

## Minutes of Audit Committee Meeting of ACEPHAP held on 9th August, 2024

### In attendance:

Prof Hadiza Galadanci	Chairperson
Badayi Mohd Kurawa	Auditor/ Member
Rabiu H Sagagi	Procurement Officer/ Member
Baba M Musa	M&E Officer/ Member
Taiwo G. Amole	DCL Research/ Member
Faisal S Dankishiya	Safeguards Officer/ Secretary

### Absent with apology:

Salisu Maiwada

The meeting started at 2:35pm. The Chair Person welcomed members to the first meeting of the committee in 2024. She explained that the purpose of the meeting was to review the latest Audit Report of the Center and discuss how to address challenges identified. After that, the minutes of last meeting was read, the procurement officer moved for its adoption and was seconded by the safeguards officer.

Next item on the agenda was reading of the latest report by the Auditor. The auditor noted that during the reporting period, the Center adhered to due to process for procurement but few observations were raised. Highlights of these observations were discussed and addressed as follows:

1. Tracing of figures in payment vouchers where a figure was replaced by another. It was agreed that where correction is to be made to a figure, it should be cancelled with a straight line and the correct figure written in front of it. That way, the auditor will know that it was truly a mistake and not manipulation reason for the mistake can then be easily given when needed.
2. Receipt for payment not attached to payment voucher was traced and attached
3. Submitted boarding passes not attached to payment vouchers in some cases. The Center accountant was directed to photocopy any boarding pass submitted to him before he tenders the original copy to the accounts department.
4. Problem with post auditing of payment vouchers should be minimized
5. Relevant officers at the University were notified to ensure that they check and vet all required documents before making any payment.
6. All the relevant officers have been informed on the need to fill payment vouchers properly without tracing of figures
7. Center personnel were informed to ensure that all receipts or invoices for retirement of advances have contact address, phone number and email of the vendor.

The Auditor informed the Committee that all the observed anomalies have been rectified.

The meeting ended at 3:07pm and the auditor moved for adjournment while procurement officer seconded, the meeting was closed with a prayer by auditor.

Secretary



f Dr. Faisal S Dankishiya

Chairperson



Prof Hadiza S Galadanci

13/8/24.