



JARAMOGI OGINGA ODINGA UNIVERSITY

OF SCIENCE & TECHNOLOGY

MINUTES OF THE INTERNAL AUDIT DEPARTMENT HELD AT THE INTERNAL AUDIT DEPARTMENT OFFICE ON THURSDAY 31ST MARCH, 2022, AT 4.00 PM.

Members Present

1. CPA. Nelly Ako - Chairperson
2. CPA. Rogers Kirui - Member
3. CPA. Francis Ngati. - Member
4. Ms. Rosemary Muthoni - Member
5. CPA. Joshua Okul - Secretary

1.0 Prayer

The meeting commenced at 4. p.m. with a prayer from CPA. Francis Ngati.

Min 01/03/22

2.0 Apologies

There was no apologies

Min 02/03/22

3.0 Declaration of conflict of Interest

There were no conflict of interest declared

Min 03/03/22

4.0 Adoption of the Agenda

The Agenda tabled for discussion was adopted without any amendments. Proposed by Ms. Rosemary Muthoni and Seconded by CPA. Francis Ngati

Min 04/03/22

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. Rogers Kirui and Seconded by CPA. Joshua Okul.

Min 05/03/22

6.0 The Chairperson remark

The Chairperson welcomed members to the meeting and reiterated on the key areas the audits should focus on.

Min 06/03/22

7.0 AGENDA

8.0 DISCUSSION ON PROGRESS OF 2021/22 FY 3RD QUARTER WORK PLAN.

Reported: That reports on INSEFOODS for the period between October to December 2021, Capital Development projects, Examination Processes, Review of Audit Committee Charter,

Licensing & end user application management Review and IT BCP and Disaster Recovery are complete.

Agreed: That the pending audit assignments should be completed before the quarterly meeting of Audit, Risk and Governance Committee scheduled for April, 2022.

Min 07/03/22

8.1 DISCUSSIONS ON 2021/22 FY 4TH QUARTER WORK PLAN

Reported: That the 2021/22 4th quarter work plan is ready.

Agreed: That assignments to be undertaken in the 4th quarter will be:

- i. Health Unit
- ii. Audit of INSEFOODS project for the period between January to March 2022.
- iii. Risk Management Function
- iv. Research grants (USAID Project)
- v. Surrenders of imprests
- vi. Payroll administration
- vii. Audit of Strategy
- viii. Access Control, User reviews and Privilege management Review
- ix. E-learning System Review.
- x. ERP Progress and Data Integrity Review (Continuous)

Min 08/03/2022

8.2 A.O.B

Members were reminded that the next meeting will be held in 4th quarter of 2021/2022 FY.

Min 09/03/2022

8.3 CLOSURE

Having exhausted the day's agenda, the meeting adjourned at 5.10 p.m.

Min10/03/2022

Minutes approved for circulation:

Chairperson _____
 Signature

_____ 7th April 2022.
 Date

Minutes confirmed at the next meeting:

Chairperson _____
 Signature

 Date