



Iyornumbe Ime & Co.
Chartered Accountants

Partners:
I. Ime
I.D. Nworji

Our Ref: _____

Your Ref: _____

No. 5 Tor-Anyam Agbagher Close
Off Katsina-Ala Street,
Near Sharp Bend (K/Ala Street)
P.O.Box 2777
Makurdi - Benue State
Tel: 08036478026, 08058431214
email: iime2009@yahoo.co.uk

Date: **07 June, 2019**

**The Vice Chancellor
Benue State University
Centre for Food Technology and Research
Makurdi.**

Sir,

CENTRE FOR FOOD TECHNOLOGY AND RESEARCH
ACCOUNTS FOR THE YEAR ENDED
31 DECEMBER, 2018.

We are pleased to inform you that we have completed the audit of the above accounts.

Listed below are our observations, comments and recommendations on issues we feel should be brought to your attention.

The points were first discussed with the staff concerned, where necessary, their comments have been included.

The audit procedures were designed primarily to enable us form an opinion on the accounts. Consequently, the observations, comments and recommendations may not include all that would have been revealed had a special review of the whole system been carried out.

However, our work was conducted in such a way that all significant errors must have been uncovered during the audit.

2. PAYMENT VOUCHERS AND CASH BOOK POSTINGS

i. *Payment Vouchers Not Sighted*

The following payment vouchers were not found in the file.

Date	Details	Pv No	Bank	Amount
03/12/18	Honorarium	477	Stanbic/IBTC	845,000
03/12/18	Cost of Food	520	Stanbic/IBTC	2,550,000
05/12/18	Uploading of portal	453	Stanbic/IBTC	1,184,400
07/12/18	Supply and Installation	521	Stanbic/IBTC	791,856
21/12/18	Fabrication	529	Stanbic/IBTC	1,363,000
21/12/18	Travelling Allowance	484	Stanbic/IBTC	480,000

ii. *Payment vouchers without Internal audit check*

We observed that some payment vouchers were not checked by the internal audit since there was no stamp and signature of the internal auditor on them. Listed below are the payment vouchers:

Date	Details	PV NO	Payee	Amount
30/11/18	Hotel accommodation @ Wannune.	473	DR .S. O. Adejo	1,207,500
30/11/18	Awareness campaign	476	Iorum Patience	2,450,000
30/11/18	NPA to procure items	480	Iorpuu Livinus	2,550,000
06/12/18	Publication	490	Dr. Scholastica	465,000
06/12/18	Maintenance of Vehicle	493	Oklo Rebecca	106,000
10/12/18	Renovation of guest house- GRA	498	JOISH 75 ltd	19,818,170.4
10/12/18	Repayment of loan to NSPRI	506	NSPRI	4,650,800

iii. *Payment Vouchers without Payee Signature*

The following payment vouchers were not signed by the payees to acknowledge receipt of payment:

Date	Details	PV NO	Payee	Amount
20/6/18	Procurement of electrical units	252	Mfon Tor Takang	600,000
23/5/18	Supply of Apparatus to A.C.A Yandev	195	j.Ikyagh K	1,498,334
31/5/18	Implementation of academic activity	219	A.C.A Yandev	2,967,000
20/7/18	Estacode to attend M & E W/shop	293	Dr. S. Adejo & others	\$10,530
26/6/18	Advertisement	4891	T Tser Vanger	508,722
09/7/18	Maintenance of Website	271	Daul hubs Ltd	672,477

iv. ***Payment Vouchers without Necessary Documents attached.***

The following payment vouchers had no documents attached such as Cash Receipts, invoices and store receipt vouchers:

Date	Details	PV NO	Payee	Amount
20/6/18	Procurement of electrical material	252	Mfon Tor Takang	600,000
30/11/18	Awareness campaign procurement	476	Iorum Patience	2,450,000
30/11/18	Procurement of items	480	Iorpuu Livinus	2,550,000
06/12/18	Maintenance of vehicle	493	Oklo Rebecca	106,000

Recommendations.

We recommend that management should ensure that:

- (i) All payment vouchers are checked, signed and stamped by the internal audit at all times as required by the internal control system.
- (ii) All payment vouchers are signed by payees.
- (iii) Necessary documents such as receipts, invoices and store receipt vouchers are attached to payment vouchers.
- (iv) All completed payment vouchers are posted and filed appropriately.
- (v) Payment vouchers are raised and fully processed for all payments before posting to the cash books.

Management's Responses

Management stated that:

- a) Payment vouchers were not filed properly but have been located and filed accordingly.
- b) Payment vouchers are now checked by the internal auditor.
- c) Payment vouchers are now signed by the payee to acknowledge receipt of payments.

d) Relevant documents are now attached to the payment vouchers. Henceforth, documents are being attached to all payment vouchers where necessary.

3. **CONCLUSION.**

We thank the management and staff for the cooperation given to us during the audit exercise. If there are any areas in this management letter and the Accounts that need further clarification, do not hesitate to contact us.

Yours faithfully,
Iyornumbe Ime & Co

