

AUDIT SERVICE



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ACCRA

24 JULY 2017

THE CHAIRPERSON
PUBLIC INTEREST AND ACCOUNTABILITY
COMMITTEE (PIAC)
ACCRA



MANAGEMENT LETTER ON THE ACCOUNTS OF THE PUBLIC INTEREST AND ACCOUNTABILITY COMMITTEE (PIAC) FOR THE PERIOD JANUARY 2016 TO MAY 2017

Introduction

The accounts and other related records of the Public Interest and Accountability Committee (PIAC) covering the period 1st January 2016 to 31 May 2017 have been audited in accordance with our mandate under Article 187 (2) of the 1992 Constitution and Section 11(1) of the Audit Service Act, 2000 (Act 584).

2. We wish to bring to your attention for remedial actions the following observations and recommendations made during the audit. These matters were discussed with the Executive whose comments and responses, where appropriate, were taken into consideration in preparing this management letter.



Audit Team

3. The audit was conducted by Mrs. Elizabeth Bedie and Mr. Charles Brown Ahlijah both Principal Auditors.

4. We shall be grateful to receive your response within 30 days after the receipt of this management letter as stipulated in Section 29, Part III of the Audit Service Act 2000, (Act 584).

Key Personnel

5. The following key officials handled the financial and administrative matters of PIAC during the period covered by the audit.

Committee Members

Name of Member	Position	Period of Service
Prof. P. K. Buah-Bassuah	Chairman	1 st Nov. 2014 – 30 th Dec. 2016
Mr. Kwame Jantuah	Vice Chairman	1 st November, 2014 to date
Marilyn Aniwa	Coordinator	1 st November, 2015 to date
Isaac Dwamena	Finance & Admin Manager	1 st November, 2015 to date

Audit objectives

6. Our audit objectives were to ascertain whether
- i. the operations of PIAC during the period covered were in compliance with the relevant laws and regulations of Ghana,
 - ii. goods and services were procured in accordance with laid down procedures,
 - iii. adequate and effective system of internal controls were in place to ensure the safety of assets, transparency and accountability in the management of funds and other resources.

Scope of Audit

7. The audit was conducted within the framework of the International Standards of Supreme Audit Institution as, issued by International Organisation of Supreme Audit Institutions (INTOSAI). The audit focused on a review of cash management, budgetary controls, procurements and expendable and non-expendable items.

Audit Methodology

8. The Risk Based Audit approach was adopted in conducting the audit. An entrance conference was held during which the scope, objectives and issues including the nature, extent and timing of the audit procedures were discussed.

9. Our audit criteria, norms and standards were derived from sources such as the Financial Administration Act 2003, Financial Administration Regulations 2004, Public Procurement Act 2003, Petroleum Revenue Management Act 2011, and Generally Accepted Accounting Practice (GAAP).

10. Relevant documents were reviewed to promote our understanding of the accounting, administrative and internal control system.

11. The approach enabled us to:

- (a) Identify and assess the risk of material misstatement in the financial and technical reports,
- (b) Design and perform further audit procedures that responded to assessed risks of material misstatements and;
- (c) Issue a suitably worded Management Letter based on our findings.

12. The audit process was concluded with an exit conference.

DETAILS OF FINDINGS AND RECOMMENDATIONS

Financial Reporting

The summary of the income and expenditure for the 2016 financial year was as follows:

	GoG	GOGIG	NRGI/DFID	CONSOLIDATED
INCOME	GH¢	GH¢	GH¢	GH¢
Balance at 1 January	20,784.00	-	1,029.03	21,813.03
Total Income received	1,346,051.00	503,127.00	476,696.34	2,325,874.34
Total	1,366,835.00	503,127.00	477,725.37	2,347,687.37
Programmes and activities				
2015 Semi-Annual Report	22,998	-	-	22,997.50
2015 Annual Report	95,635	-	15,015.00	110,650.47
2016 Semi-Annual Report	11,488	-	28,164.50	39,652.00
Public Meeting	47,467	503,127.00	6,150.00	556,744.03
PIAC Strategic Plan	2,803	-	22,469.00	25,271.50
2014 Annual Report launch	2,670	-	-	2,670.00
PIAC Website	994	-	7,996.75	8,990.75
Technical Roundtable	-	-	17,520.46	17,520.46
Simplified PRMA	-	-	15,382.00	15,382.00
Study Tour - Malaysia	14,995	-	-	14,995.00
Programme Support Cost	53,306	-	-	53,305.99
Total	252,356	503,127.00	112,697.71	868,179.70
General and administrative				

Members Allowances	529,269	-	-	529,268.75
Staff Salaries	95,336	-	301,286.00	396,622.25
Admin Expenses	205,102	-	53,223.00	258,325.23
Total	829,707		354,509.00	1,184,216.23
Total Expenditure	1,082,063	503,127	467,207	2,052,396.93
Income Surplus	284,772.00	-	10,518.66	295,291.44