Management Letter

On the Financial Statement Audit of the Bomi County Community College (BCCC) Audit

For Fiscal Year Ended June 30, 2021

Promoting Accountability of Public Resources

P. Garswa Jackson Sr. FCCA, CFIP, CFE
Auditor General R.L.

Monrovia, Liberia
December 2022

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ACRONYMS USED

Acronyms	Meaning
ACCA	Association of Chartered Certified Accountants
AFP	Auditor Focal Person
AG	Auditor General
BCCC	Bomi County Community College
CBL	Central Bank of Liberia
CFC	Certified Financial Consultant
CFE	Certified Fraud Examiner
CFIP	Certified Forensic Investigative Professional
CPA	Certified Public Accountant
COSO	Committee on Sponsoring Organizations of the Tread way Commission
GAC	General Auditing Commission
GOL	Government of Liberia
IPSAS	International Public Sector Accounting Standard
LRD	Liberian Dollar
MFDP	Ministry of Finance & Development Planning
NCB	National Competitive Bidding
PFM	Public Finance Management
PPC	Public Procurement & Concessions
PPCC	Public Procurement & Concessions Commission
RFQ	Request for Quotation
USD	United States Dollar

July 2, 2026

Dr. Zobon B. Norman
President
Bomi County Community College
Tubmanburg City
Bomi County, Liberia

Dear Dr. Norman:

MANAGEMENT LETTER ON THE FINANCIAL STATEMENT AUDIT OF THE BOMI COUNTY COMMUNITY COLLEGE (BCCC) FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2021

The Financial Statements of the Bomi County Community College (BCCC) are subject to audit by the Auditor General in terms of Section 2.1.3 of the General Auditing Commission (GAC) Act of 2014 as well as the Engagement Term of Reference. The Financial Audit was performed for the period July 1, 2020 - June 30, 2021

INTRODUCTION

The audit of the Bomi County Community College for the period July 1, 2020 – June 30, 2021 has been completed and the purpose of this letter is to bring to your attention the observations and findings revealed during the audit.

AUDIT SCOPE AND DETERMINATION OF RESPONSIBILITY

The audit was conducted in accordance with the International Standards of Supreme Audit Institutions (ISSAIs). These standards require that the audit is planned and performed so as to obtain reasonable assurance that, in all material respects, fair presentation and reporting is achieved.

An audit involves:

- Examination on a test basis of evidence supporting the amounts and disclosures in the financial statements;
- Assessment of the accounting principles used and significant estimates made by management; and
- Evaluation of the Financial Statement presentation.

An audit also includes an examination, on a test basis, of evidence supporting compliance in all material respects with the relevant laws and regulations which came to our attention and are applicable to financial matters of BCCC.

The matters mentioned in this letter are therefore those that were identified through tests considered necessary for the purpose of the audit and it is possible that there might be other matters and/or weaknesses that were not identified.

The financial statements preparation, the maintenance of effective internal control measures and compliance with laws and regulations are the responsibilities of the Management of BCCC. Our responsibility is to express an opinion on these financial statements.

The audit findings which were identified during the course of the audit are included below.

Key Personnel of BCCC

No	Name	Rank	Period
1	Varney A. Yengbeh Jr.	Board Chair	2016-present
2	Samuel L. Dunbar Sr.	Acting President	2020-Present
3	Amos A. Fully	Vice President for Academic Affairs	2020-Present
4	Anthony J. Benson	Comptroller	2017-Present
5	Maibee Kollie	Human Resource Head	2016-Present
6	Daniel Gayflor Jr.	Procurement - Head	2016-Present

APPRECIATION

We would like to express our appreciation for the courtesy extended and assistance rendered by the staff of the Bomi County Community College and other individuals and businesses who contributed to the success of this audit.

P. Garswa Jackson, Sr. FCCA, CFIP, CFC
Auditor General, R.L.

GENERAL AUDITING OFFICE OF THE REPUBLIC OF LIBERIA

Monrovia, Liberia
July 2026

1 DETAILED AUDIT FINDINGS AND RECOMMENDATIONS

1.1 Financial Related Issues

1.1.1 No Detailed Supporting Ledgers

Observation

1.1.1.1 PFM Regulations C.8, Responsibilities of Accounting Officers, paragraph 3 (h) requires a head of a government agency or spending unit to produce, when required by the Minister of Finance, the Comptroller-General, head of internal audit or Auditor-General or by such officers as may be authorized by any of the above, all cash, books, records, vouchers or other items of value in his or her charge.

1.1.1.2 PFM Regulations I.2, Accounting Records, names records classified as "accounts" include manual and electronic: (a) accounting records in the form of books, ledgers, ledger sheets, ledger cards, or machine tabulations; and (b) source documents for the accounting records in the form of vouchers, schedules, returns, bank or any other statements

1.1.1.3 During the audit, we observed that Management did not maintain detailed ledgers including cashbook for expenditure amounting to US$535,732.25 as reported in the financial statements.

Risk

1.1.1.4 The completeness and accuracy of expenditure may not be assured; therefore, the financial statements may be misstated.

1.1.1.5 Management may not fully account for activities of the entity.

Recommendation

1.1.1.6 Management should ensure that detailed general ledgers are prepared to support figures mentioned in the financial statements. Periodic reconciliation should be performed between the general ledger and the financial statements. Differences identified should be investigated and adjusted (where applicable) in a timely manner.

1.1.1.7 Management should procure and operationalize a functional accounting software to record all financial transactions of the entity.

1.1.1.8 An automated control should be established such that transactions (along with supporting documents) posted by a junior staff must be reviewed and approved by senior personnel before the transactions appear in the general ledger. Going forward, an automated linkage should be created between the general ledger, trial balance and the financial statements to facilitate completeness and accuracy of the financial statements.

Management's response

1.1.1.9 *The Management of Bomi Community College has a functioning manual cash book from which all financial reports are derived. Please find attached samples.*

Auditor General's Position

1.1.1.10 Management's assertion is not materially supported; therefore, we maintain our finding and recommendations.

1.1.2 Irregularities Associated with Fixed Asset Management

Observation

1.1.2.1 Regulations V.4 (2) of the PFM Act of 2009 and revised in 2019 states that, "The master inventory shall record under each category of item:

- the date and other details of the voucher or other document on which the items were received or issued;
- their serial numbers where appropriate; and
- their distribution to individual locations and the total quantity held."

1.1.2.2 During the audit, we observed the following irregularities associated with the Fixed Assets Management System:

- There was no evidence of a fixed assets management policy.
- The fixed assets register did not contain all the relevant columns.
- The fixed assets register was not regularly updated.
- There was no evidence of periodic physical verification of assets by Management
- There was no evidence of movement of assets form.
- The fixed Asset of the entity were not coded.

1.1.2.3 During the audit, we further observed that a generator purchased during the period for US$1,550.00 could not be traced to the register.

Risk

1.1.2.4 Fixed Assets Register may be misstated (Over/understated).

1.1.2.5 Assets may be damaged or impaired but their values are still on the books.

1.1.2.6 Fixed assets may be removed from the entity's premises without authorization, misappropriated, subjected to personal use or theft.

1.1.2.7 The lack of asset movement log could make it difficult to keep track of assigned or transferred assets, which may lead to misuse, loss or theft of assets without being noticed.

1.1.2.8 Failure to properly account for fixed assets may lead to theft and misapplication of equipment/materials. This may result in the non-achievement of the entity's objectives.

1.1.2.9 Fixed Assets not coded may be susceptible to theft or diverted to personal use.

Recommendation

1.1.2.10 Management should develop, approve and operationalize a fixed asset management policy to regulate fixed assets activities of the entity. As part of the policy, Management should set assets value to be recorded, developed and maintained.

1.1.2.11 Management should ensure that the fixed assets register is updated to reflect the following; description, source of purchase, date of purchase, class, code, assignee, location, condition, original cost, depreciation expense, accumulated depreciation and net book value of the asset.

1.1.2.12 Management should conduct periodic fixed assets count and /or verification to determine the current condition and location of the assets. Evidence of physical verification should be adequately documented and filed to facilitate future review.

1.1.2.13 The Fixed Assets Register should be updated periodically to reflect all the entity's assets.

1.1.2.14 Fixed assets within a particular vicinity should be clearly displayed as required by the PFM Act.

1.1.2.15 A movement of Asset Form should be filled and authorized before assets are moved from one location to another. The Fixed Asset Register should be updated to reflect the change in location of asset.

Management's Response

1.1.2.16 *The Management of Bomi Community College accepts and acknowledges the assertions raised and will put in place fixed assets register that will reflect all the entity's assets.*

Auditor General's Position

1.1.2.17 We acknowledge Management's acceptance of our finding and recommendation. We shall follow up on the implementation of our recommendation during subsequent audit.

1.1.2.18 Management is therefore in breach of financial discipline in keeping with Regulation A.20 of the Public Financial Management Act of 2009 as amended and restated 2019.

1.1.3 Currency Exchange Difference

Observation

1.1.3.1 IPSAS Cash basic section 1.6.3 states that 'Cash balance held in a foreign currency shall be translated using the closing rate'. And section 1.6.5 also states that 'An entity shall disclose the amount of exchange difference included as reconciling items between opening and closing balances.

1.1.3.2 Part 1.6.5 and 1.6.6 of the Revised Cash Basis IPSAS (2017) requires that an entity should disclose the amount of exchange differences included as reconciling items between opening and closing cash balances for the period.

1.1.3.3 It was observed that the notes to the financial statements for the period under audit, Management disclosed the closing rate used in translating foreign currency transaction to the presentation currency during fiscal year. However, the amount of exchange difference included as reconciling item between the opening and closing cash balance for the fiscal year was not disclosed.

Risk

1.1.3.4 The non-disclosure of exchange difference in notes to the financial statements may impair full disclosure, fair presentation, accountability and information needed for decision making.

1.1.3.5 If foreign currency transactions are significant and translation rate(s) used is misstated; the financial statements may be misstated.

Recommendation

1.1.3.6 Management should ensure full and adequate disclosure is made for all foreign currency translations.

Management's Response

1.1.3.7 *The Assertion raised is valid and that the Management of the Bomi Community College takes key note. The management of the college will ensure full and adequate disclosure are made for foreign currency translations.*

Auditor General's Position

1.1.3.8 We acknowledge Management's acceptance of our finding and recommendation. We shall follow up on the implementation of our recommendation during subsequent audit.

1.1.4 Explanation of Material Variances

Observation

1.1.4.1 Part 1.7.8 of the Revised Cash Basis IPSAS (November 2017) provides that an entity that makes publicly available its approved budget(s) shall present a comparison of the budget amount for which it is held publicly accountable and actual amounts either as a separate additional financial statement of an additional budget columns in the statement of cash receipts and payments. The comparison of budget and actual amount shall present separately for each level of legislative oversight:

- By way of note disclosure, an explanation of material differences between the budget for which the entity is held publicly accountable and actual amounts, unless such explanation is included in other public documents issued in conjunction with the financial statements, and cross reference to those documents is made in the notes.

1.1.4.2 During the audit, we observed that the financial statements did not contain explanatory notes for material differences between budget and actual amounts reported in the Statement of Comparison of Budget and Actual Amounts.

Risk

1.1.4.3 The failure to include notes or explanations for material differences between budgetary amounts and actual amounts in the financial statements may deny users of the financial statements the information needed to make informed decision.

Recommendation

1.1.4.4 Management should ensure that full and adequate disclosures are made for material variance(s) between the budget and actual amounts.

Management's Response

1.1.4.5 *The Assertion raised is valid and that the Management of the Bomi Community College takes key note. Management will ensure that going forward full and adequate disclosures will be made for material variance (s) between budget and actual amounts.*

Auditor General's Position

1.1.4.6 We acknowledge Management's acceptance of our finding and recommendation. We shall follow up on the implementation of our recommendation during subsequent audit.

1.1.5 Consultants Hired Without Valid Contract

Observation

1.1.5.1 Section 41(1) (a-e) of the Amended and Restated PPC Act of 2010 states that, "the Procuring Entity shall be responsible for the administration and monitoring of contracts entered into by the Entity. The contract administration functions shall include at least the following:

- Ensuring that the contractor complies with the specifications and terms of the contract;
- Ensuring that the contract is being performed on schedule;
- Ensuring that payments made to the contractor are in accordance with the terms of the contract.
- Determining when a contract has been successfully performed which will entitle the contractor to final payment; and
- In the case of each contract awarded by the Procuring Entity, designating a contract administration officer who will have responsibility for the administration of the contract consistently with the requirements of this Act and the regulations."

1.1.5.2 During the audit we observed that Management hired the services of consultants/ facilitators for the period audited without evidence of a formal contract agreement.

1.1.5.3 Additionally, there was no evidence that the consultants/facilitators had performed the task hired for due to the absence of the issuance of certificates of completion to validate the completion of the task.

Risk

1.1.5.4 In the absence of a valid contract, value for money may not have been achieved during the procurement of the contract. The consultant may be arbitrarily selected leading to hike in compensation, inadequate qualification and experience and subsequently substandard performance.

1.1.5.5 In the absence of a valid contract, disputes arising from contract performance issues may not be easily adjudicated in a public court of competent jurisdiction.

Recommendation

1.1.5.6 Management should provide explanations for failing to maintain or provide a contract agreement for consultants/facilitators.

1.1.5.7 Going forward, Management should ensure that procurement processes leading to the hiring of a service provider is duly followed. All contracts subsequently signed should be adequately documented and filed to facilitate future review.

Management's Response

1.1.5.8 *The Management of Bomi Community College accepts and knowledge the assertions raised and are currently working toward implementing it. Moving forward, the Management will ensure that contract agreements are signed and maintained for consultants/facilitators for the purpose of Accountability of Public Resources.*

Auditor General's Position

1.1.5.9 We acknowledge Management's acceptance of our finding and recommendation. We shall follow up on the implementation of our recommendation during subsequent audit.

1.1.6 Inadequate Documentation of Financial Records

Observation

1.1.6.1 Regulation A.3 (1) of the PFM of 2009 states " Any public officer concerned with the conduct of financial matters of the Government of Liberia, or the receipt, custody and disbursement of public and trust moneys, or for the custody, care and use of government stores and inventories shall keep books of accounts and proper records of all transactions and shall produce the books of accounts and records of the transactions for inspection when called upon to do so by the Auditor- General, the Comptroller General , the relevant internal auditor or any officers authorized by them, by the Minister".

1.1.6.2 (2)" A public officer who fails to keep or produce any records under this regulation is in a breach of financial discipline as defined in Regulation A.20".

1.1.6.3 According to Section 43(1) of the PPC Act of 2005 amended and restated 2010 states that "The procuring Entity shall preserve all documentation relating to the procurement proceedings in accordance with applicable rules concerning archiving of Government documentation, but at a minimum it shall be kept for a period of six (6) years following the date of final completion"

1.1.6.4 During the audit, we observed that Management procured supplies and consumables amounting to US$18,355.35 and L$ 2,376,125.00 respectively without evidence of delivery notes to authenticate the delivery of all goods and services procured. **See Annexure 1.**

Risk

1.1.6.5 In the absence of delivery notes for supplies and consumables, it may be difficult to determine whether all commodities procured were delivered.

1.1.6.6 Goods may be procured and diverted for personal benefit, leading to misappropriation of the entity's funds.

Recommendation

1.1.6.7 Management should ensure proper documentations are kept for transactions of the entity to include delivery notes for goods procured.

1.1.6.8 Delivery notes should be sighted by personnel not involved with procurement processes.

Management's Response

1.1.6.9 *The Management of Bomi Community College accepts and knowledge the assertions raised and are currently working toward implementing it. Going forward, management will ensure proper documentations are kept for all transactions of the entity to include delivery notes for goods procured.*

Auditor General's Position

1.1.6.10 We acknowledge Management's acceptance of our finding and recommendation. We shall follow up on the implementation of our recommendation during subsequent audit.

1.1.7 Irregularities Associated with Procurement Management

Observation

1.1.7.1 Section 30 (1 and 2) of the Public Procurement and Concessions Act of 2005 as amended and restated in 2010 states: "(1) Each Procurement Committee shall constitute a Bid Evaluation Panel with the required expertise as and when required to evaluate bids solicited by the Procuring Entity. (2) A Bid Evaluation Panel shall be responsible for the evaluation of bids in accordance with the predetermined and Published evaluation criteria as outlined to bidders in the bid documents in accordance with this Act and shall prepare and submit evaluation reports and recommendations for award for the consideration of the Procurement Committee or the Head of the Procuring Entity as provided in the Schedule".

1.1.7.2 Section 32 (1, 2 and 3) of the Public Procurement and Concessions Act of 2005 as amended and restated in 2010 states: (1) "In order to participate in procurement proceedings, a bidder must qualify by meeting the criteria set by the Procuring Entity, which will normally include evidence of: (a) Professional and technical qualifications; (b) Equipment availability, where applicable; (c) Past performance; (d) After-sales service, where applicable; (e) Spare parts availability; (f) Legal capacity; (g) Financial resources and condition; and (h) Verification by the internal revenue authority of payment of taxes and social security contributions when due. (2) The qualification criteria set forth in subsection (1) of this Section shall be applied by examining, through investigation and collaboration with other relevant agencies, to ascertain whether or not the bidder meets the minimum qualification criteria established for the bid and not by using a point system for comparing the relative level of qualifications of participating bidders. (3) The Procuring Entity shall be entitled to demand qualification documentation from potential bidders in formal prequalification proceedings, or as a required component of a bid submission".

1.1.7.3 During the audit, we observe the following irregularities associated with the procurement system:

- There was no functional procurement committee evidence by the absence of meeting minutes and periodic reports.
- There was no evidence of annual procurement plan approved by PPCC.
- There was no evidence of periodic (quarterly and annual) procurement activities report submitted to PPCC.
- No evidence of application of the requisite methods (Request for quotation, national competitive bidding, sole sourcing, restricted bidding, international competitive bidding, etc.) where applicable.

1.1.7.4 Also, during the audit we observed that Management procured goods in the amount of USD55,772.21 which did not contain supporting documents such as quotations, goods received note, delivery note etc. **See tables 1A and 1B below.**

Table 1A: Irregularities Associated with Procurement Management

No	(A) Service Description	2020/2021 (USD)
1	Repairs & Maintenance-Civil	9,847.78
2	Cleaning Materials and Services	9,237.42
3	Telecommunication, Internet, Postage and Courier	1,410.00
	Sub Total	**20,495.20**

Table 1B: Irregularities Associated with Procurement Management

No.	(B) Goods Description	Amount (US$)
1	Educational Materials and Supplies	10,518.53
2	Stationary	11,056.54
3	Fuel and Lubricant- Generators	5,991.78
4	Fuel and Lubricant-Vehicles	7,710.16
	Sub Total	**35,277.01**

Total Payment Without Quotation	AMOUNT (USD)
A+B	**55,772.21**

Risk

1.1.7.5 In the absence of a functional procurement committee, the entity's procurement processes may be discretional.

1.1.7.6 The lack of an approved Procurement Plan may lead to discretionary expenditure, waste and undermine value for money.

1.1.7.7 In the absence of a quarterly procurement report, Management may be in noncompliance with the PPC Act of 2005 as amended and restated in 2010.

1.1.7.8 Management may not adequately account for its procurement activities and impair effective monitoring of its procurement activities by the PPCC.

1.1.7.9 The non-application of the requisite procurement method may undermine the achievement of value for money and facilitate fraudulent procurement activities.

Recommendation

1.1.7.10 Management should ensure that the requisite procurement methods are utilized for all procurement transactions to achieve value for money and ensure compliance to the PPC Act of 2005 as amended and restated in 2010.

1.1.7.11 Management should establish functional procurement committee evidence by the documentation of meeting minutes and periodic reports.

1.1.7.12 Management should facilitate the approval of annual procurement plan by PPCC. All subsequent unplanned procurement activities should be submitted to PPCC for approval before execution.

1.1.7.13 Management should facilitate the preparation and submission of quarterly and annual procurement activities reports to the PPCC as required by the PPC Act of 2005 as amended and restated in 2010.

1.1.7.14 Management should facilitate full compliance with the required procurement standards for all transactions. Evidence of all relevant supporting documents should be adequately documented and filed for future reference.

Management's Response

1.1.7.15 *The statement raised is valid and that the Management of Bomi Community College takes key note of the violation and is currently addressing them. However, although the Bomi Community College Management did not request quotations in writing form but the Management got at least three price quotations from three qualified suppliers to obtain price comparison information for all the purchases listed in the table above. Management is currently reviewing and making sure that before any payments are made the above regulations will be adhered to. As parts of the reform process all financial documentation will be cross reference to ensure full compliance with the financial management laws (PFM Act) and the PPCC Acts of 2010 of Liberia on increase accountability.*

Auditor General's Position

1.1.7.16 We acknowledge Management's acceptance of our finding and recommendation. We shall follow up on the implementation of our recommendation during subsequent audit.

1.1.8 Withholding and Remittance of Goods/Services Tax

Observation

1.1.8.1 Section 905 (J) and (M) of the Revenue Code of Liberia Act of 2000 states: (j) "within 10 days after the last day of the month, payer described in (a) is required to remit to the tax authorities the total amount required to be withheld during the month", and (m) stipulates "a person who has a withholding obligation under this section and fails to withhold and remit the amount of tax required to be withheld is subject to Section 52 penalty for late payment and failure to pay".

1.1.8.2 During the audit we observed no evidence of tax being withheld and remitted into GoL Revenue Account for payments of rental and lease for the period.

Risk

1.1.8.3 Failure to withhold and remit taxes may deny GoL of the much-needed tax revenue.

1.1.8.4 Management may be noncompliant with Section (905) J. of the Revenue Code of Liberia 2000, which may result in to penalties for late payment and failure to pay. Please see Section 52 of the Revenue Code of Liberia as referenced above.

1.1.8.5 Non-remittance of withholding taxes may lead to an overstatement of the cash book and subsequently the financial statements.

Recommendation

1.1.8.6 Management should provide substantive justification for not withholding and remitting tax on rental and lease payment.

1.1.8.7 Going forward, Management should ensure to withhold taxes rental and lease payments as in addition to payment for other goods and services procured and should facilitate full remittance of all taxes withheld to the General Revenue Account in keeping with Section 905 (J) of the Revenue Code of Liberia Act of 2000 as amended in 2011

Management's Response

1.1.8.8 *Management did not provide response to the finding.*

Auditor General's Position

1.1.8.9 In the absence of a response, we maintain our finding and recommendations. We will follow up on the implementation of our recommendations during subsequent audit

1.2 Administrative Issues

1.2.1 No Policy on the Distribution of Scratch Cards and Thumb Cards

Observation

1.2.1.1 Regulations A.3 (1) of the PFM Act of 2009 states that "Any public officer concerned with the conduct of financial matters of the Government of Liberia, or the receipt, custody and disbursement of public and trust moneys, or for the custody, care and use of government stores and inventories shall keep books of accounts and proper records of all transactions and shall produce the books of accounts and records of the transactions for inspection when called upon to do so by the Auditor-General, the Comptroller General, the relevant internal auditor or any officers authorized by them, by the Minister".

1.2.1.2 The Committee of Sponsoring Organizations of the Trade way Commission (COSO) internal control framework on control activities stipulates that Institutions deploy policies into action. Policies and procedures are established and implemented to help ensure that risk responses are effectively carried out within an entity.

1.2.1.3 During the audit we observed the following irregularities associated with fuel and scratch cards management within the entity:

- There was no evidence of a policy
- There was no evidence of consumption and/or distribution logs
- There was no evidence of a periodic (monthly) fuel consumption report.

1.2.1.4 During the audit, we observed that Management distributed thumb cards (gas) and scratch cards without a set policy and procedure to regulate and guide the distribution.

Risk

1.2.1.5 Fuel and scratch cards procured may not be based on actual consumption.

1.2.1.6 Management may spend above budgeted allocation and fuel and scratch cards which may be susceptible to misappropriation or theft.

1.2.1.7 Failure to institute policy on fuel and scratch cards distribution may lead to the use of discretion in the distribution of said items to employees. This may also lead to abuse and waste of public resources.

Recommendation

1.2.1.8 Management should develop, approve and operationalize a policy on fuel and scratch cards purchase, distribution, consumption, and ensure that proper records are maintained.

1.2.1.9 Management should maintain a fuel and scratch cards consumption and distribution log to aid the entity manage cost and inform future purchase. These documents should be adequately filed to facilitate future review.

Management's Response

1.2.1.10 *The statement raised is valid and that the Management of Bomi Community College takes key note of the violation and is currently addressing them. Going forward, management will develop, approve and operationalize a policy on fuel and scratch cards purchase, distribution, consumption and ensure that proper records are maintained.*

Auditor General's Position

1.2.1.11 We acknowledge Management's acceptance of our finding and recommendation. We shall follow up on the implementation of our recommendation during subsequent audit.

1.2.2 No Internal Audit Unit

Observation

1.2.2.1 Regulation J3 of the PFM Act of 2003 requires that the Internal audit units shall carry out internal audit of its institution and shall submit reports on the internal audit it carries out in accordance with section 38 (3) and (4) of the Public Finance Management Act 2009.

1.2.2.2 During the audit, we observed that there was no evidence that Management established and operated with an Internal Audit Unit.

Risk

1.2.2.3 The absence of an Internal Audit Unit could deny assurance that risks are appropriately identified and mitigated.

Recommendation

1.2.2.4 Management should establish a functional Internal Audit Unit to provide independent assurance on the effectiveness of the Entity's risk management, governance and internal control processes.

1.2.2.5 Alternatively, Management should contact the Internal Audit Agency to manage its internal audit function.

Management's Response

1.2.2.6 *The Assertion raised is valid and that the Management of the Bomi Community College takes key note and will work toward establishing an internal audit function at the college. However, the failure of BCC Management to established internal audit function at the college was due to low budget allocation to the college over the period.*

Auditor General's Position

1.2.2.7 We acknowledge Management's acceptance of our finding and recommendation. We shall follow up on the implementation of our recommendation during subsequent audit.

ANNEXURE

Annexure 1 Inadequate Documentation of Financial Records

NO	DATE	PAYEE	DETAILED DESCRIPTION	VOUCHER NUMBER	AMOUNT (US$)	AMOUNT (L$	Delivery Notes
1	Feb 24,2021	C.C Business Center	Part payment for BCC 8th graduation Souvenir material	1396	4,000.00		N/A
2	Feb 24,2021	Jar Kpakla Bonard	To Purchase assorted items for used by BCC	1402	250.00		N/A
3	Jan 18,2021	Alphonso Z. Tam	To Purchase assorted Office &Consumable	1127	1,294.00		N/A
4	Jan 22,2021	Daniel Gayflor, Jr	To Purchase five standing Fans	1139	175.00		N/A
5	Jan 7,2021	Mattar Trading Corporation	To Purchase HP 85A Cartridges and 4 drawer filling Cabinet	1110	293.50		N/A
6	Jan 26,2021	CLASS STATIONERY	To Purchase two Canon 6030	1150	390.00		N/A
7	Feb 2,2021	Daniel Gayflor, Jr	To Purchase animal feed (Palm Cake)	1363	120.00		N/A
8	Oct 8,2020	SKY- TECH INTERNATIONAL	To Purchase assorted Stationery Materials	1302	2,088.85		N/A
9	March 31,2021	D&G Office Deport	To Purchase five sets Zebra 2xp Series 3 Printer color Ribbons	1438	675.00		N/A
10	May 18,2021	Total Liberia INC	To Purchase fuel for BCC Operation	1474	310.00		N/A
11	March 31,2021	Total Liberia INC	To Purchase fuel for BCC Operation	1436	450.00		N/A
12	Feb 23,2021	Total Liberia INC	To Purchase fuel for BCC Generator	1390	1,000.00		N/A
13	April 6,2021	Daniel Gayflor, Jr	To Purchase assorted Spare Parts	1442	1,920.00		N/A
14	Jan 18,2021	Eric G. Benjamin	To Purchase assorted Materials	1126	2,580.00		N/A
15	June 3,2021	Alphonso Z. Tam	To Purchase assorted Cleaning Materials	1494	1,409.00		N/A
16	Feb 4,2021	Boimah G. Goll	To Purchase and Saw Clinical Uniform for BCC	1374	1,400.00		N/A
17	June 1,2021	Game LINK enterprise	To Purchase used Computer Laptop	1485		420,000.00	N/A
18	Feb 4,2021	Joseph B. Jallah	To Purchase materials for air Conditioner re-installation	1369		59,500.00	N/A
19	Feb 24,2021	Daniel Gayflor, Jr	To Purchase assorted materials for BCC	1401		70,125.00	N/A

NO	DATE	PAYEE	DETAILED DESCRIPTION	VOUCHER NUMBER	AMOUNT (US$)	AMOUNT (L$	Delivery Notes
20	Feb 4,2021	3th World Printer	To Purchase assorted materials for BCC	1373		306,000.00	N/A
21	June 1, 2021	J.B Stationery	To Purchase assorted stationery and supplies	1487		350,000.00	N/A
22	Oct 21,2020	Daniel Gayflor, Jr	To Purchase assorted spare Parts	1103		138,000.00	N/A
23	May 26,2021	Daniel Gayflor, Jr	To Purchase assorted Spare Parts	1479		140,000.00	N/A
24	May 18,2021	C.C. Business Center	Final payment for the printing of Students Souvenirs for the 8th Convocation exercise	1467		892,500.00	N/A
GRAND TOTAL					**18,355.35**	**23,76,125.00**	