

BENUE STATE UNIVERSITY MAKURDI
CENTER FOR FOOD TECHNOLOGY AND RESEARCH

6th March, 2017

The Vice Chancellor,
Benue State University,
Makurdi.

Through

The Center Leader,
BSU CEFTER
Benue State University,
Makurdi.

Dear Sir,

**INTERNAL AUDIT REPORT COVERING THE PERIOD JULY 2016
TO DECEMBER 2016**

Following our routine Audit of the affairs of CEFTER, BSU for the period July 2016 to December 2016.

We present our report as follows:

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|------------------------------------|--|
| 1.0 PROJECT NAME AND STATE: | BSU , Center For Food Technology And Research, Benue Sate Benue State University 31st July, 2015 |
| IMPLEMENTING AGENCY: | 5 Years |
| EFFECTIVENESS DATE: | ₦ 204,170,975.96 |
| PROJECT DURATION: | 1st July, 2016 – 31st December, 2016 |
| DISBURSED AMOUNT TO DATE: | SAAWUAN, Celestine. T |
| PERIOD COVERED BY REVIEW: | |
| INTERNAL AUDITOR: | |

2.0 EXECUTIVE SUMMARY

In order to ensure that mistakes and errors were detected and corrected before payments were made, prepayment audit was carried out on all payments made during the period under review. We ensured however, that unnecessary delays were avoided in order to ensure timely execution of all assignments.

The internal audit was carried out in accordance with World Bank policies and regulations. All records of the center as well as its assets have been verified including their location and in our opinion, expenditures are within budget limits and the accounting systems as well as internal controls are also adequate.

3.0 PREPAYMENT AUDIT:

Prepayment was carried out on all payments in order to ensure that all mistakes and errors were detected and corrected before payments were made. Cases of

overcasting were detected and corrected to avoid over payment. Unnecessary delays in payments were also avoided during the period.

4.0 RECORDS CHECKED

During the period under review, all records kept such as the cash book, general ledger, payment vouchers, bank statements, assets register etc. were checked and in our opinion, they were properly maintained and updated regularly. Reconciliations were carried out monthly.

5.0 ACCOUNTING

The accounting system in use by the university is the Sage line Accounting Software. It is yet to be used by the Center. The project management manual as reviewed has however, been found to be adequate.

Recommendation

It is our recommendation that the Sage line accounting software be used for the project.

6.0 INTERNAL CONTROLS

To ensure that internal controls were maintained, payments vouchers for all categories of payments were checked before payments were made. There had been adequate approval and authorization of payments by designated officers of the university during the period under review.

7.0 FUNDS FLOW

Funds received during the period from the World Bank amounted to ₦ 54,383,649.41 and ₦ 20,000,000 was loaned to the center by the University during the period. There had been no handicaps in accessing funds. Withdrawal applications have been reviewed and found to be acceptable. Suppliers, project staff and beneficiaries of various categories of payments were satisfied with speedy and timely payments during the period.

Recommendation

This practice should be continued.

8.0 FRAUD AND CORRUPTION

Fraud and corruption issues did not arise during the period under review. Checks in place were adequate and as such there was no room for fraud.

Recommendation

This practice should be continued.

9.0 VERIFICATION OF ASSETS

During the period, a Persun generator was purchased for CEFTER Hostel. This was verified and is in use by students of the center.

10.0

PAYMENT PROCEDURES

The process of payments to suppliers, services and other beneficiaries was checked and no delays or unacceptable practices noticed.

Recommendation

This practice should be allowed to continue

11.0

BANK BALANCES AS AT DECEMBER 2016

| | | |
|-------------------------|---|--------------------------|
| Skye bank balances | - | ₦ 1,219,519.29 |
| Sterling bank balances | - | ₦ 8,639,485.93 |
| Dollar Account – Skye | - | 33,517.31 Dollars |
| Zenith Account – Zenith | - | 1,740 Dollars |

12.0

RECOMMENDATION

It is our recommendation that CEFTER should continue to ensure that the World Bank procurement policies are strictly adhered to.

CONCLUSION

I wish to appreciate the co-operation received from the management of CEFTER during the period of this review and also to state that efforts be made at all times to bring the books of the Center up to date early enough to ensure timely completion of this review in future.

Thank you.

Yours Faithfully



6/3/17

SAAWUAN Celestine T.
Director of Audit