



JARAMOGI OGINGA ODINGA UNIVERSITY

OF SCIENCE & TECHNOLOGY

**MINUTES OF THE INTERNAL AUDIT DEPARTMENT HELD AT THE INTERNAL
AUDIT DEPARTMENT OFFICE ON FRIDAY 26TH MARCH, 2021, AT 2.30 PM.**

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 2.30 p.m. with a prayer from CPA. Francis Ngati

Min 01/03/21

2.0 Apologies

There was no apologies

Min 02/03/21

3.0 Declaration of conflict of Interest

There were no conflict of interest declared

Min 03/03/21

4.0 Adoption of the Agenda

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

Min 04/03/21

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. Francis Ngati and Seconded by CPA. Rogers Kirui.

Min 05/03/21

6.0 The Chairperson remark

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

Min 06/03/21

7.0 AGENDA

8.0 DISCUSSION ON PROGRESS OF 2020/21 FY 3RD QUARTER WORK PLAN.

- Reported 1:** That reports on INSEFOODS for the period between October to December 2020 and procurement process are complete.
- Reported 2:** That audits on capital projects, surrenders of imprests and fee status of December 2020 graduates are ongoing.
- Agreed :** That the pending audit assignments should be hastened to ensure that the work plan is accomplished.

Min 07/03/21

8.1 DISCUSSIONS ON 2020/21 FY 4TH QUARTER WORK PLAN

- Reported:** That the 2020/21 4th quarter work plan is ready.
- Agreed:** That assignments to be undertaken in the 4th quarter will be:
 - i. Audit of capital projects.
 - ii. Audit of surrenders of imprests for 2019/2020 FY
 - iii. Audit of INSEFOODS project for the period between January 2021 to March 2021.
 - iv. Audit of bank statements for 2019/20
 - v. Audit on fee status of 2020 graduates.
 - vi. Audit of Nairobi Liaison office
 - vii. Review of the new ERP
 - viii. Audit of payments

Min 08/03/2021

8.2 A.O.B

Members were reminded that the next meeting will be held in May 2021 and urged to continue staying safe amid COVID 19 pandemic.

Min 09/03/2021

8.3 CLOSURE

Having exhausted the day's agenda, the meeting adjourned at 3.15 p.m.

Min 10/03/2021

Minutes approved for circulation:

Chairperson _____ *[Signature]* _____ *29th March 2021*
Signature Date

Minutes confirmed at the next meeting:

Chairperson _____
Signature Date