraph 155 of Section IV of the 2024-2027 Budget Preparation Guidelines by the Ministry of Finance stated that MMDAs are reminded that the use of the GIFMIS for processing of all financial transactions is a legal requirement under section 25 (6) of the Public Financial Management Act, 2016 (Act 921) and regulations 13 and 14 of the PFM Regulation, LI 2378 and as such should be strictly complied with. Consequently, MMDCEs/MMDCDs as well as Finance Officers are cautioned and reminded that failure to properly use the GIFMIS to conduct financial transactions of their respective institutions comes with corresponding sanctions as stipulated in section 98 (1b) of the Act.

### **CONDITION**

During our examination of payment vouchers, we noted that several payments have been made without processing through the GIFMIS platform. We could not cite GIFMIS payment vouchers, warrants attached to the payment vouchers to ensure compliance of the use of the GIFMIS. Refer to the attached appendix for details.

### **CAUSE**

Management failed to comply with the stated guideline and the PFM Act.

### **EFFECT**

If this anomaly continues, it could result to budget overrun and misuse of public fund.

### **RECOMMENDATION**

Management should strictly ensure that all financial transactions are processed by the use of the GIFMIS in order to avoid sanctions as enshrined in the PFM Act.

### **MANAGEMENT RESPONSE**

Recommendation was noted by the management and tasked the District Finance Officer (DFO) to make sure that by the end of April, 2024 GIFMIS system works effectively.

## **1.8.3      *Failure to withhold tax – GH¢2,042.30***

### **CRITERIA**

Section 117 (3) of the Income Tax Act, 2015 (Act 896) state that a withholding agent who fails to withhold tax in accordance with this Division shall pay the tax that should have been withheld in the same manner and at the same time as tax that is withheld.

### **CONDITION**

Contrary to this Act, we noted that management failed to withhold



/deduct a gross sum of Two Thousand and Forty-two Ghana Cedis and Thirty Pesewas (GH¢2,042.30) on the respective payments.  
Details below for reference.

| Date      | PV No.    | Details                                                                                                                                                                                                                                         | Taxable amount | Tax rate | Tax amount |
|-----------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|------------|
| 12/1/24   | 2/1/2024  | Being fund released to cover risk communication and community engagement at Anita Hotel, trucking the implementation of disability commitment at Miklin Hotel and sensitization and awareness creation workshop on national green jobs strategy | 725.00         | 10%      | 72.50      |
| 25/1/24   | 12/1/2024 | Being fund released to cover payment for commission collectors for the month of December,2023                                                                                                                                                   | 5,873.73       | 10%      | 587.30     |
| 8/2/2024  | 1/2/2024  | Being fund released to cover payment to purchase public Address system to help revenue mobilization drive as a matter of emergency.                                                                                                             | 1,850.00       | 3%       | 55.50      |
| 9/2/2024  | 2/2/2024  | Being fund release to cover payment for organizing the inauguration and swearing in of the 9 <sup>th</sup> Assembly of the Bosomtwe District Assembly.                                                                                          | 10,865.00      | 10%      | 1,086.50   |
| 20/2/2024 | 14/2/2024 | Being fund release to cover payment for the account department to participated in the important executive organized                                                                                                                             | 2,405.00       | 10%      | 240.50     |

### **CAUSE**

The Finance Officer failed to comply with the stated Act.

### **EFFECT**

This could decline the revenue performance of the government.

### **RECOMMENDATION**

Management should remit the tax amount of GH¢2,042.30 to the GRA without delay.

### **MANAGEMENT RESPONSE**

Management has taken notice of all the recommendations and make sure that the compliance work excellently.

#### **1.8.4      *Items purchased not routed through stores - GH¢3,250***

##### **CRITERIA**

Regulation 0522 of the Store Regulations, 1984 state that a Store Receipt voucher shall be prepared for recording of all goods received into store whether they be allocated or unallocated stores.

##### **CONDITION**

We noted that the Assembly has received goods to a tune of Three Thousand, Two Hundred and Fifty Ghana Cedis (GH¢3,250.00) without routing such goods through stores. We could not cite SRV to authenticate the transaction. Reference to the attached below:

| <b>Date</b> | <b>PV No.</b> | <b>Details</b>                                                                                                                     | <b>Chq. No.</b> | <b>Amt Gh¢</b> | <b>Payee</b>           | <b>Findings</b> |
|-------------|---------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|------------------------|-----------------|
| 11/1/24     | 7/1/2024      | Being fund release for payment of stock registers at Accra CAGD                                                                    | 002817          | 1,400.00       | Francis Adjabeng - DFO | No SRA attached |
| 8/2/2024    | 1/2/2024      | Being fund released to cover payment to purchase public Address system to help revenue mobilization drive as a Mather of emergency | 000417          | 1,850.00       | Nons Music             | No SRA attached |

##### **CAUSE**

This anomaly is caused by management for failing to route the goods through store.

##### **EFFECT:**

If this anomaly continues, goods procured/received for the interest of the Assembly, could be diverted for personal gains.

### **RECOMMENDATION**

Management should in future ensure that all goods procured/received by the Assembly are routed through stores for verification by the Internal Auditor in order to ensure efficient management and tracking of the assets.

### **MANAGEMENT RESPONSE**

Management agreed with the recommendation and make sure that any item procure/purchase would be verified and routed through stores.

#### **1.8.5      *Unaccounted payments – GH¢14,173.00***

### **CRITERIA**

Regulation 78 (b and c) of the Public Financial Management Regulations, 2019 (LI 2378) state that the Principal Spending Officer of a covered entity is personally responsible for ensuring in respect of each payment that evidence of services received, certificates for work done and other supporting documents exist and also ensure that the validity, accuracy and legality of the claim for the payment.

### **CONDITION**

Contrary to this regulation, we noted that eleven (11) payment vouchers which amounted to Fourteen Thousand, One Hundred and Seventy-three Ghana Cedis (GH¢14,173) were expended from the Assembly's Internally Generated Fund (IGF) without providing the necessary receipts, honour certificates, and other acknowledgement to account for the payments.

**CAUSE**

The Finance Officer failed to ensure that the necessary documents are attached to account for the payments.

**EFFECT**

If this anomaly continues, it could result to embezzlement of public fund without recourse to the Assembly's interest.

**RECOMMENDATION**

The Principal Spending Officer and Finance Officer should call the payees to provide the necessary documents to account for the payments, else the fund should be refunded by both The Principal Spending Officer and Finance Officer.

**MANAGEMENT RESPONSE**

Management noted all the anomalies and promised to call the officers in question to account for it. By the end of June, 2024, we are sure to retire all the payment vouchers to that effect.

## **2.0 ACKNOWLEDGEMENT**

We wish to express our gratitude to the District Coordinating Director and the entire staff of the Assembly for the cooperation rendered to the audit team during the audit period.

## **3.0 CONCLUSION**

Although there are mechanisms in place for checking the anomalies yet the major problem is the non-compliance with the Financial Regulation and the controls.

.....  
**STEPHEN K. AMEDAHEVI**  
**DISTRICT INTERNAL AUDITOR**  
**BOSOMTWE DISTRICT ASSEMBLY**

# **BOSOMTWE DISTRICT ASSEMBLY INTERNAL AUDIT UNIT**

## **SECOND QUARTER INTERNAL AUDIT REPORT 2024**

**ON THE CASH MANAGEMENT OF THE DISTRICT ASSEMBLY COMMON FUND & IGF**

Submitted on: July 30, 2024

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## **1.0 EXECUTIVE SUMMARY**

### **1.1 INTRODUCTION**

As part of our quality assurance to management in accordance with:

- a) Section 120 of the Local Government Act, 2016 (Act, 936)
- b) Section 16(3) of the Internal Audit Agency Act 2003 (Act 658) and the financial Memoranda, we carried out our audit in line with auditing standards and best practice.

### **1.2 MANAGEMENT RESPONSIBILITY**

In accordance with the Internal Audit Charter and in line with auditing standards, it is the responsibility of management to formulate policies, set objectives and procedures, and design appropriate and effective internal control systems, implement and monitor policies and procedures to achieve the objectives of the Assembly.

### **1.3 INTERNAL AUDITOR'S RESPONSIBILITY**

It is the responsibility of the internal auditor to carry out an independent objective assurance service designed to add value to the Assembly's activities.

We would like to draw management's attention to the fact that due to the inherent limitations of audit, this exercise might not be able to identify all internal control weaknesses in the system but all those that have come to our attention, have been recorded in this report and that there might be others that have escaped our detection.



The purpose of the audit is to give an independent view of the state of affairs of the Assembly and to provide quality assurance on the efficiency and effectiveness of the economy in the administration for the programs and operations of the Assembly.

#### **1.4 SCOPE OF WORK**

The audit was conducted to cover all payment records kept for the District Assembly Common Fund and Internally Generated Fund. The period of review was from 1st April to 30th June, 2024.

#### **1.5 AUDIT TEAM**

|                      |   |                                      |
|----------------------|---|--------------------------------------|
| Stephen K. Amedahevi | : | Internal Auditor (Head of Unit)      |
| Richard Gyamfi       | : | Assistant Internal Auditor           |
| Daniel Amofa Siaw    | : | Assistant Internal Auditor (Trainee) |
| Martin Agyei         | : | Assistant Internal Auditor (Trainee) |

#### **1.6 OBJECTIVES OF THE AUDIT**

Our audit objectives were: -

- i. To ascertain the procedures and regulations governing the payment of rent for staff who are occupying Assembly bungalows.
- ii. To assess the adequacy of internal controls over the receipt, recording and management of government stores.
- iii. To ascertain whether there are thorough policies and procedures in place to ensure that the Assembly complies with the laws and regulations with regards to the filing of payment vouchers.
- iv. To ascertain whether all DACF payments are being fully retired.
- v. To express an opinion on financial issue

vi. To follow up on the previous audit reports.

## **1.7 MANAGEMENT PERSONNEL**

*The key management personnel during the time of the audit were:*

| <u>NAME</u>                | <u>POSITION</u>                 |
|----------------------------|---------------------------------|
| Hon. Joseph Kwasi Asuming  | District Chief Executive        |
| Mrs. Margaret Owusu Mensah | District Co-ordination Director |
| Mr. Iddrisu Abubakar       | District Finance Officer        |
| Mr. Francis Buckman Abeiku | District Revenue Head           |

## **1.8 METHODOLOGY**

The audit was conducted using the risk-based approach which included inspection of projects in the district, enquiries into maintenance culture and performing walkthrough test.

In the course of the audit, control weaknesses which came to our attention were discussed with management. Accordingly, the audit findings were developed based on the five attributes of criteria, condition, cause, effect and recommendation. Responses from management were appropriate incorporated in this report.

## **1.9 SUMMARY OF AUDIT FINDINGS**

### ***a. Poor filing practice***

During our review of financial documents, we noted that several payment vouchers were misfiled and some instances, where payment vouchers which ought to have been filed were not on file.

RECOMMENDATION: The Finance Department should strictly comply with the appropriate procedures for filing and management of financial documents.

**b. Outstanding rent Gh¢6,005**

On the contrary, we noted during the review of the Assembly's records that (18) staff members of the Assembly owed a total amount of GH¢6,005.00 in respect of unpaid rent.

RECOMMENDATION: Management was asked to recover the outstanding rent from the staff without delay and also ensure that occupants regularly pay their rents.

**c. Unacquitted payment vouchers (Gh¢56,595.00)- DACF**

During our review, we observed that a total of seven (7) payment vouchers amounting to Fifty-Six Thousand, Five Hundred and Fifty-Seven Ghana Cedis (GH¢56,595.00) spent on various activities have not been fully accounted for.

RECOMMENDATION: To help cure this problem, finance officer together with management should ensure that all officers who have fallen foul of this financial indiscipline acquit the vouchers or refund in part or in whole the amount received, or face any other disciplinary measure as may be prescribed by law.

**DETAIL OF AUDIT FINDINGS**

***1.9.1 Poor filing practice***

**CRITERIA**

As stated in the Accounting Manual for MMDAs, under the heading Filing of Vouchers "After the vouchers have been checked and entered in the Register of Vouchers or other records, copies of the vouchers shall be filed and clearly labelled in date order. In the case of pre-numbered

vouchers, they shall be filed in numerical sequence. Where a complete series of vouchers is put on the file, the file shall be examined by the control clerk. Any missing voucher shall be listed and obtained from the person holding them or responsible for forwarding them. At any given time, all vouchers shall be properly secured.”

### **CONDITION**

During our review of financial documents, we noted that several payment vouchers were misfiled and some instances, where payment vouchers which ought to have been filed were not on file. We mostly identify these anomalies from the schedule officer who handled the IGF.

### **CAUSE**

Poor segregation of work at the finance department is the leading cause of the poor filing practice of financial documents.

### **EFFECT**

The practice creates a challenge in locating financial documents. It could also lead to permanent misplacement of financial documents.

### **RECOMMENDATION**

We advised that proper segregation of tasks should be implemented to avoid misfiling of documents. The capacity of personnel at the finance department should be built to enhance their ability to understand the need for compliance with filing standards for financial documents. The finance department should also strictly comply with the appropriate procedures for filing and management of financial documents. We have urged the Finance Officer to reshuffle/rotate officers to develop their skills, talents, and competencies to enable them improve job performance and overall higher motivation.

## **MANAGEMENT RESPONSE**

Management has taken note of the misfiling of valuable documents/ payment vouchers. We tasked the Finance Officer and other schedule officers to make sure that the documents are properly filed to avoid future queries.

### ***1.9.2 Outstanding rent GH¢6,005.00***

#### **CRITERIA**

Part I, Regulation 2 (d) of the FAR, requires that the head of department shall secure the due and proper collection of government revenue collectable by the department within the terms of any enactment or of instructions issued or approved by the Controller and Accountant General.

#### **CONDITION**

On the contrary, we noted during the review of the Assembly's records that (19) staff members of the Assembly owed a total amount of GH¢6,005.00 in respect of unpaid rent.

#### **Details below:**

| No | NAME                   | GRADE                       | RENT FOR MONTHLY | 2023 JAN-DEC (Arrears) | 2024 JAN. - JUNE |
|----|------------------------|-----------------------------|------------------|------------------------|------------------|
| 1  | Abubakar Salifu        | Planning Officer            | 50.00            | 300.00                 | 300.00           |
| 2  | Francis Agyabeng       | DFO                         | 50.00            | 600.00                 | 300.00           |
| 3  | Isaac Kumi             | Engineer                    | 50.00            | 350.00                 | 300.00           |
| 4  | Samuel B. Amewuho      | Magistrate/Judge            | 30.00            | ---                    | 180.00           |
| 5  | Phylis Abrokwah        | Budget Officer              | 30.00            | 150.00                 | 180.00           |
| 6  | Anafo Nathaniel        | Assistant Director          | 30.00            | ---                    | 180.00           |
| 7  | Charles Sasah Tetteh   | Ass. Chief Env. Health Off. | 30.00            | ---                    | 180.00           |
| 8  | Dominic Boahen         | Ass. Quantity Surveyor      | 30.00            | 360.00                 | 180.00           |
| 9  | Akwasi Ahenkan         | Human Resource Off.         | 30.00            | ---                    | 180.00           |
| 10 | Dorothy Kufuma         | Social Welfare Officer      | 30.00            | ---                    | 180.00           |
| 11 | Oscar Agyemang         | Ass. Director               | 30.00            | ---                    | 180.00           |
| 12 | Micheal Karim          | Procurement Officer         | 30.00            | ---                    | 180.00           |
| 13 | Richard Gborgborts     | Stool Land                  | 30.00            | 360.00                 | 180.00           |
| 14 | Charles Bonsu          | Social Welfare              | 30.00            | 150.00                 | 180.00           |
| 15 | Forkuo Felix Thomas    | Asst. Director              | 30.00            | ---                    | 180.00           |
| 16 | Francis Abeiku Buckman | Revenue Officer             | 25.00            | ---                    | 150.00           |
| 17 | Gaamsom Richard        | Accountant                  | 25.00            | ---                    | 150.00           |

|    |                 |                      |       |                 |                           |
|----|-----------------|----------------------|-------|-----------------|---------------------------|
| 18 | Richard Gyamfi  | Internal Auditor     | 25.00 | ---             | 150.00                    |
| 19 | Patick Adu Kofi | Budget Officer       | 25.00 | 75.00           | 150.00                    |
|    |                 | <b>Total Debtors</b> |       | <b>2,345.00</b> | <b>3,660.00</b>           |
|    |                 |                      |       |                 | <b><u>Gh¢6,005.00</u></b> |

### **CAUSE**

Unwillingness of the staff members to pay for the accommodation caused the Assembly huge anomaly.

### **EFFECT**

This could lead to loss of revenue to the Assembly.

### **RECOMMENDATION**

We urged management to recover the outstanding rent from the staff without delay and also ensure that occupants regularly pay their rent.

### **MANAGEMENT RESPONSE**

Management agreed with the recommendation and advised staff who have not been able to settle their rent to do so. District Coordinating Director, promised that by the end of October, 2024 all the occupants must finish paying the outstanding rents.

### **1.9.3 Unacquitted payment vouchers (Gh¢56,595.00)**

#### **CRETIRIA**

Part IX sub-section 13 of Financial Memoranda for metropolitan, Municipal and District Assemblies says that, all payment vouchers shall be receipted in one of the following ways: (a) By a writing acknowledgement in ink on the payment voucher by the payee where an official receipt is not supplied; or (b) By the attachment to the payment voucher of the payee's official receipt. Facsimile signature stamp shall not be used.

#### **CONDITION**

During our review, we observed that a total of three (3) Common Fund payment vouchers amounting to Fifty-Six Thousand, Five Hundred and

Nine-Five Ghana Cedis (GH¢56,595.00) spent on various activities have not been fully accounted for. Details below

**Details below:**

| No | Date     | PV No         | Narration                                                                                          | Amount           | Payee                                 | Remarks     | Remarks              |
|----|----------|---------------|----------------------------------------------------------------------------------------------------|------------------|---------------------------------------|-------------|----------------------|
| 1  | 19/04/24 | DACF/06/04/24 | Being funds released to evacuate the heap of refused Abrankese.                                    | 48,000.00        | Dorgyak Ltd.                          | No receipts | No quality assurance |
| 2  | 24/04/24 | DACF/09/04/24 | Being funds released to undertake spatial planning and technical sub-committee meeting/inspection. | 3,595.00         | Nkansah Frimpong                      | No receipts | No warrant           |
| 3  | 05/06/24 | DACF/05/06/24 | Being funds released to enable the Agric Dept. undertake Second Quarter activities of 2024.        | 5,000.00         | Eric Fofie (Dist. Director of Agric.) | No receipts | -                    |
|    |          |               | Total                                                                                              | <b>56,595.00</b> |                                       |             |                      |

**CUASE**

The finance office did not ensure that all releases are properly accounted for after such monies have been spent for the intended purpose. This also shows weak supervision from the finance officer to ensure that payment vouchers are fully acquitted.

**EFFECT**

The unwillingness of officers to account for releases taken shows the extent to which the control system has weakened. This could lead to very serious levels of revenue leakage to the assembly should this trend continue.

**RECOMMENDATION**

To help cure this problem, Finance Officer together with management should ensure that all officers who have fallen foul of this financial indiscipline acquit the vouchers or refund in part or in whole the amount received, or face any other disciplinary measure as may be prescribed by law.

### **MANAGEMENT RESPONSE**

The management thanked the Internal Audit Unit and ensured all payment vouchers are fully acquitted.

### **ACKNOWLEDGEMENT**

The unit is grateful to management and staff for their cooperation and assistance during the audit.

### **CONCLUSION**

The review indicates that, the system controls in place at the Assembly have improved but the cash management process of the Assembly needs to be worked upon in order to achieve a fully functioning system of internal controls in the day-to-day administration.

.....  
(STEPHEN K. AMEDAHEVI)  
DISTRICT INTERNAL AUDITOR  
BOSOMTWE DISTRICT ASSEMBLY KUNTANASE



**Details below:**

| No | Date     | PV No         | Narration                                                                                                | Amount    | Payee                                 | Remarks     | Remarks              |
|----|----------|---------------|----------------------------------------------------------------------------------------------------------|-----------|---------------------------------------|-------------|----------------------|
| 1  | 19/04/24 | DACF/06/04/24 | Being funds released to evacuate the heap of refused at Abrankese.                                       | 48,000.00 | Dorgyak Ltd.                          | No receipts | No quality assurance |
| 2  | 24/04/24 | DACF/09/04/24 | Being funds released to undertake spatial planning and technical sub-committee meeting/inspection.       | 3,595.00  | Nkansah Frimpong                      | No receipts | No warrant           |
| 3  | 15/05/24 | DACF/06/05/24 | Being funds released as financial support to Gamson B. Richard for pursuing two years Post Graduate MBA. | 5,000.00  | DCD/Gamson B. Richard                 | No receipts | -                    |
| 4  | 24/05/24 | DACF/12/04/24 | Being funds released to meet protocol expenses at Manhyia                                                | 3,000.00  | DCD/Nathaniel Anafo                   | No receipts | No warrant           |
| 5  | 24/05/24 | DACF/13/05/24 | Being funds released for donations.                                                                      | 4,500.00  | DCD/Nathaniel Anafo                   | No receipts | No warrant           |
| 6  | 04/06/24 | DACF/03/06/24 | Being funds release to carry out repair works at DCE's Resident                                          | 3,562.00  | Isaac Kumi (Engineer)                 | No receipts | -                    |
| 7  | 05/06/24 | DACF/05/06/24 | Being funds released to enable the Agric Dept. undertake Second Quarter activities of 2024.              | 5,000.00  | Eric Fofie (Dist. Director of Agric.) | No receipts | -                    |
|    |          |               | Total                                                                                                    | 72,657.00 |                                       |             |                      |

# INTERNAL AUDIT REPORT FOR THE THIRD QUARTER, 2024 OF THE BOSOMTWE DISTRICT ASSEMBLY FROM (1ST JULY - 30<sup>TH</sup> SEPTEMBER, 2024)

## **Purpose and limitation**

### **4.0 EXECUTIVE SUMMARY**

In accordance with the Internal Audit Plan for 2024, the Internal Audit Unit of Bosomtwe District Assembly conducted a review on Transport, Store, Payroll and Cash Management of the Assembly for the Third Quarter, 2024. The audit activity was conducted with four staff of the Internal Audit Unit.

This audit report details the results of our review of some auditable areas in the district including cash management function. The unit also provided numerous recommendations on our findings and likewise discussed the observations with the core management personnel of the Assembly.

### **1.1 INTRODUCTION**

The audit was conducted in accordance with some sections of the laws and applicable regulations in Ghana. In section 83 (7) of the Public Financial Management Act 2016 (Act 921), Section 175 (4b) of the Local Government Act, 2016 (Act 936) and Part II (3 & 4) of the Internal Audit Agency Act, 2003 (Act 658).

The purpose of the audit is to give an independent view of the state of affairs of the Assembly and to provide quality assurance on the efficiency, effectiveness and economy in the administration of the programs and operations of the Assembly.

This audit was carried out in harmony with the risk-based approach which consists of conducting interviews to document system and physical verification of the payment vouchers which have not been attached with the necessary receipts.

The audit findings were developed based on five fundamental attributes. We have also suggested some key recommendations to the various findings based on the laws and regulations, procedures and best practices.

The determination of the audit team was to provide management with effective policies, procedures and practices purported to win value for money and compliance with the internal control measures for the Bosomtwe District Assembly.

## **1.2 SCOPE OF WORK**

This audit was risk-based and scheduled as a part of our fiscal year 2024 audit plan. The audit focused primarily on stores, payroll, transport and cash management functions, including the various funds handling processes between revenue management in the Finance Department and other departments. The audit scope period was 1<sup>st</sup> July, 2024 to 30<sup>th</sup> September, 2024. Audit procedures included interviews with the schedule officers, transport officers, and other officers during our review of policies and procedures and other documentations; analysis and testing of cash receipts related

processes and review other relevant documents attached to the payment vouchers.

### **1.3 AUDIT TEAM**

*The audit was conducted by the following officers:*

|                      |   |                                        |
|----------------------|---|----------------------------------------|
| Stephen K. Amedahevi | : | Senior Internal Auditor (Head of Unit) |
| Richard Gyamfi       | : | Assistant Internal Auditor             |
| Martin Agyei         | : | Assistant Internal Auditor (Trainee)   |
| Daniel Amofa Siaw    | : | Assistant Internal Auditor (Trainee)   |

### **1.4 AUDIT OBJECTIVES**

*The objectives of the audit are as follows:*

8. To ascertain whether all payment vouchers were attached with the necessary receipts.
9. To ascertain whether there were challenges in using GIFMIS system.
10. To ascertain whether the store room are being keep clean and order manner.
11. To ascertain whether the Assembly vehicles are properly maintained, insured, and registered.
12. To established the effectiveness of internal controls to prevent payroll irregularities, such as ghost employees or unauthorized changes.

13. To follow up on the previous audit report.

### **1.5 MANAGEMENT PERSONNEL**

*The key management personnel during the audit were:*

| <b><u>NAME</u></b>          | <b><u>POSITION</u></b>    |
|-----------------------------|---------------------------|
| Hon. Joseph Kwasi Asuming   | District Chief Executive  |
| Madam Margaret Owusu-Mensah | District Co-ord. Director |
| Mr. Iddrisu Sumaila         | District Finance Officer  |
| Mr. Francis Buckman Abeiku  | District Revenue Head     |
| Mr. Eric Frimpong           | District Estate Officer   |

### **1.6 METHODOLOGY**

In executing the audit, the risk-based audit approach was used which included analytical review, vouching and inspection of records of the cash book concerned. The audit team also interacted with the officers concerned to elicit vital information relevant to the preparation of audit report.

As a result, the audit findings were advanced based on the five fundamental elements of criteria, condition, cause, effect as well as recommendations. The audit was conducted in accordance with Generally Accepted Audit Standards.

### **1.7 SUMMARY OF AUDIT FINDINGS**

***(vi) Unaccounted payments - Gh¢32,843.00***

### **RECOMMENDATION**

Management should call the payees to provide the necessary documents or receipts to account for the payments.

***(vii) Non-availability of shelves in the store-room***

**RECOMMENDATION**

We advised management to provide and install sturdy, adjustable wooden shelves in the store office to ensure proper storage and organization, enhance efficiency, and improved overall operational productivity.

***(iii) No insurance policy for some of the Assembly vehicles***

**RECOMMENDATION**

We recommended that the assembly should prioritize insurance procurement, allocate sufficient budget funds, and ensure timely policy renewals to comply with Act 683 and mitigate financial risks.

**DETAIL OF AUDIT FINDINGS**

***(i) Unaccounted payments - Gh¢32,843.00***

**CRITERIA**

The Public Financial Management Act 2016 (Act 921), and the Internal Audit Agency Act 2003 (Act 658) require proper accounting and retirement of all payments. In Section 92 of the Public Financial Management Act 2016 (Act 921) requires accurate and complete

financial records. While Section 17 of the Internal Audit Agency Act 2003 (658) emphasizes internal controls and audit compliance.

### **CONDITION**

Contrary to this regulation, we noted that six (6) payment vouchers which amounted to Thirty-Two Thousand, Eight Hundred and Forty-three Ghana Cedis (GH¢32,843.00) were expenditure from the MP Common Fund and PWD Fund without providing the necessary receipts to justify the authenticity of the expenditure. The payments have been made without proper documentation or retirement. Detailed below:

#### **MP Common Fund**

| No | Date    | PV No.                      | Narration                                                                                                                             | Amt.            | Payee                 | Remarks     |
|----|---------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|-------------|
| 1  | 03/9/24 | BOSDA/MP/SEP<br>T.24/KB/001 | Being funds released out of MP's Common Fund account to support Owusu Kwaku Paul, a student of KNUST in payment of his academic fees. | 2,000.00        | DCD/Owusu Kwaku Paul  | No receipts |
| 2  | 16/9/24 | BOSDA/MP/SEP<br>T.24/KB/003 | Being funds released to support Opoku Agnes Konadu in payment of academic fees.                                                       | 2,000.00        | rxsDCD/Opoku Agnes    | No receipts |
| 3  | 27/9/24 | BOSDA/MP/SEP<br>T.24/KB/006 | Being funds released for supporting Mr. Barnes Theophilus as student of Akrokerri College Education.                                  | 1,000.00        | DCD/Barnes/Theophilus | No receipts |
|    |         | <b>Total</b>                |                                                                                                                                       | <b>5,000.00</b> |                       |             |

#### **PWD Fund**

| No | Date    | PV No                       | Narration                                                                                            | Amt.      | Payee              | Remarks     |
|----|---------|-----------------------------|------------------------------------------------------------------------------------------------------|-----------|--------------------|-------------|
| 1  | 15/9/24 | BOSDA/PWD/A<br>UG.24/KB/002 | Being funds released from the PWD fund to support some disable persons, their medical and education. | 25,185.00 | DCD/Dickson Mensah | No receipts |
| 2  | 20/9/24 | BOSDA/PWD/A<br>UG.24/IS/001 | Being funds released to enable an officer to attend three days training meeting with the             | 1,058.00  |                    | No receipts |

|   |         |                          |                                                                                                        |                  |                    |             |
|---|---------|--------------------------|--------------------------------------------------------------------------------------------------------|------------------|--------------------|-------------|
|   |         |                          | LEAP Secretariat at TYCO City Hotel in Sunyani from 13 <sup>th</sup> to 17 <sup>th</sup> August, 2024. |                  | DCD/Dickson Mensah |             |
| 3 | 27/9/24 | BOSDA/PWD/A UG.24/KB/002 | Being funds released for supporting five members of the Deaf Association to part take programme.       | 1,600.00         | DCD/Dickson Mensah | No receipts |
|   |         | Total                    |                                                                                                        | <b>27,843.00</b> |                    |             |

### **CAUSE**

Inadequate internal controls, lack of proper accounting procedures, and non-compliance with financial regulations have led to unaccounted payments.

### **EFFECT**

Unaccounted payments compromise the integrity of financial reporting, undermine transparency and accountability, and increase the risk of misappropriation and financial losses.

### **RECOMMENDATION**

The institution should strengthen internal controls, ensure proper documentation and authorization for all payments, and conduct regular audits to identify and recover unaccounted payments. Additionally, officials responsible for unaccounted payments should be held accountable.

### **MANAGEMENT RESPONSE**

Management agreed with the Audit recommendation and tasked all the payees to make sure that appropriate supporting documents are attached for verification/evidence.

## ***(ii) Non-availability of shelves in the store-room***

### **CRITERIA**



The Occupational Safety and Health Act, 2013 (Act 854) of Ghana mandates employers to ensure a safe and healthy work environment, requiring them to provide and maintain adequate and suitable facilities proper storage and shelving.

### **CONDITION**

'We observed that the store room lacks adequate storage facilities, resulting in a cluttered and disorganized workspace, with inventory scattered throughout the room, obstructing aisles and passageways, and creating an environment conducive to accidents, damage, and loss.'

### **CAUSE**

The lack of shelves in the store office is caused by inadequate budget allocation, and lack of prioritization for storage needs.

### **EFFECT**

Non-availability of shelves in the store room, disorganized, clutter, increased risk of damage or loss, difficult accessing needed materials, decreased productivity, and increased stress for store personnel.

### **RECOMMENDATION**

We advised management to provide and install durable wooden shelves in the store office to ensure proper storage and organization, enhance efficiency, and improved overall operational productivity.

### **MANAGEMENT RESPONSE**

Management promised to take prompt action to procure comprehensive insurance coverage for all uninsured assembly

vehicles, allocate sufficient funds in the budget for premium payments, and ensure timely policy renewals from reputable insurance providers.

***(iii) No insurance policy for some of the Assembly vehicles***

**CRITERIA**

The financial memorandum regarding vehicles without insurance policy; Section 5, and subsection 3 stipulates that all vehicles owned or leased by the District Assembly must be fully insured against loss, damage, lor liability. Failure to maintain adequate insurance coverage shall exposed the Assembly to financial risk and potential legal liabilities. In Ghana, the lack of insurance policy for district assembly vehicles violates the Road Traffic Act 2004 (Act 683), which mandates insurance coverage for all vehicles.

**CONDITION**

We observed that some official vehicle belonging to the assembly do not have insurance policy. Detailed below:

| <b>No.</b> | <b>Vehicle Brand</b> | <b>Registration number</b> |
|------------|----------------------|----------------------------|
| 1          | Navara Pick-Up       | GT-1247-11                 |
| 2          | Nissan Pick-Up       | GN-8305-18                 |
| 3          | Ford Everest         | GE-3118-Y                  |
| 4          | Nissan Patrol        | GN-1958-11                 |
| 5          | Toyota Hiace         | GT-9729-19                 |

The above vehicles are yet to have insurance policy and the uninsured vehicle operate without protection against accidents theft, or damage.

### **CAUSE**

We noticed that inadequate budget allocation, and lack of prioritization for vehicle insurance contribute to this situation.

### **EFFECT**

The assembly faces significant financial risks, potential loses, legal liabilities, and complications in the event of accidents or vehicle damage.

### **RECOMMENDATION**

We recommended that the assembly should prioritize insurance procurement, allocate sufficient budget funds, and ensure timely policy renewals to comply with Act 683 and mitigate financial risks. 'Additionally, the assembly should engage insurance experts to guide the selection of suitable policies and ensure value for money.

### **MANAGEMENT RESPONSE**

The management agreed with the recommendation and promised to take necessary action to provide shelves in the store room to minimize risks.

## **2.0 ACKNOWLEDGEMENT**

The Audit Team wishes to acknowledge the cooperation and support received from the Bosomtwe District Assembly's management and staff during the preparation of this report.

## **3.0 CONCLUSION**

In conclusion, the audit revealed significant control weaknesses and non-compliance with financial regulations, highlighting the need for urgent corrective actions to strengthen internal controls, ensure transparency and accountability, and prevent financial losses.

Implementation of the recommendations will enhance the District Assembly's financial management and governance practices.

.....  
**(STEPHEN K. AMEDAHEVI)**  
**DISTRICT INTERNAL AUDITOR**  
**BOSOMTWE DISTRICT ASSEMBLY KUNTANASE**

# INTERNAL AUDIT REPORT FOR THE FOURTH QUARTER, 2024 OF THE BOSOMTWE DISTRICT ASSEMBLY FROM (1ST OCTOBER–31ST DECEMBER, 2024)

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## **Purpose and limitation**

### **1.0 EXECUTIVE SUMMARY**

In accordance with the Internal Audit Plan for 2024, the Internal Audit Unit of Bosomtwe District Assembly conducted a review on an internally Generated Fund of the Assembly for the Fourth Quarter, 2024. The audit activity was conducted with four (4) staff of the Internal Audit Unit.

This audit report details the results of our review Internally Generated Fund (IGF) as the auditable areas in the district. The unit also provided numerous recommendations on our findings and likewise discussed the observations with the core management personnel of the Assembly.

### **1.1 INTRODUCTION**

The audit was conducted in accordance with some sections of the laws and applicable regulations in Ghana. In section 83 (7) of the Public Financial Management Act 2016 (Act 921), Section 175 (4b) of the Local Government Act, 2016 (Act 936) and Part II (3 & 4) of the Internal Audit Agency Act, 2003 (Act 658).

The purpose of the audit is to give an independent view of the state of affairs of the Assembly and to provide quality assurance on the efficiency, effectiveness and economy in the administration of the programs and operations of the Assembly.

This audit was carried out in harmony with the risk-based approach which consists of conducting interviews to document system and physical verification of records and other transactions in the district.

The audit findings were developed based on five fundamental attributes. We have also suggested some recommendations to the management for various findings based on the laws and regulations, procedures and best practices.

The determination of the audit team was to provide management with effective policies, procedures and practices purported to win value for money and compliance with the internal control measures for the Bosomtwe District Assembly.

## **1.2 SCOPE OF WORK**

This audit was risk-based and scheduled as a part of our fiscal year 2024 audit plan. The audit focused primarily on Internally Generated Fund and to know how the performance of the revenue collectors in the various revenue stations in the district. The scope of audit covered, 1<sup>st</sup> October, 2024 to 31st December, 2024. Audit procedures included scrutinising of relevant documents and their challenges affecting revenue collectors.

## **1.3 AUDIT TEAM**

*The audit was conducted by the following officers:*

|                      |   |                                        |
|----------------------|---|----------------------------------------|
| Stephen K. Amedahevi | : | Senior Internal Auditor (Head of Unit) |
| Richard Gyamfi       | : | Assistant Internal Auditor             |
| Martin Agyei         | : | Assistant Internal Auditor (Trainee)   |
| Daniel Amofa Siaw    | : | Assistant Internal Auditor (Trainee)   |

## **1.4 AUDIT OBJECTIVES**

*The objectives of the audit are as follows:*

1. To ascertain whether revenue collectors are performing creditably well, especially permanent collectors in the district.
- 2 To educate or sensitising the revenue collectors who lack accurate

record keeping.

3. To train all the revenue collectors to be equipped and also strategize in revenue collection.
4. To also meet the challenges of the revenue collectors in the district.
5. To follow up on the previous audit report.

## **1.5 MANAGEMENT PERSONNEL**

*The key management personnel during the audit were:*

| <b><u>NAME</u></b>          | <b><u>POSITION</u></b>    |
|-----------------------------|---------------------------|
| Hon. Joseph Kwasi Asuming   | District Chief Executive  |
| Madam Margaret Owusu-Mensah | District Co-ord. Director |
| Mr. Iddrisu Sumaila         | District Finance Officer  |
| Mr. Francis Buckman Abeiku  | District Revenue Head     |

## **1.6 METHODOLOGY**

In executing the audit, the risk-based audit approach was used which included analytical review, vouching and inspection of records of the cash book concerned. The audit team also interacted with the officers concerned to elicit vital information relevant to the preparation of audit report.

As a result, the audit findings were advanced based on the five fundamental elements of criteria, condition, cause, effect as well as recommendations. The audit was conducted in accordance with Generally Accepted Audit Standards.

## **1.7 SUMMARY OF AUDIT FINDINGS**

### **i. Non-performance of some revenue collectors**

#### **Recommendation**

We recommended that revenue collectors who fail to meet revenue targets should receive verbal query and subsequently be given reprimanded letter.

**ii. Revenue collectors do not have logistics for identification**

**Recommendation**

We recommended that management must ensure that revenue collectors receive the necessary support, resources, equipment to perform their duties efficiently and effectively.

**DETAIL OF AUDIT FINDINGS**

**i. Non-performance of some revenue collectors**

**Criteria**

According to Regulation 46 (a) of the Public Financial Management Regulations, 2019 (L.I. 2378) in Ghana, a revenue collector who fails to meet the revenue target set by the Minister for Finance shall be taken as a non-performing revenue collector.

**Condition**

A revenue collector who fails to meet the revenue target set by the Minister for Finance or Management of Bosomtwe District Assembly must be given a verbal or a written query. This failure indicates that the collector is not performing adequately. The collector's inability to meet the target raises concerns about their effectiveness. The condition of non-performance must be addressed to ensure revenue goals are met.

**Details below:**

**Performance chart and the months**

**October, 2024**

| No. | Name | Staff | Target figure | Amount collected | Variance | Percentage | Location | Remarks |
|-----|------|-------|---------------|------------------|----------|------------|----------|---------|
|-----|------|-------|---------------|------------------|----------|------------|----------|---------|



|    |                    |            |          |          |                 |       |                 |           |
|----|--------------------|------------|----------|----------|-----------------|-------|-----------------|-----------|
| 1  | Stephen Acheampong | Permanent  | 6,196.63 | 600.00   | 5,596.63        | 9.6%  | Esereso         | Poor      |
| 2  | Stephen Gyasi      | Permanent  | 7,116.29 | -        | -               | 0%    | Esereso         | Poor      |
| 3  | Olivia Botwey      | Permanent  | 7,186.27 | 700.00   | 6,486.27        | 9.7%  | Aputuogya       | Poor      |
| 4  | Mohammed Alhasan   | Permanent  | 5,658.14 | -        | -               | 0%    | Beposo          | Poor      |
| 5  | Nancy Osei Yeboah  | Commission | 2,000.00 | 9,039.00 | 7,039.00 excess | 451%  | Sawua           | Excellent |
| 6  | Susana Addae       | Commission | 5,000.00 | 2,800.00 | 2,200.00        | 56%   | Aputuogya       | Good      |
| 7  | Issaih Appiah B    | Commission | 3,600.00 | 2,350.00 | 1,250.00        | 65%   | Esereso         | Good      |
| 8  | Theresah O. Ansah  | Commission | 2,500.00 | 1,822.00 | 678.00          | 77.7% | Abidjan Nkwanta | Good      |
| 9  | Gift Osei Bempah   | Commission | 5,000.00 | 4,814.00 | 186.00          | 96%   | Aputuogya       | V. Good   |
| 10 | Patricia Bugyei    | Commission | 2,500.00 | 500.00   | 2,000.00        | 20%   | Kuntanase       | Poor      |
| 11 | Noah Boahene       | Commission | 1,200.00 | 80.00    | 1,120.00        | 1.3%  | Piase           | Poor      |

### November, 2024

| No. | Name               | Staff      | Target figure | Amount collected | Variance | Percentage | Location  | Remarks |
|-----|--------------------|------------|---------------|------------------|----------|------------|-----------|---------|
| 1   | Stephen Acheampong | Permanent  | 6,196.63      | 510.00           | 5,686.63 | 8%         | Esereso   | Poor    |
| 2   | Stephen Gyasi      | Permanent  | 7,116.29      | -                | -        | 0%         | Esereso   | Poor    |
| 3   | Olivia Botwey      | Permanent  | 7,186.27      | -                | -        | 0%         | Aputuogya | Poor    |
| 4   | Mohammed Alhasan   | Permanent  | 5,658.14      | 1,981.00         | 3,677.14 | 35%        | Beposo    | Fairly  |
| 5   | Patricia Bugyei    | Commission | 2,500.00      | 300.00           | 2,200.00 | 12%        | Kuntanase | Poor    |
| 6   | Timothy Adjei      | Commission | 3,000.00      | 200.00           | 2,800.00 | 6.6%       | Aputuogya | Poor    |
| 7   | Susana Addae       | Commission | 5,000.00      | 1,700.00         | 3,300.00 | 34%        | Aputuogya | Fairly  |
| 8   | Issaih Appiah B    | Commission | 3,600.00      | 1,180.00         | 2,420.00 | 32%        | Esereso   | Fairly  |
| 9   | Dorcas Asare       | Commission | 3,500.00      | 2,700.00         | 800.00   | 77%        | Aputuogya | Good    |
| 10  | Noah Boahene       | Commission | 1,200.00      | 80.00            | 1,120.00 | 1.3%       | Piase     | Poor    |

### December, 2024

| No. | Name               | Staff      | Target figure | Amount collected | Variance | Percentage | Location  | Remarks |
|-----|--------------------|------------|---------------|------------------|----------|------------|-----------|---------|
| 1   | Stephen Acheampong | Permanent  | 6,196.63      | 600.00           | 5,596.63 | 9.6%       | Esereso   | Poor    |
| 2   | Stephen Gyasi      | Permanent  | 7,116.29      | -                | -        | 0%         | Esereso   | Poor    |
| 3   | Olivia Botwey      | Permanent  | 7,186.27      | 300.00           | 6,886.27 | 4%         | Aputuogya | Poor    |
| 4   | Mohammed Alhasan   | Permanent  | 5,658.14      | -                | -        | 0%         | Beposo    | Fairly  |
| 5   | Owusu Banahene     | Commission | 1,000.00      | -                | -        | 0%         | Abono     | Poor    |
| 6   | Noah Boahene       | Commission | 1,200.00      | 80.00            | 1,120.00 | 6%         | Piase     | Poor    |
| 7   | Patricia Bugyei    | Commission | 2,500.00      | 500.00           | 2,000.00 | 20%        | Kuntanase | Poor    |
| 8   | Dorcas Asare       | Commission | 3,500.00      | 2,400.00         | 1,100.00 | 68%        | Aputuogya | Good    |
| 9   | Noah Boahene       | Commission | 1,200.00      | 80.00            | 1,120.00 | 1.3%       | Piase     | Poor    |
| 10  | Timothy Adjei      | Commission | 3,000.00      | -                | -        | 0%         | Aputuogya | Poor    |
| 11  | Owusu Banahene     | Commission | 1,000.00      | -                | -        | 0%         | Abono     | Poor    |

### **Cause**

Inadequate training and resources may contribute to a revenue collector's failure to meet revenue targets. Lack of effective strategies and plans can also hinder performance and insufficient motivation and incentives may also lead to non performance.

### **Effect**

The consequences of non-performance can be far-reaching, affecting not only the revenue collectors but also the entire assembly for meeting its annual revenue target and may not be able to achieve economic growth and development.

### **Recommendation**

We recommended that revenue collectors who fail to meet revenue targets should receive verbal query and subsequently be given reprimanded letter. On the other hands, we also recommended that they should be trained to improve their performance and also ensuring that revenue collectors have the necessary resources and strategies which can help them succeed in meeting their targets.

### **Management Response**

The management acknowledges then Internal Auditors' findings and recommendations regarding the non-performance of some revenue collectors. We take these issues seriously and are committed to addressing them promptly. Management has been able to assure the revenue head to organise training programs and capacity building for all revenue collectors to enhance their skills and knowledge.

## **ii. Revenue collectors do not have logistics for identification**

### **Criteria**

According to Regulation 42 Section 2 of the Public Financial Management Regulations, 2019 (L.I. 2378), revenue collectors are in deeded entitled to receive the necessary support. This regulation also aims to ensure that revenue

collectors have the required resources and assistance to effectively perform their duties.

### **Condition**

Revenue collectors require support to perform their duties effectively. They need access to resources, training, and equipment. This support enables them to collect revenue efficiently and without proper support, revenue collectors may face challenges.

### **Cause**

Lack of support for revenue collectors may hinder their performance. Insufficient training and resources can lead to inefficiencies. On the other hands, poor communication and inadequate equipment can also cause issues. These challenges can result in revenue shortfalls and decreased productivity.

### **Effect**

Ineffective revenue collection can impact government revenue and public services. This can lead to decreased economic growth and development. Ultimately, the public may suffer from reduced access to vital services.

### **Recommendation**

We recommended that management must ensure that revenue collectors receive the necessary support, resources, equipment, and training to perform their duties efficiently and effectively.

### **Management Response**

The management agreed with the internal auditors' findings and recommendations regarding the lack of logistics for revenue collectors. We understand the importance of providing adequate logistics to support revenue collection efforts. Management is making efforts to equip all revenue collectors with the needed logistics to enhance improve revenue.

## **2.0 ACKNOWLEDGEMENT**

We wish to express our gratitude to the District Coordinating Director and the entire staff of the Assembly for the cooperation rendered to the audit team during the audit period.

### **3.0 CONCLUSION**

Although there are mechanisms in place for checking the anomalies yet the major problem is the non-compliance with the Financial Regulation and the controls.

.....  
**STEPHEN K. AMEDAHEVI**  
**DISTRICT INTERNAL AUDITOR**  
**BOSOMTWE DISTRICT ASSEMBLY**