

THE 2014 ACTIVITIES AND BUDGETS LINE AND FINDINGS

ITEM	QTY	UNIT COST	TOTAL COST	OBSERVATION MADE	REMARKS ON THE OBSERVATIONS
9 Teachers allowance	12	K900.00	K108,000.00		Well documented keep it up with the consistency
Electricity bills	12	K200.00	K2,400.00		Well documented
Water bills	12	K250.00	K3,000.00		Well documented
Internet	12	K200.00	K2,400.00	Receipts were placed in different folders	Avoid keeping them in separate folders, open one folder where they can easily be traced.
Refurbishment of computer lab			K35,000.00	Receipts for the cement have different prices but same type of cement, why?	Try to buy things from 1 one traceable shop if possible and avoid using cash sale which cannot be traced.
Administration	12	K700.00	K8,400.00	Different Items kept in I folder	Separate the receipts e.g. for talk time let them be on there own even on stationary,
Teachers training	3	K5,200.00	K16,800.00	Reference to the financial policy	Payment to be made follow the guidelines in the financial police manual for accountability purposes
			K176,000.00		Well balanced

On the average the work was good and ensure that you work on the identified points that have been mentioned especially on what is enshrined in the financial policy manual and procedures these are important tools that should not be ignored from time to time

Cash – The control of monies within the organization is done well within the guidelines and under the tolerance levels/ triggers to cause any concern, security procedures are followed along with relevant paperwork to confirm adherence.

CONCLUSION

To conclude, Ituna has strong controls in place within areas of its structure; staff training and knowledge are both exemplary.

Received and verified



Director



ADVISORY BOARD CHAIRPERSON