

# JARAMOGI OGINGA ODINGA UNIVERSITY

## OF SCIENCE & TECHNOLOGY

MINUTES OF THE INTERNAL AUDIT DEPARTMENT HELD AT THE INTERNAL  
AUDIT DEPARTMENT OFFICE ON FRIDAY 18<sup>TH</sup> DECEMBER, 2020 AT 9.55 AM.

### Members Present

- |                        |   |             |
|------------------------|---|-------------|
| 1. CPA. Nelly Ako      | - | Chairperson |
| 2. CPA. Rogers Kirui   | - | Member      |
| 3. CPA. Francis Ngati. | - | Member      |
| 4. CPA. Joshua Okul    | - | Secretary   |

### 1.0 Prayer

The meeting commenced at 9.55 a.m. with a prayer from CPA. Francis Ngati

**Min 01/12/20**

### 2.0 Apologies

There was no apologies

**Min 02/12/20**

### 3.0 Declaration of conflict of Interest

There were no conflict of interest declared

**Min 03/12/20**

### 4.0 Adoption of the Agenda

The Agenda tabled for discussion was adopted without any amendments. Proposed by  
CPA. Rogers Kirui and Seconded by CPA. Joshua Okul.

**Min 04/12/20**

### 5.0 Confirmation of Previous Minutes

The minutes of the last departmental meeting were confirmed as a true reflection of the  
deliberations. Proposed by CPA. Joshua Okul and Seconded by CPA. Rogers Kirui.

**Min 05/12/20**

### 6.0 The Chairperson remark

The Chairperson welcomed members to the meeting and thanked them for their continued  
support to the department.

**Min 06/12/20**

### 7.0 AGENDA

### 8.0 DISCUSSION ON PROGRESS OF 2020/21 FY 2<sup>ND</sup> QUARTER WORK PLAN.

- Reported 1:** That report on INSEFOODS for the period between July and September is complete  
and its preliminary report is out.
- Reported 2:** That audits on capital projects and surrenders of imprests were not carried out  
because the same documents to be used in the assignments were being used by  
External Auditors.

