

**UNIVERSITY FOR DEVELOPMENT STUDIES (UDS)
MINUTES OF THE 11TH AUDIT COMMITTEE (AC) MEETING
HELD IN THE COUNCIL CHAMBER
ON WEDSDAY, DECEMBER 22, 2021**

ATTENDANCE

Members Present

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| 1. Mr. Richard Ntim | - | Chairman |
| 2. Prof. Gabriel A. Teye | - | Member/Rep. Mgt. |
| 3. Mr. Nurudeen Issah Abubakar | - | Member/Rep. Mgt. |
| 4. Mrs. Paulina A. Akolgo-Ayugane | - | Member/Rep. ICAG |
| 5. Mr. Ransford Agyei | - | Member/Rep. IAA |
| 6. Dr. Mrs. Sanatu Mustapha Alidu | - | Member/Rep. UDS Council |
| 7. Rev. Dr. Mrs. Grace Sintim Adasi | - | Member/Rep. UDS Council |

In Attendance

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| 1. Mr. John A. Azure | - | Director of Internal Audit |
| 2. Mr. Alhassan Iddrisu | - | Finance Directorate/Rep. |
| 3. Mr. Rashid Yakubu | - | Secretary |

| NO | DISCUSSIONS | ACTION |
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| 1.0 | <p>OPENING</p> <p>The meeting started at 10:16 am, with an opening prayer by Rev. Dr. Mrs. Grace Sintim Adasi.</p> | |
| 2.0 | <p>INTRODUCTION</p> <p>The Vice-Chancellor introduced the representatives of the Governing Council of the University to the Committee. They were Rev. Dr. Mrs. Grace Sintim Adasi and Dr. Mrs. Sanatu Mustapha Alidu. He also introduced Mr. Nurudeen Issah Abubakari as the newly appointed Registrar of the University.</p> | |

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| <p>3.0</p> <p>4.0</p> | <p>CHAIRMAN’S OPENING REMARKS</p> <p>The Chairman welcomed members and observed that, the Committee’s meetings were hampered by the COVID-19 pandemic especially as it did not allow a face-to-face meeting by the Committee. He reminded members that the Committee’s term was to end on December 31, 2021 and pointed out that, any decision made or approved by the Committee after the expiration of its tenure would not be accepted and would remain void.</p> <p>The Chairman therefore mentioned that, the report from the Director of Internal Audit on the Internal Audit Plan for 2022 was not ready. According to the Chairman, the 2022 Audit Plan could therefore not be adopted for implementation until a new Committee was sworn into office. He also explained that, the 2021 Annual Audit Report needed to reach the Auditor General by January 31, 2022, and emphasized that failure to meet the deadline would result in dire consequences on the University.</p> <p>CONFIRMATION OF THE MINUTES OF THE MEETING THAT WAS HELD ON TUESDAY, NOVEMBER 23, 2021</p> <p>The minutes of the meeting that was held on Tuesday, November 23, 2021, were read and the motion for its acceptance was moved by Mr. Ransford Agyei and seconded by Mrs. Paulina A. Akolgo-Ayugane subject to the following corrections.</p> <ol style="list-style-type: none"> 1. Page 3, item 3.1.1...Outstanding Holding Taxes...was corrected to...Withholding Tax. 2. Page 4, item 3.1.2, paragraph 1, line 2...budgetary was always...was corrected to...budgetary controls was always. Also, paragraph4, line 3...the Vice-Chancellor stated that...was corrected to...He suggested that. Again, paragraph 6, line 2...quarterly...was corrected to...from three times to four times a year. 3. Page 8, item 4.2.0, paragraph 1, line 1 and 2...was corrected to...the Committee’s position was that the report should not be issued and that relevant information should be updated. | <p>Dir. Int. Audit</p> |
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4. Page 9, from top of the page paragraph 4, line 2...was corrected to...Management should handle it very well in other not to undermine the University.
5. Page 10, under comments, line 3...was corrected to...the Director of Internal Audit should discuss the issues with Management.

5.0 MATTERS ARISING

5.1.0 DIRECTOR OF INTERNAL AUDIT

5.1.1 Programmes Accreditation

The Director of Internal Audit reported that, the Directorate had worked with the Pro-Vice-Chancellor and found out that, the Directorate of Academic Planning and Quality Assurance (DAPQA) had captured most of the courses that were hitherto reported as not being accredited. He therefore indicated that, the data on the accreditation of programmes in the University was accordingly revised. He added that, the Director of DAPQA had as a result followed up on the outcome of programmes to be accredited by the Ghana Tertiary Education Commission (GTEC).

5.1.2 Third Quarter Audit Report

The Director of Internal Audit reported that, the third quarter audit report was discussed at Management meetings but was yet to be submitted to the Internal Audit Agency (IAA). He however indicated that, the first and second quarters reports, with the exception of the third and fourth quarter reports were submitted to IAA.

The Chairman emphasized the importance of the reports to the Public Financial Management requirement and advised that, non or late submissions should be avoided at all times. He added that, it was better submitting the report as work in progress even when it was not finalised than not submitting at all. He therefore advised the University against being listed and published by the Auditor General as not submitted its annual report. The Chairman subsequently directed that all outstanding reports should be completed and submitted.

5.1.3 Training on Accounting System

The Director of Internal Audit reported that, he had not followed up on whether the training for the Accounting Officer and auxiliary staff of the UDS Accra Guest House (UDSAGH) on the accounting system at the Guest House.

On whether the UDSAGH had settled its indebtedness, the Director of Internal Audit stated that, the financial statement of the Guest House reflected a positive balance. Hence, the Guest House was doing well with its finances.

5.1.4 Revenue from Hostels

The Director of Internal Audit reported that the rooms at the hostels that were vacant were finally allocated to first year students. He therefore indicated that revenue was being realized from the rooms.

5.2.0 MANAGEMENT

5.2.1 Nyankpala Campus Roads

Management reported that the first coating of the Nyankpala Campus roads were done and awaiting final coating.

5.2.2 Audit Queries

Management reported that audit queries were taken seriously and that, the Registrar had sent a circular for all clients to respond to the audit queries. Despite the action taken by Management, the Director of Internal Audit stated that, the late responses to audit queries still persisted.

The Committee in addressing the problems of late responses to audit queries recommended that, the Director of Internal Audit should allow Management to invite non-responsive clients to respond to the queries. The Director was further advised to intensify the issues of clients who had not responded to the audit queries for management to take action.

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| <p>6.0</p> | <p>BUSINESS OF THE DAY</p> <p>6.1.0 2021 Annual Audit Report</p> <p>The 2021 Annual Audit Report was reported not to have been completed. According to the Director of Internal Audit, the third and fourth quarter reports were not completed and would be reported to the Auditor General as work in progress. It was therefore noted that, the University would not be listed or sanctioned should a work in progress report be submitted to the Auditor General.</p> <p>The Committee further discussed the ramifications of not submitting the Annual Audit reports and recommended that, the non-submission of audit reports to the Auditor General should be avoided to prevent the University from being listed again.</p> <p>In view of the above, the Committee recommended that, the Vice-Chancellor and Registrar should take action. Hence, the Committee tasked Management to ensure that, the 2021 Annual Audit Report was completed and submitted to the Auditor General.</p> <p>The Committee again requested that, the third and fourth quarter reports should be finalised for submission.</p> | <p>Dir. Int. Audit</p> <p>Dir. Int. Audit</p> |
| <p>6.0</p> | <p>HANDING OVER NOTES</p> <p>The Committee made changes to the handing over report of the Committee and subsequently accepted the report for submission subject to the corrections made. The Committee directed that all outstanding issue, including the third and fourth quarter audit reports, and the 2022 Audit Plan should be finalised and submitted without further delay.</p> | <p>Dir. Int. Audit</p> |
| <p>7.0</p> | <p>ANY OTHER BUSINESS (A. O. B)</p> <p>The Committee recommended that, the Internal Audit Agency (IAA) should be officially informed that, the membership of the Committee had ended and that, the Committee needed to be reconstituted.</p> | <p>Dir. Int. Audit</p> |

The Committee also tasked the Director of Internal Audit to contact the Internal Audit Agency about the delayed submission of the quarterly reports.

Appreciations

The Director of Internal Audit thanked the members for their contributions to the Committee. He particularly mentioned the Committee's contributions, and its approval and rolling out of the Risk Management Policy of the University.

The Registrar on behalf of Management thanked the members for their immense contributions to the University and wish them well in their future endeavour.

The outgoing members on their part thanked Management and the entire membership of the Committee for their cooperation. They assured Management that their services were always available to the University.

8.0 CHAIRMAN'S CLOSING REMARKS

The Chairman in his closing remarks thanked members of the Committee for their support over the years and their contributions to the Committee. He concluded by wishing the University the best.

9.0 CLOSING

The motion to close the meeting was moved and seconded by Mrs. Paulina A. Akolgo-Ayugane and Prof. Gabriel A. Teye respectively.

The closing prayer was said by Rev. Dr. Mrs. Grace Sintim Adasi.

The meeting closed at 1:30 pm.



Mr. Richard Ntim
(Audit Committee Chairman)



Mr. Rashid Yakubu
(Audit Committee Secretary)