



# JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE & TECHNOLOGY

MINUTES OF THE INTERNAL AUDIT DEPARTMENT HELD AT THE  
INTERNAL AUDIT DEPARTMENT OFFICE ON FRIDAY 28<sup>TH</sup> MAY, 2021, AT 9.00  
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 9.00 a.m. with a prayer from CPA. Joshua Okul.

**Min 01/05/21**

## 2.0 Apologies

There was no apologies

**Min 02/05/21**

## 3.0 Declaration of conflict of Interest

There were no conflict of interest declared

**Min 03/05/21**

## 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. Francis Ngati.

**Min 04/05/21**

## 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. Joshua Okul and Seconded by CPA. Rogers Kirui.

**Min 05/05/21**

## 6.0 The Chairperson remark

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

**Min 06/05/21**

**7.0 AGENDA**

**8.0 DISCUSSION ON PROGRESS OF 2020/21 FY 4<sup>TH</sup> QUARTER WORK PLAN.**

- Reported 1:** That reports on INSEFOODS for the period between January to March 2021, bank statements, surrenders of imprests and capital projects are complete.
- Reported 2:** That audits on review of the new ERP and fee status of December 2020 graduates are ongoing.
- Agreed :** That the pending audit assignments should be completed before the Audit, Risk and Governance meeting scheduled for July 2021.

**Min 07/05/21**

**8.1 DISCUSSIONS ON 2021/22 FY 1ST QUARTER WORK PLAN**

- Reported:** That the 2021/22 1<sup>st</sup> quarter work plan is ready.
- Agreed:** That assignments to be undertaken in the 4<sup>th</sup> quarter will be:
- i. Audit of capital projects.
  - ii. Audit of INSEFOODS project for the period between April 2021 to June 2021.
  - iii. Audit on fee status of 2020 graduates.
  - iv. Audit of Nairobi Liaison office
  - v. Review of the new ERP
  - vi. Audit of payments
  - vii. Audit of Financial Statements
  - viii. Audit of bank statements
  - ix. Audit of Examination Processes
  - x. Review of Internal Audit Charter and Audit Committee Charter

**Min 08/05/2021**

**8.2 A.O.B**

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

**Min 09/05/2021**

**8.3 CLOSURE**

Having exhausted the day's agenda, the meeting adjourned at 9.45 a.m.

**Min 10/05/2021**

**Minutes approved for circulation:**

Chairperson \_\_\_\_\_  
Signature

10<sup>th</sup> June 2021.  
\_\_\_\_\_  
Date

**Minutes confirmed at the next meeting:**

Chairperson \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date