

TANO NORTH MUNICIPAL ASSEMBLY

In case of reply the date and reference of this letter should be quoted

Tel: 035 219 7179

Digital Address:
B2-0140-6676



Office of the Municipal Administration
P. O. Box 88, Duayaw-Nkwanta A/R
Ghana - West Africa
www.tanonorth.gov.gh
info@tanonorth.gov.gh

Our Ref. No: TNMA/IAU/R/01/25 Your Ref. No.: _____ Date: 24/04/25

SUBMISSION OF INTERNAL AUDIT REPORT ON THE ACCOUNTS OF TANO NORTH MUNICIPAL ASSEMBLY FOR THE FIRST QUARTER OF 2025.

I submit herewith, the Internal Audit report on the accounts of Tano North Municipal Assembly for the First Quarter of 2025, for your attention and necessary action.

Please, acknowledge receipt.

ERIC ADOMAKO
(MUN. CO-ORDINATING DIRECTOR)
For: MUNICIPAL CHIEF EXECUTIVE

**THE CHAIRMAN
AUDIT COMMITTEE
TANO NORTH MUN. ASSEMBLY
DUAYAW-NKWANTA**

Cc: THE DIRECTOR GENERAL
INTERNAL AUDIT AGENCY
ACCRA

THE CO-ORDINATING DIRECTOR
TANO NORTH MUNICIPAL ASSEMBLY
DUAYAW – NKWANTA.

THE DISTRICT DIRECTOR
AUDIT SERVICE
GOASO.

THE PRESIDING MEMBER
TANO NORTH MUNICIPAL ASSEMBLY
DUAYAW NKWANTA.

THE REGIONAL CO-ORD. DIRECTOR
AHAFO REGION
GOASO.

**TANO NORTH MUNICIPAL
ASSEMBLY
DUAYAW NKWANTA**

INTERNAL AUDIT

REPORT

FOR

FIRST QUARTER

2025

TABLE OF CONTENT

TABLE OF CONTENT	i
1.0 EXECUTIVE SUMMARY	ii
The audit was conducted by;.....	ii
1.1 Summary of Findings and Recommendations.....	ii
2.0 Introduction.....	iv
2.1 Background	iv
2.2 Objectives.....	iv
3.0 Scope:	v
3.1 Approach and Methodology.....	v
4.0 DETAILED FINDINGS AND RECOMMENDATIONS.....	- 1 -
GENERAL OBSERVATIONS	- 10 -
CONCLUSION	9
APPENDICES	10

1.0 EXECUTIVE SUMMARY

An audit has been conducted on the activities of the Tano North Municipal Assembly, specifically focusing on Contract and Procurement processes, Stores Management, and Rent Revenue Management for the Assembly's bungalow, covering the period from 1st January 2024 to 31st December 2024. This audit was carried out in accordance with Section 175, subsection (4b) of the Local Governance Act, 2016 (Act 936), and Section 16 of the Internal Audit Agency Act, 2003 (Act 658).

The audit was conducted to identify any irregularities and anomalies in the Contract / Procurement, Rent and Store Management of the Assembly and to give appropriate recommendations to help improve management's operations.

The audit was conducted by;

1. Eric Adu Boateng (Internal Auditor) – Team Leader
2. Alex Kyeremateng Agyemang (Assistant Internal Auditor) Co-Team Leader
3. Brow Simon (Assistant Internal Auditor)
4. Opoku Mensah Samuel (Internal Auditor)
5. Frederick Bediako (Assistant Internal Auditor)
6. Amisah Samuel Buadi (Assistant Internal Auditor Trainee)

It was supervised by ISSAKA SALIFU (Principal Internal Auditor)

1.1 Summary of Findings and Recommendations

- a. In violation of Section 75 (2)(a) and (b) of the Public Financial Management Act, 2016, Act 921, our audit discovered that as at 31st December, 2024, there were no outstanding liabilities or debts recorded in the Assembly's contract register.

Management is commended for its commitment to responsible financial management. It is recommended that these practices be sustained and continually improved to maintain the Assembly's strong financial standing. Additionally, internal controls should be regularly reviewed to ensure that all liabilities, if any, are promptly and accurately recorded in future financial periods.

- b. Section 0522 and 0529 of Stores Regulation 1984, our comprehensive review discovered that **forty – four (44)** items recorded in Stores Receipt Vouchers (SRV) were not documented in the Stores Ledger. This discrepancy poses risks of inventory discrepancies, losses, and inefficiencies

We recommended the storekeepers to ensure that all received goods are promptly recorded in the Store ledgers. Regular reconciliations should be conducted to prevent these discrepancies.

- c. During our review, it was noted that **Ten (10)** items issued as per the Stores Issue Vouchers (SIV) were not recorded in the Stores Ledger Book, which violates Part XII Section 32 of the Financial Memoranda 2004.

We recommended the establishment of a routine process for reconciling the SIV with the Stores Ledger Book, such as monthly audits to ensure accuracy.

- d. During our audit, it was observed that **Nine (9)** cancelled receipts were recorded in the SRV without the corresponding original receipts attached, which violates Part XII Section 21 and 22 of the Financial Memoranda 2004.

Management should enforce strict control measures to ensure that all cancelled receipts are attached with their original copies.

- e. In violation of section 46 (a) of the Public Financial Management Regulations, 2019, **Six (6)** Assembly staff failed to pay their maintenance fees on bungalows allocated them as at 31st December, 2024 to the tune of **One thousand, four hundred Ghana Cedis (GH¢1,400.00)**

We recommended that management promptly enforces maintenance fees collection procedures, including issuing formal notices to the Assembly's staff and consider instituting penalties for non-payment to ensure compliance with section 46 (a) of the Public Financial Management Regulations, 2019.

2.0 Introduction

In accordance with Section 83 (3) of the Public Financial Management Act, 2016 (Act 921), our Internal Audit plan and Charter for 2025, the Audit Unit has audited the accounts of Tano North Municipal Assembly for the First Quarter of the 2025 financial year. The audit covers all Contract/Procurement, Stores Management activities undertaken by the Assembly and the management of the Assembly's Bangalow. Our findings and recommendations from the audit were discussed with the key personnel involved and also communicated in our draft report for Management's comments and necessary actions. Responses to be received, where deemed appropriate, would be included in our final report.

2.1 Background

In pursuance of our Internal Audit Plan for 2025, we have carried out a Procurement and Store management audit for the first quarter of 2025. This is in line with section 175 subsection (4b) of the Local Governance Act, 2016 (Act 936) and section (16) of the Internal Audit Agency Act, 2003 (Act 658). The last audit carried out under this subject matter was at the end of the first quarter of the year 2024. The audit focused on Contract/Procurement and Stores management for the periods 1st January, 2024 to 31st December, 2024. The audit was conducted to identify anomalies and irregularities in Contract/Procurement and Stores management and payment of maintenance fees for Bangalow allocated to Assembly staff and to give appropriate recommendations based on rules and regulations that guide Procurement and Stores activities.

We gratefully submit to your notice our observations and recommendations emanating from the audit for your information and necessary action.

2.2 Objectives

The objectives of the audit were;

1. To ensure that contract/procurement procedures are followed
2. All inventory items exist and are owned by the Assembly (*existence, completeness, and ownership*);
3. Inventory items are properly classified and disclosed (*presentation, and disclosure*)
4. To verify that items bought are taken on Store ledger
5. To enhance accountability, transparency and efficiency in procurement and inventory management, thereby preserving public trust and safeguarding resources.

3.0 Scope:

The audit covered the period of 1st January to 31st December, 2024 for Contract/Procurement processes and Stores Management. The audit was conducted in accordance with standards for the professional Practice of Internal Auditing.

3.1 Approach and Methodology

A risk-based approach as well as an interview of Municipal Finance Officer, Municipal Works Engineer, Municipal Procurement Officer and Stores Officer were used to ascertain the findings of the audit.

During the period under review, the key players in the administration of the Assembly were;

<u>NAME</u>	<u>DESIGNATION</u>
Mr. Eric Adomako	Municipal Co-Ordinating Director
Mr. Anane Kofi Richard	Municipal Finance Officer
Mr. Raymond Atta Kofi	Municipal Budget Analyst
Mr. Samuel Essandoh	Municipal Planning Officer
Mr. Frank Addaney	Municipal Procurement Officer
Miss. Karen Anane-Tabri	Human Resource Officer
Mr. Gilbert Kwabena Amenano	Municipal Engineer
Mr. Bo-ib Emmanuel	Stores Officer
Mr. Isaac K. Azure	Revenue Head

4.0 DETAILED FINDINGS AND RECOMMENDATIONS

FINDING I

Absence of Outstanding Liabilities in the Assembly's Books as at Year-End 2024

CRITERIA

Section 75 (2) (a) and (b) of the Public Financial Management Act, 2016, Act 921 states that; a local government authority shall submit to the Minister annually and upon request data on the total outstanding debt of that local government authority and any other information that the Minister may specify.

CONDITION

A review of the financial records at the Finance Department of the Tano North Municipal Assembly, conducted on 8th April 2025, revealed that as at 31st December 2024, there were no outstanding liabilities or debts recorded in the Assembly's books.

CAUSE

This situation was due to effective financial management practices, including timely payment of obligations and adherence to budgetary controls throughout the financial year.

EFFECT

The absence of outstanding liabilities indicates prudent fiscal discipline and enhances the credibility of the Assembly's financial statements. It also positions the Assembly favourably in terms of financial planning and sustainability, while reducing the risk of future legal or financial obligations arising from unpaid commitments.

RECOMMENDATION

Management is commended for its commitment to responsible financial management. It is recommended that these practices be sustained and continually improved to maintain the Assembly's strong financial standing. Additionally, internal controls should be regularly reviewed to ensure that all liabilities, if any, are promptly and accurately recorded in future financial periods.

MANAGEMENT RESPONSE

Management acknowledges the commendation and affirms its commitment to maintaining and enhancing the current financial management practices. We will continue to ensure timely settlement of obligations and adherence to budgetary controls to prevent the accumulation of liabilities and uphold the integrity of the Assembly's financial records.

FINDING II

Items recorded in Stores Receipt Advice (SRA) without a corresponding entry in the Stores Ledger Book

CRITERIA

Section 0522 and 0529 of the Store Regulations 1984, states that a Stores Receipt Voucher shall be prepared for the recording of all goods received into store whether they be Allocated or Unallocated stores. All receipts shall be entered on the tally cards on the same day that the storekeeper receives the goods. Receipt entries on ledger sheets or stock control cards shall be made within 48 working hours of the receipt.

CONDITION

During our review of both the Stores Receipt Advice and Stores Ledger books, we discovered that some items recorded in the Stores Receipt Advice (SRA) were not recorded in the Stores Ledgers. This discrepancy indicates a lack of synchronization between the accounting records.

For more details, please refer to Appendix A

CAUSE

This could be due to poor record-keeping or deliberate attempts to misappropriate goods or inadequate established process or checklist to ensure that all SRAs are reviewed and entered into the ledgers. Also, the officer responsible for maintaining the Stores Ledger may not have been adequately trained to understand the importance of timely and accurate recording of records.

EFFECT

This can lead to significant discrepancies between physical inventory counts and recorded figures. Also, failure to accurately track stock levels heightens the risk of loss, theft or obsolescence.

RECOMMENDATION

We recommended the storekeeper to ensure that all received goods are promptly recorded in the Store ledgers. Regular reconciliations should be conducted to prevent these discrepancies. Conduct regular training sessions for staff to emphasize the importance of accurate and timely recording of SRVs in the Stores Ledger.

MANAGEMENT RESPONSE

Management acknowledges the discrepancies between the Stores Receipt Vouchers and the Stores Ledger Book. Immediate steps will be taken to strengthen internal controls by introducing a checklist-based system that mandates the verification and entry of all SRVs into the ledger within 48 hours, as stipulated by the Store Regulations. Also, Management will organize periodic training sessions for all store personnel on inventory management practices, with emphasis on compliance with Store Regulations 0522 and 0529.

FINDING III

Items Recorded in Stores Issue Voucher (SIV) without corresponding entries in the Store Ledger Books.

CRITERIA

Part XII Section 32 of the Financial Memoranda 2004, states that the Storekeeper shall then post the original Stores Issue Voucher to the Stores Ledger, endorsing the Voucher with the relevant Ledger Folio and shall enter the new balance for the stores item in the ledger.

CONDITION

During our review, it was noted that several items issued as per the Stores Issue Vouchers (SIV) were not recorded in some Ledger Books. This indicates a lack of alignment between the documentation of issued items and the recorded inventory. *For more details, please refer to Appendix B*

CAUSE

The possible cause of this discrepancy may be attributed to the failure of timely transfer of information from the SIV to the Stores Ledger Books or lack of periodic reconciliations between the SIV and the Stores Ledgers.

EFFECT

This could result in inaccurate inventory records, which could lead to stock shortages or overages. Also, this could lead to a possible increase in the risk of theft, loss, or fraud due to poor oversight.

RECOMMENDATION

We recommended the establishment of a routine process for reconciling the SIV with the Stores Ledger Book, such as monthly audits to ensure accuracy.

MANAGEMENT RESPONSE

Management agrees with the recommendation and will immediately implement a monthly reconciliation process between the Stores Issue Vouchers (SIV) and the Stores Ledger Book. The Stores Officer will be responsible for ensuring that all issued items are posted in the Ledger Book within 48 hours of issuance. Additionally, regular compliance monitoring will be instituted to ensure adherence to established protocols, and any lapses will be addressed where necessary.

FINDING IV

Cancelled receipts without the originals Preserved in the books

CRITERIA

Part XII Section 21 and 22 of the Financial Memoranda 2004, states that no alterations shall be made on s Stores Receipt Voucher. If an error has been made the original and duplicate shall be cancelled and a fresh receipt issued. When a Stores Receipt Voucher has been cancelled the original and duplicate shall be preserved in the book.

CONDITION

During our audit, it was observed that **Nine (9)** cancelled receipts were recorded in the SRV without the corresponding original receipts attached. *Details attached as Appendix C.*

CAUSE

This could be attributed to lack of adherence to established policies by the storekeeper due to inadequate training or awareness regarding the importance of attaching original receipts. Also, it could be caused by a possible deficiency in the internal control system that allow for the cancellation of receipts without sufficient oversight or approval.

EFFECT

Failure to maintain original receipts can lead to difficulties in verifying the legitimacy of transactions, increasing the risk of fraud or store leakages. Also, the Assembly may face challenges during future audits or reviews due to incomplete records, potentially resulting in sanctions or loss of management credibility.

RECOMMENDATION

Management should enforce strict control measures to ensure that all cancelled receipts are attached with their original copies attached.

MANAGEMENT RESPONSE

Management will revise and reinforce the internal control procedures by introducing a mandatory review and approval process for the cancellation of any Store Receipt Advice (SRA). This will involve the Head of procurement and the Internal Auditor verifying that all cancellations are justified and that the original and duplicate receipts are properly attached and preserved as required by law

FINDING V

Maintenance Fees Owed the Assembly on Allocated Bungalows to Staff
GH¢1,400.00

CRITERIA

Section 46 (a) of the Public Financial Management Regulations, 2019 indicates that a principal spending officer shall ensure that non-tax revenue is efficiently collected.

CONDITION

Management fails to comply with the above regulation as our checks from the records of the Assembly revealed that some of the Assembly's staff have accumulated rent arrears, leading to significant outstanding debts as at 31st December, 2024 amounted to **One thousand, four hundred Ghana Cedis (GH¢1,400.00)**. *For more details, please refer to Appendix D*

CAUSE

This is could be caused by lack of enforcement of maintenance fee collection policies which led to complacency among the Assembly's staff. Also, poor recordkeeping and monitoring systems may result in unnoticed or unaddressed arrears.

EEEECT

The accumulation of these arrears adversely affects the Assembly's financial health in undertaking maintenance activities on the bungalows.

RECOMMENDATION

We recommended that management promptly enforces rent collection procedures, including issuing formal notices to the Assembly's staff and consider instituting penalties for non-payment to ensure compliance with section 46 (a) of the Public Financial Management Regulations, 2019.

MANAGEMENT RESPONSE

Management acknowledges the finding and will immediately begin enforcing maintenance fees collection policies more rigorously. Formal demand notices will be issued to all staff with outstanding rent arrears, and a repayment plan will be instituted to recover the amount owed. Going forward, defaulting staff will be subject to payroll deductions to avoid further accumulation of arrears.

GENERAL OBSERVATIONS

a. No Official Generator / Plant as Alternative Power Source for Continuity of Work During Power Outages

The Assembly's lack of an official generator or alternative power source to ensure continuity of work during power outages. Several critical processes may halt during power interruptions, leading to potential service delivery impacts and increased risk of data loss.

Management is recommended to prioritize the procurement of a standby generator or alternative power source to ensure continuous operations especially in essential service units.


MANAGEMENT RESPONSE

The audit recommendation is well noted as its implementation will help to address the risk of operational downtime during power outages. Management will initiate plans to capture this issue in its future procurement plan and budget to acquire a standby generator or suitable alternative power source.

CONCLUSION

The audit findings underscore some issues in the management of stores, such as discrepancies in the recording of inventory and the absence of essential documentation for financial transactions. The lack of reconciliations between inventory balances and accounting records raises concerns about resource management and the risk of fraud. In addition, the findings also brought attention to work vulnerabilities, notably the absence of a generator or alternative power source, which poses a risk to continuity in service delivery during power outages. Despite these challenges, the audit did recognize commendable practices in stores management.

In light of these findings, several recommendations were made, including enforcing rigorous documentation policies, conducting regular audits and prioritizing procurement for backup power systems to ensure continuity. Implementing these recommendations is crucial for improving the Assembly's resource management, and operational resilience, thereby fostering public trust and enhancing overall service delivery. The Assembly's management response indicates a commitment to addressing these findings and maintaining high standards in procurement and stores management, which is a positive step toward rectifying identified issues and ensuring compliance with relevant regulations.


ISSAKA SALIFU
(PRINCIPAL INTERNAL AUDITOR)

APPENDICES

APPENDIX A

ITEMS FOUND IN STORES RECEIPTS ADVICE (SRA) BUT NOT RECORDED IN THE STORES LEDGER BOOK

N/S	ITEM NAME	LEDGER	QUANTITY	SIV NUMBER	SRA NUMBER	REMARK
1	2 x 4 Board	A2/85	14		0724414	
2	HP Laser Jet Pro M135A Printer	A1B/09	1		0446353	
3	Glue	A2/285			0446367	No quantity was recorded
4	Burglar Proof	A.2/27			0446368	No quantity was recorded
5	Wheels Bearing	D/426	1		0446372	
6	Canon MPP D2 Powder	A/12	1		0446373	
7	Canon MPP 132	A/2	1		0446373	
8	19A Dun Unit	A/8	1		0446373	
9	HP 2035 Form	A/10	1		0446373	
10	Picking Pollons	A/14	5		0446373	
11	Clutch Serves	A/21	5		0446373	
12	HP Laptop 15 - 6 Screen	A/22	1		0446373	
13	HP G62 Battery	A/16	1		0446373	
14	One 16 Hard Drive	A/24	1		0446373	
15	Instetion Proqin Windows	A/25	1		0446373	

16	A4 Sheet Ream	A2/350	2		0001206	
17	Standing Broom	D/282	30		0446383	
18	Weedicide Powder	AB/0080	3Boxes		0446383	
19	Washing Powder	F2/139	10Bags		0446383	
20	Toilet Paper	F/139	5Packs		0446383	
21	Wheelbarrow	B/73	2		0446383	
22	Bine - 20	B4/514	5Packs		0446383	
23	Parazone	F/272	3Packs		0446383	
24	Sweeping Broom	B5/140	20		0446383	
25	Hard Soap	F2/93	2		0446383	
26	Duster	B6/397	30		0446383	
27	Mop	D/293	10		0446383	
28	Scrubbing Brush	F2/82	10		0446383	
29	Liquid Soap	F2/306	5Litres		0446383	
30	Shovel	D/206	4		0446383	
31	Rake	B/23	4		0446384	
32	Ceiling Brush	D/287	10		0446384	
33	Tissue Paper	F2/230	2		0446384	
34	Hand Sanitizer	F2/68	30		0446384	
35	Nose Mask	D/182	3		0446384	
36	Wellinton Boots	D/235	10Pairs		0446384	

37	Snake Repellent	F/13	0.5Boxes		0446384	
38	Dettol	D/125	1Box		0446384	
39	Air Freshener	F2/70	30		0446384	
40	Bottled Water	F2/269	10Packs		0446384	
41	Litres Engine Oil	D2/02343	8		000983	
42	Royal Mega	D2/01	1		000990	
43	A4 Sheet Ream	A2/349	1		001177	
44	Print Cartridge 80A	A2/244	1		000770	

APPENDIX B

**ITEMS FOUND IN STORES ISSUE VOUCHER (SIV) BUT NOT FOUND IN THE STORES
LEDGER BOOK**

N/S	ITEM NAME	LEDGER	QUANTITY	SIV NUMBER	REMARK
1	Streetlight Bulbs Complete		6	00000549	No ledger folio was attached
2	19 Plate Battery		2	0001130	No ledger folio was attached
3	Toner Cartridge	AB/230	1	0001432	
4	203A Toner Colour (4 in 1)	A.2/3	1	00000161	
5	203A Toner Black	A2/3	1	00000161	
6	Notepad		39	00000169	No ledger folio was attached
7	Q' to Size		1	00000352	No ledger folio was attached
8	A4 Sheet Ream	A2/348	1	00000377	
9	A4 Sheet Ream	A2/349	1	00000392	
10	Wheel Bearing	D/426	1	00000533	

APPENDIX C

CANCELLED RECEIPTS WITHOUT THE ORIGINALS PRESERVED IN THE BOOKS		
N/S	SRA NUMBER	REMARKS
1	0001681	It has been cancelled without the attachment of the original receipt
2	0001679	It has been cancelled without the attachment of the original receipt
3	0001666	It has been cancelled without the attachment of the original receipt
4	0001667	It has been cancelled without the attachment of the original receipt
5	0001668	It has been cancelled without the attachment of the original receipt
6	0001669	It has been cancelled without the attachment of the original receipt
7	0001670	It has been cancelled without the attachment of the original receipt
8	0001671	It has been cancelled without the attachment of the original receipt
9	0001672	It has been cancelled without the attachment of the original receipt

APPENDIX D
2024 ASSEMBLY'S RENT DEBTORS

NO.	NAME	MONTH	DURATION	TOTAL
1	RAYMOND ATTA KOFI (MBA)	JULY – DEC.	GH¢50.00 @ 6MONTHS	300.00
2	AKUFFU KWABENA (NADMO)	NOV. – DEC.	GH¢50.00 @ 2MONTHS	100.00
3	ISHAQ MOHAMMED (GNFS)	NOV. – DEC.	GH¢50.00 @ 2MONTHS	100.00
4	NAEEM ISSAHAKU (MURE)	SEPT. – DEC.	GH¢50.00 @ 4MONTHS	200.00
5	MIGISTRATE	JAN – DEC.	GH¢50.00 @ 12MONTHS	600.00
6	SALIFU ISSAKA (MIA)	NOV. – DEC.	GH¢50.00 @ 2MONTHS	100.00
	TOTAL			1,400.00

MANAGEMENT ACTION PLAN

NAME OF COVERED ENTITY : TANO NORTH MUNICIPAL ASSEMBLY

TITLE OF AUDIT : PROCUREMENT AND STORES MANAGEMENT

PERIOD OF REPORT : FISRT QUARTER, 2025

S/N	Findings	Recommendation	Risk Rating of Finding (High, Medium, Low)	Management Comment	Implementation Date	Officer Responsible
1	Absence of Outstanding Liabilities in the Assembly's Books as at Year-End 2024	Management is commended for its commitment to responsible financial management. It is recommended that these practices be sustained and continually improved to maintain the Assembly's strong financial standing. Additionally, internal controls should be regularly reviewed to ensure that all liabilities, if any, are promptly and accurately recorded in future financial periods.	Medium	Management acknowledges the commendation and affirms its commitment to maintaining and enhancing the current financial management practices. We will continue to ensure timely settlement of obligations and adherence to budgetary controls to prevent the accumulation of liabilities and uphold the integrity of the Assembly's financial records.	Two (2) Weeks	MFO/MCD
2	Items recorded in Stores Receipt Advice (SRA) without a corresponding	We recommended the storekeeper to ensure that all received goods are promptly recorded in the Store ledgers. Regular reconciliations should be conducted to prevent	Medium	Management acknowledges the discrepancies between the Stores Receipt Vouchers and the Stores Ledger Book. Immediate steps will be taken to strengthen	Two (2) Weeks	Procurement Officer/ Stores Officer

	entry in the Stores Ledger Book.	these discrepancies. Conduct regular training sessions for staff to emphasize the importance of accurate and timely recording of SRVs in the Stores Ledger.		internal controls by introducing a checklist-based system that mandates the verification and entry of all SRVs into the ledger within 48 hours, as stipulated by the Store Regulations. Also, Management will organize periodic training sessions for all store personnel on inventory management practices, with emphasis on compliance with Store Regulations 0522 and 0529.		
3	Items Recorded in Stores Issue Voucher (SIV) without corresponding entries in the Store Ledger Books.	We recommended the establishment of a routine process for reconciling the SIV with the Stores Ledger Book, such as monthly audits to ensure accuracy.	Medium	Management agrees with the recommendation and will immediately implement a monthly reconciliation process between the Stores Issue Vouchers (SIV) and the Stores Ledger Book. The Stores Officer will be responsible for ensuring that all issued items are posted in the Ledger Book within 48 hours of issuance. Additionally, regular compliance monitoring will be	Two (2) Weeks	Procurement Officer/ Stores Officer

				instituted to ensure adherence to established protocols, and any lapses will be addressed where necessary.		
4	Cancelled receipts without the originals Preserved in the books	Management should enforce strict control measures to ensure that all cancelled receipts are attached with their original copies attached.	Medium	Management will revise and reinforce the internal control procedures by introducing a mandatory review and approval process for the cancellation of any Store Receipt Advice (SRA). This will involve the Head of procurement and the Internal Auditor verifying that all cancellations are justified and that the original and duplicate receipts are properly attached and preserved as required by law.	Two (2) Weeks	Procurement Officer/ Stores Officer
5	Maintenance Fees Owed the Assembly on Allocated Bungalows to Staff GH¢1,400.00	We recommended that management promptly enforces rent collection procedures, including issuing formal notices to the Assembly's staff and consider instituting penalties for non-payment to ensure compliance with section 46 (a) of	Medium	Management acknowledges the finding and will immediately begin enforcing maintenance fees collection policies more rigorously. Formal demand notices will be issued to all staff with outstanding rent arrears, and a repayment plan will be	Two (2) Weeks	MFO/ Revenue Head/Estate officer

		the Public Financial Management Regulations, 2019.		instituted to recover the amount owed. Going forward, defaulting staff will be subject to payroll deductions to avoid further accumulation of arrears.		
--	--	----------------------------------------------------	--	--------------------------------------------------------------------------------------------------------------------------------------------------------	--	--