



**REPUBLIC OF THE GAMBIA  
MINISTRY OF INTERIOR  
J.R.FORSTER STREET  
(EX-FITZGERALD STREET)  
BANJUL, THE GAMBIA  
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**FINAL AUDIT REPORT**

**BANJUL FIRE SERVICES**

**Audit of Stores and Food Items for the period 1<sup>st</sup>  
January 2015-31<sup>st</sup> December 2015**

**5<sup>th</sup> September 2016**

**Assignment Ref: LA18/144/01 PART1 (5)**



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**5<sup>th</sup> September 2016**

The Chief Fire Officer  
Fire Services  
Banjul

**Subject: Audit of *Store and Food Items for the period of 1<sup>st</sup> January 31<sup>st</sup> December 2015***

I am pleased to present the final report on the above mentioned audit.

This final report incorporates the management responses to our audit findings and recommendations as well as the agreed upon timelines for the implementation of these proposed recommendations aimed at improving the control environment. Please note that follow-up audits will be conducted to ascertain the progress being made by management to address the issues raised.

We would take this opportunity to express our gratitude to all the staff at the Banjul fire service for their cooperation.

Please do not hesitate to get in touch with us should you need any clarification on any component of this report.

Mrs. Mam Marie Jeng Ceesay

**Senior Internal Auditor**

**Cc: Permanent secretary- Ministry of Finance and Economic Affairs**

**Cc: Permanent secretary- Ministry of Interior.**

**Cc: Director General – Internal Audit**

**Cc: Director Finance – Fire Services**

**Cc: Accountant General– Accountant General's Department**

**Cc: Auditor General – National Audit Office**

**Cc: File**

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## Acronyms

GFS	Gambia Fire Service
ACO	Assistant Chief Officer –Finance Director
DFO	Divisional Fire officer – Head of Accounts
DN	Delivery Note
GMD	Gambian Dalasi
GPPA	Gambia Public Procurement Authority
FI	Financial Instructions
GoTG	Government of The Gambia
PO	Procurement officer

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## 1 Introduction

The Fire Services is located at the head quarters situated at Ecowas Avenue Banjul capital. The Fire Service is headed by Finance Director in charge of accounting activities. There is a head of accounts and a procurement officer, responsible for procuring of goods and services as well as the store clerk responsible for stores.

Process / Business Objective	Number of findings identified as:			Summary of Evaluation
	Low Risk	Medium Risk	High Risk	
Control Issues	-	-	1	1
Compliance Issues	-	1	3	4
<b>Total</b>	-	1	4	5

Risk Type	Classification
High	It is probable that the identified risks have a negative impact on the audited body. Corrective action should be taken immediately.
Medium	There is a medium probability that the identified risks will have a negative impact on the audited body. Corrective action should be taken as soon as possible within the year.
Low	There is a low probability that the identified risks will have a negative impact on the audited body. Corrective action should be taken in order to enhance efficiency in the system.

## 2 Contracts Committee

There is a contract committee headed by the Permanent Secretary as the chairperson with the, DPS, Principal accountant, Procurement officer, and the composition of their line ministries i.e. police, fire services, Gambia immigration department .The committee's responsibilities are as follows:

- To oversee the procurement activities of the ministries including:
  - Opening of bidding documents.
  - selection of bidders
  - forward to GPPA for approval
  - written letters to approved bidders

## 3 Audit objectives

The objectives of this audit were to ascertain that;

All expenditures incurred in the procurement of store and food items were properly authorized, approved, and certified for payment, supported by adequate documentation, and correctly and properly classified;

To ensure there is sound internal control system in place to support compliance with the GOTG regulation and management of the purchased goods are in place.

To ensure that goods are properly managed, maintained and use for the purpose they are meant for

## 4 Audit scope and methodology

The audit covered the period 1st January 2015 to 31<sup>st</sup> December 2015

The audit methodology included;

- Interviews and discussions with procurement officer and head of accounts;
- Reviewing of relevant accounting and transaction documents and records.
- Interviews with end users.

## 5 Audit findings and recommendations

### 5.1 No stock ledger and inventory register Maintained

**Section 321 of the Financial Instruction states that,** *"Accounting Officers will ensure that inventories are kept by their departments of the contents of all houses, offices, workshops, hospitals, schools and other enclosures occupied or in the charge of public officers, particularly as to machinery, furniture, movable fittings, equipment and livestock. Inventories will be kept in such form as may be prescribed or approved by the Accountant General's Department".*

**Further Section 322 of the Financial Instruction states that,** *"Accounting Officers will ensure that registers are kept of all land and buildings owned, rented or occupied by their departments. These registers will be kept in such form as may be prescribed or approved by the Accountant General's Department".*

#### Observation

During the review of the files, it was confirmed by management that there was no stock ledger and inventory register where all the items bought should be recorded.

<b>Risk Rating</b>	<b>High</b>
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#### Implication

In the absence of stock ledger register it becomes hard to ascertain whether goods were actually delivered as per requisition or purchase order.

#### Recommendation

Management should ensure that a very descriptive stock and inventory ledger register is initiated and put into practice with immediate effect.

Management response	Implementation Timeline
Management has given directives that a very descriptive stock and inventory ledger register be initiated and proper recording be done.	<b>With immediate effect</b>

## 5.2 No delivery notes attached to payment vouchers

**Section 6.5.3- Goods Delivery and Invoice matching of the GoTG Accounting Procedures Manual states that,** (1) *"The supplier shall deliver goods and submit a delivery note to the DOS Supplies Officer;*(2) *The DOS Supplies Officer shall inspect the delivered Goods against Delivery Note and Purchase Order and record Delivery Note details."*

### Observation

During the review of files and supporting documents, it was noted that delivery notes that serves and confirms evidence of goods actually delivered were not attached to the payment vouchers.

<b>Risk Rating</b>	<b>Medium</b>
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### Implication

By not attaching goods delivery note to a payment voucher creates the risk that the goods had been paid for which may have not been delivered.

Furthermore, it becomes hard to ascertain whether the supplied goods met all the specification spelt out in the purchase order.

### Recommendations:

1. Management should require all suppliers making delivery of goods to avail a delivery note. This delivery note should be attached to the payment voucher before making a payment.
2. The Accountant General Department should ensure that payment for goods should not be processed if the delivery note is not attached to the supporting documents.

Management response	Implementation Timeline
<p>Management is now informed by this audit report that delivery notes are not attached to payment vouchers. We will start attaching them.</p> <p>For reference purposes, we will make it available to you.</p>	<p><b>With immediate effect</b></p>

## 5.3 No Evidence of building materials received

**Section 313 of the Financial Instruction states that,** *"A Vote Controller shall be accountable for the proper care, custody and use of Government stores from the time of acquisition until they have been used or otherwise disposed off in accordance with these Regulations".*

### Observation

During the review, it was noted that **One Million Five Hundred Thousand Dalais (GMD 1.5million)** was paid to contractors to buy building materials but there was no evidence showing that the materials were received by the store clerk.

<b>Risk Rating</b>	<b>High</b>
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## Implication

There is a risk that the building materials were not delivered by the contractors; furthermore it also becomes hard to ascertain whether all the items were actually purchased.

### Recommendation:

Management should ensure that a very descriptive stock and inventory ledger register is initiated and put into place with immediate effect and also ensure that a proper record keeping is done for review purposes.

Management response	Implementation Timeline
Noted, a good descriptive stock and inventory ledger register was not maintain, this report has recommended to management to start doing it to which they have complied.	<b>With immediate effect.</b>

## 5.4 Poor record keeping on vote charge book

**Section 34 (Ssd) of the Financial Instruction, Financial Responsibilities of Public Officers states that,** *"a public officer is responsible for keeping proper records of all transactions and shall produce records of the transactions for inspection or audit purposes when called upon to do so by the Minister and the Auditor-General, or any officers authorized by them, including internal audit staff"*.

**Section 43 of the Financial Instruction, Financial duties of a vote controller states that,** *a vote controller "He shall also maintain all documents and records prescribed for them in these instructions and the Accounting Manual, particularly the Following: a) Vote Charge Books b) Establishment Registers c) Asset Registers"*.

### Observation

During the review of the documents, it was noted that recording of payments on vote charge books pertaining to payments for 2015 were not properly recorded as required by the Financial Instruction and best practice.

**Risk Rating**

**High**

### Implication

If payments are incomplete or not properly recorded, it poses the risk of questioning whether a payment is eligible or not. It also leads to risk of reconciliation problems.

There is also a risk of non compliance with the financial instruction

### Recommendation:

Management should ensure that all the files are kept intact with all the necessary supporting documents at all time.

The Accountant should ensure that recording of transactions are done correctly and accurately in the vote charge book to enhance smooth reconciliation and audit verification.



Management response	Implementation Timeline
Management has instructed to improve upon recording of transactions correctly and accurately in the vote charge book ( vcb) as highlighted by this report to ensure smooth reconciliation and audit verification.	<b>With immediate effect.</b>

## 5.5 Variance of items noted

### Observation

During the review of the files, it was noted that sport items was procured for May day sports 2015 but there was a variance between the items supplied and as per staff received.

### Detail of the variance is as follows

SPORTS WEARS	Items supplied	As per staff received	Variance
Track suit	39	32	7
Sport shoes	38	31	7
Short sleeves	33	31	2
Sleeveless	33	31	2

<b>Risk Rating</b>	<b>High</b>
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### Implication

This creates a high risk of potential fraud or misuse of items

This also creates the risk of items being taken out of the store and not being properly recorded.

### Recommendation:

Management should improve on the supervision and monitoring of procurement officer to ensure that items purchased are fully delivered and accurately recorded. This would mitigate potential loss of public money through theft or fraud.

Management response	Implementation Timeline
Management has realized that some of the sport items issued out to some sport participants were not recorded and that is what leads to these variances.  Management is aware and directives are given to supervise and monitor accordingly.	<b>With immediate effect.</b>

## Conclusion

There is need for the record keeping of procurement documents to be improved. Improving of the record keeping and handling of the various procurement documents will go a long way in dealing with most of the identified audit findings.

However, apart from the issues highlighted in the report all other areas reviewed by the audit were found to be satisfactory.

Management is therefore advice to take necessary actions to implement the recommendations made to address the issues raised.

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## Appendix II: Information used for the review

- Payment vouchers;
- Transaction listing.

## Appendix III: people interviewed

<b>Names</b>	<b>Designation</b>	<b>Institution</b>
Mr foday Sanneh	Director of Finance	Gambia Fire Service
Masanneh s.k Bah	Head of Accounts	Gambia Fire Service
Bunja Susso	Store clerk	Gambia Fire Service

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