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AUDIT SERVICE

Good Governance and Accountability

P. O. Box 6
Sefwi Wiawso

22 December 2025

JUABOSO DISTRICT
RECEIVED
22 DEC 2025
ASSEMBLY

The District Co-ordinating Director
Juaboso District Assembly
Sefwi Juaboso

INTERIM MANAGEMENT LETTER ON THE MANAGEMENT AND UTILIZATION OF THE DISTRICT ASSEMBLY COMMON FUND AND OTHER STATUTORY FUNDS FOR JUABOSO DISTICT ASSEMBLY FOR THE PERIOD JANUARY 2025 TO OCTOBER 2025

Introduction

We have audited the District Assembly Common Fund (DACF) accounts and other related Statutory funds of the Juaboso District Assembly, for the period 1 January, 2025 to 31 October, 2025 in accordance with our mandate under Article 187(2) of the 1992 Constitution of the Republic of Ghana and Section 11(1) of the Audit Service Act 2000 (Act 584).

2. We wish to bring to your attention the following observations and recommendations made during the audit.

3. We have discussed all issues raised with the key personnel concerned, whose responses where appropriate have been incorporated in this management letter.

4. We shall be grateful to receive your response within 30 days after the receipt of this letter in accordance with section 29(1) of Audit Service Act 2000 (Act 584).

Key Personnel

5. During the period under review, the following officers were responsible for the administrative and financial matters of the Assembly:

Name	Position	Period
Mr. Samuel Kwabena Sarfo	Ag District Chief Executive	01/01/25 – 08/04/25
Hon Alexander Adu Quist	District Chief Executive	09/04/25 – 31/10/25

Mr. Samuel Kwabena Sarfo	Ag. District Coordinating Director	01/01/25 – 31/10/25
Mr. Yussif Tapoh Foto Kanton	District Finance Officer	01/01/25 – 31/10/25
Mr. Eric Oppong	District Planning Officer	01/01/25 – 31/10/25
Mr. Ambrose Gogo	District Budget Analyst	01/01/25 – 31/10/25
Mr. David Amor	District Works Engineer	01/01/25 – 31/10/25
Mr. Atta Frimpong	District Env'tal Health Officer	01/01/25 – 31/10/25
Mr. Faisal Brown Bawa	Procurement Officer	01/01/25 – 31/10/25
Mrs. Christiana Boateng	Human Resource Manager	01/01/25 – 31/10/25
Mr. Iddrisu Imoro	District Internal Auditor	01/01/25 – 31/10/25

Scope of Audit

6. We reviewed the operations of the Assembly in the following account areas: fund accountability & budgetary performance, system of accounting and internal control, cash management, revenue, human resource management, procurement, infrastructural projects, asset management, statutory tax & social security, and disaster management.

Audit Objectives

7. The objective of the audit was to examine the accounts and ascertain whether in our opinion

(a) The accounts have been properly kept;

(b) All public monies have been fully accounted for, and rules and procedures applicable are sufficient to ensure an effective check on the assessment, collection and proper allocation of the revenue;

(c) Monies have been expended for the purposes for which they were appropriated and the expenditures have been made as authorized;

(d) Essential records are maintained and the rules and procedures applied are sufficient to safeguard and control public property; and

(e) Programmes and activities have been undertaken with due regard to economy, efficiency and effectiveness in relation to the resources utilized and results achieved.

Internal Control

8. We evaluated controls put in place by Management to address the risks identified. In our opinion, the control system designed and operated during the period under review was generally satisfactory; however, there are weaknesses identified which are highlighted in the subsequent paragraphs for redress.

Summary of findings and recommendations

9. The following are the significant findings and recommendations.

i. The Assembly for the period under review received a total revenue of GH¢[illegible] as against a budgetary figure of GH¢28,273,315.66 resulting in unfavourable variance of GH¢[illegible] or 62.47 percent of the approved budget. ***(Paragraph 10).***

ii. The Assembly for the period under review incurred a total expenditure of GH¢[illegible] as against the expenditure budget of GH¢28,273,315.66, resulting in a favourable variance of GH¢19,391,175.66 representing 68.58 percent of the approved budget. ***(Paragraph 11).***

iii. The financial operations of the Assembly for the period under review resulted in a surplus of GH¢2,803,359.74 which has been transferred to the accumulated fund. ***(Paragraph 12).***

iv. The Assembly spent a total amount of GH¢540,944.49 on administrative expenditure instead of the mandatory 5% of GH¢278,251.93 resulting in overutilization of GH¢262,692.56 representing [illegible]% of the total DACF releases of GH¢5,565,038.54. We recommended to management to refund the amount of GH¢262,692.56 from the IGF account into the DACF account of the Assembly. ***(Paragraph 13 to 18).***

v. Management could not account for payments to the tune of GH¢17,175.00. We recommended to management to ensure that the total amount of GH¢17,175.00 is properly accounted for. ***(Paragraph 19 to 24).***

vi. Management failed to withhold 10% of payments amounting to GH¢17,000.00 as retention to cater for possible defects during the defect liability period. We recommended to management to ensure the deduction of all retention amount in subsequent payments to the contractors or be jointly held liable for any defect that may occur during the defect liability period. ***(Paragraph 25 to 30).***

vii. Management procured goods, services and works to the tune of GH¢1,343,025.80 but failed to route these procurements through the GHANEPS. We recommended sanctions against Officers of the Assembly to avoid future reoccurrence. **(Paragraph 31 to 36).**

viii. The Entity Tender Committee of the Juaboso District Assembly does not include a lawyer whose expertise is critical on issues of procurements and contracts the Assembly engages in. We recommended to management to take immediate steps in appointing a lawyer of good standing unto the Assembly's entity tender committee. **(Paragraph 37 to 42).**

ix. The Assembly awarded seven (7) projects with a total contract sum of GH¢1,734,677.14 out of which GH¢992,925.06 was paid to six (6) contractors that are expected to be completed between 5/1/24 and 6/5/25 respectively but failed to complete on the scheduled dates as stated in the contract documents. We recommended to management to adopt proper contract management practices by prioritizing the Assembly funds to ensure that on-going, delayed or abandoned projects are completed before new ones are awarded to avoid potential wastage and abuse of the taxpayer's money. **(Paragraph 43 to 48).**

x. Management disbursed GH¢68,645.81 to eleven (11) brilliant but needy students as school fees without involving the Social Services Committee. We recommended that management should involve the

Social Services Committee in the identification and selection of the needy students for assistance to enhance transparency and accountability in the future. **(Paragraph 49 to 54).**

xi. Management approved payment to the tune of GH¢24,345.00 towards the execution of works under the Persons with Disability Fund, however, only works to the tune of GH¢12,075.00 have been executed with the remaining works amounting to GH¢ 12,270.00 standing unexecuted. We recommended to management to ensure the completion of the remaining works, failure of which the entire amount of GH¢12,270.00 should be refunded. **(Paragraph 55 to 61).**

xi. Management approved and made a total payment of GH¢423,637.36 to two (2) contractors, YTFK Enterprise and ABCSONS Enterprise for works at a total contract sum of GH¢447,635.20 which included a 5%-10% contingency amount of GH¢40,694.00 without justification. We recommended to management to provide a justification for the payment or recover the total amount of GH¢40,694.00 from the contractors and pay into the DACF-RFG Account. **(Paragraph 62 to 68).**

DETAILS OF FINDINGS AND RECOMMENDATIONS

Budgetary Control

Revenue Performance

10. The Assembly for the period under review received a total revenue of GH¢10,610,975.02 as against a budgetary figure of GH¢28,273,315.66 resulting in unfavourable variance of GH¢17,662,340.64 or 62.47 percent of the approved budget. Details are shown below:

Details	Budget (GH¢)	Actual (GH¢)	Variance (GH¢)
DACF	17,351,815.96	5,634,948.78	11,716,867.18
MP Common Fund	1,060,507.27	890,723.58	169,783.69
PWD	863,218.40	284,036.97	579,181.43
HIV/AIDS	85,392.04	28,849.94	56,542.10
DACF-RFG	2,050,093.45	0.00	2,050,093.45
GoG G&S	93,500.00	31,390.48	62,109.52
GoG Salaries	5,753,038.54	3,741,025.27	2,012,013.27
UNICEF	15,750.00	0.00	15,750.00
Carbon Credit	800,000.00	0.00	800,000.00
Safety Net	200,000.00	0.00	200,000.00
Total	**28,273,315.66**	**10,610,975.02**	**17,662,340.64**

Expenditure Control

11. The Assembly for the period under review incurred a total expenditure of GH¢8,882,140.00 as against the expenditure budget of GH¢28,273,315.66, resulting in a favourable variance of GH¢19,391,175.66 representing 68.58 percent of the approved budget. Details are shown below:

Account Head	Budget (GH¢)	Actual (GH¢)	Variance (GH¢)
Compensation of Employees	5,753,038.54	3,918,834.37	1,834,204.17
Goods and Services	4,752,824.51	3,888,780.91	864,043.60
Investment	17,767,452.61	1,074,524.72	16,692,927.89
Total	**28,273,315.66**	**8,882,140.00**	**19,391,175.66**

Operational Results

12. The financial operations of the Assembly for the period under review resulted in a surplus of GH¢2,803,359.74 which has been transferred to the accumulated fund. Details are shown below:

Period	Revenue (GH¢)	Expenditure (GH¢)	Surplus/Deficit) (GH¢)
Jan-Oct, 2025	10,610,975.02	7,807,615.28	2,803,359.74

Cash Management Irregularities

1 **Overutilization of DACF on recurrent expenditure - GH¢262,692.56**

13. The 2025 guidelines for the utilization of the District Assembly Common Fund (DACF) for Metropolitan, Municipal and District Assemblies (MMDAs) require that up to 5% of the DACF allocations should be used for recurrent expenditure.

14. Contrary to the above stated guideline, the Juaboso District Assembly spent a total amount of GH¢540,944.49 on administrative expenditure instead of the mandatory 5% of GH¢278,251.93 resulting in overutilization of GH¢262,692.56 representing 9.72% of the total DACF releases of GH¢5,565,038.54. Summary is provided below with details attached as Appendix "A".

No. of PVs	Total releases GH¢	5% GH¢	Total Recurrent Expenditure GH¢	Overutilization GH¢	Percentage (%)
77	5,565,038.54	278,251.93	540,944.49	262,692.56	9.72

15. Management attributed the cause to a constraint on the part of the Assembly to meet certain statutory expenditure.

16. The continuous reliance on the DACF for administrative expenditure denies the Assembly the funds needed for developmental projects hence the delay in the completion of capital projects on time.

17. We recommended to management to refund the amount of GH¢262,692.56 from the IGF account into the DACF account of the Assembly and desist from the practice of using the Assembly's DACF for administrative expenses beyond the 5% threshold.

18. Management accepted the recommendation for compliance.

Unaccounted payments - GH¢17,175.00

19. Regulation 78 (1), (a) and (b) of the Public Financial Management Regulations, 2019 (L.I. 2378) states "A Principal Spending Officer of a covered entity is personally responsible for ensuring in respect of each payment of that covered entity, the validity, accuracy and legality of the claim for the payment; that the evidence of the services received, certificates for work done and any other supporting documents exists".

20. We noted during our review that management made payments to the tune of GH¢115,210.00 for various expenditure items but could only account for GH¢98,035.00 with documentary evidence leaving an unaccounted amount of GH¢17,175.00. Details are shown below:

Date	Pv No.	Payee	Details	Gross Amount GH¢	Amount Accounted GH¢	Unaccounted GH¢	Remarks
			DACF				
7/11/25	10/10	DCD	Sub Committee Meeting allowance	28710	25,535.00	3,175.00	Provide expenditure documents
	Sub-Total			**28,710.00**	**25,535.00**	**3,175.00**	
			PWD				
8/10/25	4/10	DCD	Donations to PWD	86,500.00	72,500.00	14,000.00	Provide signed distribution list
	Sub-Total			**86,500.00**	**72,500.00**	**14,000.00**	
	Grand Total			**115,210.00**	**98,035.00**	**17,175.00**	

21. Management failed to indicate the cause of the anomaly.

22. This anomaly casts doubt on the judicious use of Assembly's funds as it could lead to misappropriation of funds.

23. We recommended to management to ensure that the total amount of GH¢17,175.00 is properly accounted for or in default, the District Co-ordinating Director and the District Finance Officer who authorized the transactions should be held liable to refund the amount into the Assembly's account, failure of which the amount should be paid into the **Auditor General's Recoveries Account 1018331470015 with the Bank of Ghana or Account No. 1011200005912 with GCB Bank PLC, High Street, Accra** and the evidence of payment provided for verification.

24. Management accepted the recommendation for compliance but failed to provide the necessary documentation during verification.

Failure to withhold 10% retention - GH¢17,000.00 ✓

25. Clause 48.1 of the Contract Agreement between the Juaboso District Assembly and the contractor states, "The Employer shall retain from each payment due to the Contractor the proportion stated in the Contract Data until Completion of the whole of the Works."

26. Contrary to the above provision, management approved the payment of two (2) works certificates worth GH¢170,000.00 to two contractors, YFTK Enterprise and Frimpong Mustapha Electricals for the drilling and mechanization of 2No. boreholes and the rewiring of the District Assembly Block respectively but failed to retain 10% of the payments as retention amounting to GH¢17,000.00 to cater for any defects that may occur during the defect liability period as required by the contract documents. Details are shown below:

Date	Pv No	Chq No.	Payee	Details	Gross Payment GH¢	10% Retention GH¢
23/10/25	22/10	704548	YTFK Enterprise	Drilling and mechanization of 2No. borehole and 1No. borehole with hand pump	70,000.00	7,000.00
23/10/25	23/10	704549	Frimpong Mustapha Electricals	Rewiring of District Assembly Building	100,000.00	10,000.00
			Total		**170,000.00**	**17,000.00**

27. The Accountant stated that management was under the impression that the retention amount would rather be deducted during the final payment. This assertion is in breach of the contract agreement as it clearly stated that the retention amount should be deducted from each payment.

28. The effect is that it will be difficult to get the contractor to return to site to correct any defects that may arise during the defect liability period.

29. We recommended to management to ensure the deduction of all retention amount in subsequent payments to the contractors or be jointly held liable over any defect that may occur during the defect liability period.

30. Management stated that deductions shall be made in subsequent payments to the contractors.

Procurement and Stores Irregularities

Procurement outside GHANEPS - GH¢1,343,025.80

31. Paragraph 4 of the circular with reference number PPA/CEO/10/2491/23 dated 18/10/2023 from the Public Procurement Authority mandated all public procurement entities defined in Section 14, 20 and 20A and the first Schedule of the Public Procurement Act, 2016 (Act 914) as amended to use the Ghana Electronic Procurement System (GHANEPS) for all procurement activities.

32. Contrary to the above directive, our review of the financial records of the Juaboso District Assembly disclosed that management procured goods, services and works to the tune of GH¢1,343,025.80 but failed to route these procurements through the GHANEPS. Details are attached as Appendix "B"

33. The Procurement Officer attributed the lapse to capacity challenges at the time of the transactions.

34. This situation defeats the purpose for which the system was implemented and value for money in the procurement processes could be adversely affected.

35. We recommended sanctions against Officers of the Assembly to avoid future recurrence. We further urged management to ensure that future procurements are routed through GHANEPS to avoid sanctions.

36. Management stated that capacity of officers of the Assembly has now been built to ensure compliance and future procurements shall be routed through the GHANEPs.

Entity Tender Committee Not Fully Composed

37. Section 20(1) of the Public Procurement (Amendment) Act, 2016 (Act 914) states "A procurement entity shall establish a tender committee in the manner set out in the First Schedule and in accordance with the categories set out in Schedule 1A."

38. We noted on the contrary that the current composition of the Entity Tender Committee of the Juaboso District Assembly does not include a lawyer whose expertise is critical on issues of procurements and contracts the Assembly engages in. Details are shown below:

Item	Required Composition	Status of Current Composition
Chairperson	The District Chief Executive	Available
Members	Director of Finance	Available
	Legal Officer of the Assembly or a lawyer appointed by the Assembly	Not Available
	2 Chairpersons of committees (Works/Finance) of the Assembly	Available
	2 Heads of Department of the Assembly	Available
	District Budget Officer	Available
	District Co-ordinating Director	Available
Secretary	Head of Procurement Unit	Available

39. The Procurement Officer stated that, although management has requested a lawyer to be appointed to the Committee, no feedback has been received.

40. This lapse could have future legal implications for the Assembly since the committee would not have the benefit of legal advice on the award of contracts and other important decisions of the committee.

41. We recommended to management to take immediate steps in appointing a lawyer of good standing unto the Assembly's entity tender committee.

42. Management accepted the recommendation for compliance.

(6)

Delayed Projects – GH¢1,734,677.14

43. Section 52 (1) & (2)(a) of the Public Financial Management Act, 2016 (Act 921) states, "A Principal Spending Officer of a covered entity, state-owned enterprise or public corporation shall be responsible for the assets of the institution under the care of the Principal Spending Officer and shall ensure that proper control systems exist for the custody and management of the assets; and a control system specified in subsection (1) shall be capable of ensuring that (a) preventive mechanisms are in place to eliminate theft, loss, wastage and misuse."

44. We noted that, the Assembly awarded seven (7) projects with a total contract sum of GH¢1,734,677.14 out of which GH¢992,925.06 was paid to six (6) contractors that were expected to be completed between 5/1/14 and 6/5/25 respectively. However, the projects have not been completed on the scheduled dates as stated in the contract documents. Details are attached as Appendix "C"

45. Management attributed the lapse to irregular release of the District Assembly Common Fund and other earmarked funds over the years to complete the projects.

46. The delay in executing the projects could lead to loss of funds to the Assembly through cost overruns.

47. We recommended to management to adopt proper contract management practices by prioritizing the Assembly funds to ensure that on-going, delayed or abandoned projects are completed before new ones are awarded to avoid potential wastage and abuse of the taxpayer's money.

48. Management accepted the recommendation for compliance.

MP-CF

7

Offer of Assistance to Needy but brilliant students without the involvement of the Social Services Committee - GH¢68,645.81

49. Regulation 78 (1a) of the Public Financial Management Regulations, 2019 (L.I. 2378) states "A Principal Spending Officer of a covered entity is personally responsible for ensuring in respect of each payment of that covered entity the validity, accuracy and legality of the claim for payment".

50. We observed that management disbursed GH¢68,645.81 to eleven (11) brilliant but needy students as school fees without involving the Social Services Committee whose duty is to provide the Criteria for identifying and recommending prospective needy but brilliant students for financial assistance. Details are shown below:

Date	Pv No.	Chq No.	Beneficiary	Details	Amount GH¢
24/9/25	6/9	890046	Safuratu Inusah	Payment of school fees	4,928.00
			Razak Salifu		4,000.00
			Boysbi Asampong Osei Prempeh		2,000.00
			Sarah Afful		2,500.00
			Amadu Fati		2,000.00
14/1/25	1/1	-	Safuratu Inusah		6,000.00
			Kwarteng Anthoinette		5,451.00
			Awuah Angela		6,900.00
			Awuah Rita		6,100.00
			Amoakohene Francis Xavier		16,916.81
			Awuah Phylis		6,100.00
			Kingsley Mensah		5,750.00
			Total		**68,645.81**

51. Management failed to provide the cause of the anomaly.

52. This could result in assistance based on favoritism and political influence rather than the need factor.

53. We recommended that management should involve the Social Services Committee in the identification and selection of the needy students for assistance to enhance transparency and accountability in the future.

54. Management accepted the recommendation for compliance.

PWD

2

Payment for unexecuted works – GH¢12,270.00

55. Regulation 78 of Public Financial Management Regulations, 2019 (L.I.2378) States that a Principal Spending Officer of a covered entity is personally responsible for ensuring in respect of each payment of that covered entity, the validity, accuracy and legality of the claim for the payment; that evidence of service received, certificates for work done and any other supporting documents exists.

56. Contrary to the above provisions, we noted that management approved payment to the tune of GH¢24,345.00 to two (2) suppliers towards the construction of a "container" for Madam Margaret Benewah, a visually impaired person located at Krokosue under the Persons With Disability Fund.

57. Our visit to the location, however, disclosed that only works to the tune of GH¢12,075.00 have been executed with the remaining works amounting to GH¢12,270.00 standing unexecuted. Details are shown below:

Date	Pv No	Total Payments	Description of works	Amount GH¢	Remarks
22/10/25	2/10	24,345.00	Plywood for ceiling	1,200.00	Not executed
			Cement	1,320.00	Not executed
			Trip of sand	1,300.00	Not executed
			Oil paint	400.00	Not executed
			Workmanship for spraying container	400.00	Not executed
			Electricity meter	1,500.00	Not executed
			Electrical installation	1,650.00	Not executed
			Deep Freezer	4,500.00	Not executed
			Total	12,270.00	

58. Management could not provide the cause to this observation.

59. The lapse could result to loss of funds to the Assembly through payment of unexecuted work thereby creating financial constraints in their quest to completing other ongoing projects

60. We recommended to management to ensure the completion of the remaining works, failure of which the entire amount of GH¢12,270.00 should be refunded by the Co-ordinating Director and the Finance Officer into the **Auditor General's Recoveries Account 1018331470015 with the Bank of Ghana or Account No. 1011200005912 with GCB Bank PLC, High Street, Accra** and the evidence of payment provided for verification.

61. Management stated that the works are ongoing and yet to be completed, and the evidence of work done shall be provided upon completion.

9

DACF-RFG

Payment of contingencies without justification – GH¢40,694.40

62. Regulation 78 (1), (a) and (b) of the Public Financial Management Regulations, 2019 (LI. 2378) state "A Principal Spending Officer of a covered entity is personally responsible for ensuring in respect of each payment of that covered entity, the validity, accuracy and legality of the claim for the payment; that the evidence of the services received, certificates for work done and any other supporting documents exists".

63. We observed on the contrary that, management approved and made a total payment of GH¢423,637.36 to two (2) contractors, YTFK Enterprise and ABCSONS Enterprise for works at a total contract sum of GH¢447,635.20 which included a 5%-10% contingency amount of GH¢40,694.00 without justification.

64. There were no applications from the contractors and subsequent approval regarding the payments of the contingency amounts, nor was there evidence of occurrences warranting the payments. We therefore consider the portions of the payments relating to the contingency as unjustified. Details are shown below:

Date	Pv No.	Payee	Details	Gross Payment GH¢	Contingency Amount GH¢
24/7/25	2/7	YTFK Enterprise (10% contingency)	Construction of water systems	80,000.00	7,272.80
25/8/25	3/8	YTFK Enterprise (5% contingency)	Renovation of Bonsu Nkwanta 4-Unit Nurses Quarters	127,635.20	11,603.20
24/7/25	1/8	ABCSONS Enterprise (10% contingency)	Construction of 3No. Mechanized boreholes	216,002.16	21,818.40
		Total		**423,637.36**	**40,694.40**

65. Management stated that the payment of the contingencies is justified based on the last Tender Committee Meeting of the Assembly where the construction of water systems and renovation of Bonsu Nkwanta 4-Unit Nurses Quarters were discussed. Management, however, could not produce any evidence to this effect.

66. This could lead to payment for unexecuted work, thereby constraining the Assembly of funds for other developmental projects.

67. We recommended to management to provide a justification for the payment or recover the total amount of GH¢40,694.00 from the contractors and paid into the DACF-RFG Account, failure of which the District Co-ordinating Director, the District Finance Officer, and any other officer(s) connected to the transaction should be held liable for refund of the amount into the **Auditor General's Recoveries Account 1018331470015 with the Bank of Ghana or Account No. 1011200005912 with GCB Bank PLC, High Street, Accra** and the evidence of payment provided for verification.

68. Management stated that the retention for ABCSONS is yet to be paid so the contingency shall be deducted from the retention, however, could not produce any evidence to this effect.

Acknowledgement

69. We wish to extend our profound gratitude to the management and staff of the Juaboso District Assembly for the co-operation accorded the audit team during the period of the audit.

AG. DISTRICT AUDITOR
SEFWI WIAWSO DISTRICT
(EMMANUEL JUSTICE OWUSU)
ASSISTANT DIRECTOR OF AUDIT

Cc. The Deputy Auditor General (EIDA SZ)
Audit Service
Accra

The Assistant Auditor-General (EIDA SZ)
Audit Service
Accra

The Head of Service
Local Government Services
Accra

The Regional Auditor
Audit Service
Western North Region
Sefwi Bekwai

The Regional Coordinating Director
Regional Coordinating Council
Western North Region
Sefwi Wiawso

Appendix "A"

Overutilization of DACF on recurrent expenditure - GH¢262,692.56

Date	Pv No	Chq No	Payee	Details	Amount GH¢
15/04/25	½	000029	DCD	Payment for DCE confirmation	20,000.00
26/06/24	15/1	704363	DCD	Repairs of official vehicle	1,700.00
12/11/24	14/1	704363	DCD	Supply of mattress	2,615.00
14/10/24	13/11	704363	DCD	Expenses on Eluo Festival at Asempanaye	1,500.00
14/10/24	12/1	704363	DCD	Maintenance of vehicle	9,330.00
4/6/24	11/1	704363	DCD	Allowance to labourers	300.00
22/5/24	10/11	704363	DCD	Maintenance of official vehicle	5,883.00
9/10/24	9/11	704363	DCD	Donation towards festivals and funerals	2,000.00
12/5/23	8/11	704363	DCD	Extension of water to regional agric office	1,000.00
14/10/24	7/11	704363	DCD	Vehicle repairs	145.00
18/4/24	6/11	704363	DCD	electrical accessories	700.00
6/2/24	5/11	704363	DCD	Maintenance works on assembly washroom	2,429.85
18/4/24	4/11	704363	DCD	materials for repairs of septic tank	1,189.00
4/6/24	3/11	704363	DCD	Latrite	4,000.00
2/12/24	2/11	704363	DCD	Fuel expenses	3,533.00
9/10/24	1/11	704363	DCD	Supply of car tyres	3,600.00
11/9/25	3/7	704374	DCD	School fees	10,000.00
29/5/25	4/7	405959	DCD	School fees	3,000.00
18/2/25	5/7	00013	DCD	School fees	3,000.00
20/07/25	11/7	704376.00	G.K 54 Enterprise	Supply of car tyres	20,672.64
14/10/24	13/7	704379.00	DCD	Payment for BECE Mock questions	16,779.50

CamScanner

20/7/25	15/7	704379/80	James Obeng Antwi Motors	Maintenance and repairs of official vehicle	10,300.00
23/07/25	17/7	-	DCD	Maintenance and repairs of official vehicle	8,500.00
20/7/25	19/7	704384-19/7	DCD	Budget review expenses	3,000.00
21/9/25	20/7	-	Kwadwo Gyabeng Ent	Funeral expenses	5,000.00
9/9/25	23/7	704390.00	DCD	DCE's workshop expenses	8,790.00
11/9/25	3/8	-	DCD	Monitoring expenses by RCC	2,150.00
11/9/25	-6/8		DCD	Sensitization -DEHO	3,230.00
14/10/24	7/8	704397.00	DCD	Payment for BECE Mock questions	28,760.00
21/9/25	8/8	-	Kwadwo Gyabeng Ent	Refund of fuel	6,168.00
11/9/25	9/8	704397.00	DCD	NADMO Meeting	4,910.00
11/9/25	11/8	704398.00	DCD	Sub committee allowance	16,110.00
11/9/25	12/8	7/28/3828	DCD	Technical sub-committee expenses	1,915.00
15/04/25	3/8	000029	DCD	Payment of DCE confirmation	11,430.00
11/9/25	14/8	-	DCD	Cadastral plan by land commission	15,000.00
11/9/25	17/8		DCD	Hiring of vehicle for National Apprenticeship Programme	4,000.00
11/9/25	18/8	-	DCD	Monitoring by Internal Audit Agency	4,000.00
8/10/25	1/10	704530.00	DCD	Galga Conference	5,740.00
8/10/25	2/10	704531.00	DCD	Budget Production workshop	3,266.00
8/10/25	3/10	704531-	DCD	Budget Production workshop	8,500.00
11/9/25	4/10	704532.00	DCD	General Assembly Meeting	17,800.00
26/9/25	5/10	704533,.	DCD	Tender Committee Meeting	1,740.00
15/9/25	6/10	704535*	DCD	SWIMS workshop	1,700.00
8/10/25	8/10	704537*	DCD	Funeral donation	1,000.00
7/11/25	10/10	704540*	Solo Goil Ent	Fuel for official vehicle n funeral donation	4,000.00
16/10/25	11/10	704541*	DCD	Training workshop on procurement	4,245.00
16/10/25	12/10	704543*	DCD	Budget hearing	7,700.00

22/10/25	14/10	704545*	Solo Goil Ent	Workshop expenses	10,736.00
16/10/25	15/10	704545*	DCD	Workshop expenses	5,960.00
16/10/25	16/10	704545*	DCD	Audit Committee Meeting	6,290.00
20/7/25	17/10	704546*	DCD	Office facilities supplies and accessories	1,284.00
20/10/25	18/10	704546*	DCD	3rd Quarter GIFMIS Data validation workshop	5,400.00
7/11/25	19/10	704546*	DCD	Sub committee meeting allowance	28,710.00
7/11/25	25/10	704550*	DCD	PRCC Meeting	4,645.00
18/11/25	26/10	704601*	DCD	Workshop expenses	4,040.00
11/9/25	1/9	704504*	DCD	PM's workshop	7,820.00
11/9/25	2/9	704504*	DCD	Area Council meeting	7,856.00
16/9/25	3/9	704504*	DCD	DRIP Orientation workshop	6,000.00
25/9/25	4,5/9	-	DCD	My 1st Day At School expenses	7,900.00
11/9/25	7/9	-	DCD	Scholarship interview expenses	4,000.00
15/9/25	8/9	704510*	DCD	Spatial planning meeting	2,980.00
21/9/25	9/9		DCD	Expenses on by DCE TO Accra	6,260.00
21/9/25	10/9	704512*	Kwadwo Gyabeng Ent	Fuel for sanitation clean up exercise	8,410.00
11/9/25	11/9	704513*	DCD	Execo meeting	3,945.00
9/9/2025	12/9	704514*	PPO	PPO workshop	3,480.00
11/9/25	13/9	704514*	DCD	Funeral donation	2,000.00
23/7/25	14/9		DCD	Servicing of official vehicle	10,000.00
15/09/25	19/9	704519*	DCD	T&T for YEA participants	11,800.00
9/9/25	20/9	704519*	DCD	Payment for sensitization programe	2,000.00
2/10/25	21/9	704520*	DCD	Running cost of official vehicle and donation	36,200.00
6/11/25	25/9	704523*	DCD	Servicing of printers	7,500.00
21/9/25	26/9	-	DCD	NALAG Meeting	10,220.00
26/9/25	28/9	11/30/3828	Dee Jay Printing Press	Payment of Electricity bills	4,697.50
26/9/25	30/9	704525*	Frangarth Trading Ventures	Supply of HP Laptop	9,000.00

26/9/25	32/9	704527*	DCD	Regional Minister's visit	13,980.00
5/4/2025	33/9	12/5/3828	DCD	Payment for independence day celebration	5,000.00
16/4/25	37/9	704529*	DCD	Repairs of official vehicle	500.00
			Total		**540,944.49**

Procurement outside GHANEPS - GH¢1,343,025.80 *Appendix "B"*

Date	Pv No.	Chq No.	Payee	Details	Amount GH¢
			DACF		
20/7/25	8/7	704372	Multi-Home Ventures	Supply of office accessories	130,517.00
20/7/25	11/7	704376	G.K 54 Enterprise	Supply of car tyres	11,000.00
20/7/25	11/7	704376	James Obeng Antwi Motors	Supply of car tyres	11,000.00
20/7/25	15/7	704379/80	James Obeng Antwi Motors	Maintenance and repairs of official vehicle	10,300.00
23/7/25	17/7	-	Ohencha K. Auto Mechanics	Servicing of official vehicle	52,800.00
23/7/25	21/7		Ike and Automobile	Servicing of official vehicle	70,450.00
21/9/25	15/8	-	Frangarth Trading Ventures	Supply of stationery	38,541.40
26/9/25	1/8	704391	Duncan I.T Solution Services	Supply of laptop computer for HR office	10,000.00
25/9/25	31/9	704525	Frangarth Trading Ventures	Supply of Dustins	30,000.00
26/9/25	30/9	704525	Trading Ventures	Supply of laptops	9,000.00
19/11/25	23/9	704522	Kwadwo Gyabeng Enterprise	Supply of construction materials	78,000.00
23/10/25	23/10	704549	Frimpong Mustapha Electricals	Rewiring of the District Assembly Building	200,000.00

23/10/25	22/10	704548	YTFK Ent	Drilling and Mechanization	176,206.00
					827,794.40
		MP-CF			
18/8/25	2&3/7	890035	YTFK Enterprise	Supply of construction materials	161,400.00
-	7/9	890047	YTFK Enterprise	Supply of construction materials	101,966.40
10/9/25	4/8	890057	Kwadwo Gyabeng Enterprise	Supply of cement and paints	100,710.00
21/9/25	5/8	-	Kwadwo Gyabeng Enterprise	Supply of roofing nails	10,155.00
				Sub-Total	374,231.40
			PWD		
26/9/25	3/9	000256	Samjoy Smart Cool House	Supply of Deep Freezers and Fufu machine	141,000.00
				Grand Total	**1,343,025.80**

Appendix "C"

Delayed Projects – GH¢1,734,677.14

S/N	Project Description	Project Location	Name of Contractor	Source of Funding	Contract Sum	Payment to Date	Award Date	Start Date	Expected Completion	Stage of Completion	Reason for Delayed Completion
1	Completion of 1No. 6-unit classroom block with office	Eteso	Sparkx S M Ghana	DACF	167,805.59	120,832.34	5/7/13	19/7/13	5/1/14	87%	Due to financial constraint
2	Completion of 1No. 6-unit classroom block and ancillary facility	Dominibo	M/S Yebwaboah Ent.	DACF	191,905.78	139,375.21	5/7/13	19/7/13	5/1/14	90%	Due to financial constraint
3	Completion of 1No. 6-unit classroom block and ancillary facility	Benchima	M/S Moslivingstone Ent.	DACF	165,727.00	130,540.74	17/12/15	24/12/15	24/6/16	87%	Due to financial constraint
4	Completion of 1No. Double Box Culvert	Yawagyimkrom	M/S Glovision Investments Ltd	DACF	222,079.00	134,721.00	28/4/20	13/5/20	1/9/22	87%	Due to financial constraint
5	Completion of 1No. 6-unit classroom block	Yawagyimkrom	J.O Construction Ltd	DACF	190,464.21	106,760.27	23/12/13	3/1/14	23/6/14	55%	Due to financial constraint
6	Completion of 1No. 6-unit classroom block	Sayerano	Kiafi Ventures	DACF	304,695.50	210,695.5	26/7/22	9/8/22	20/12/22	55%	Due to financial constraint
7	Construction of 1No. K.G Block with toilet, store, office and urinal	Juaboso	M/S Glovision Investments Ltd	DACF-RFG	492,000.06	150,000.00	24/10/24	7/11/24	6/5/2025	75%	Due to financial constraint
			Total		**1,734,677.14**	**992,925.06**					

In case of reply the
number and date of the
letter should be quoted

My Ref. No: WSO/DA.3 /VOL.111/76

Your Ref. No: ....

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AUDIT SERVICE GHANA

Good Governance and Accountability

P. O. Box 6

Sefwi Wiawso

10 February 2026

The District Co-ordinating Director
Juaboso District Assembly
Sefwi Juaboso

MANAGEMENT LETTER ON THE MANAGEMENT AND UTILIZATION OF THE DISTRICT ASSEMBLY COMMON FUND AND OTHER STATUTORY FUNDS OF JUABOSO DISTRICT ASSEMBLY FOR THE PERIOD NOVEMBER TO DECEMBER 2025

Introduction

We have audited the District Assembly Common Fund (DACF) accounts and other related statutory funds of Juaboso District Assembly for the period 1 November 2025 to 31 December 2025 in accordance with our mandate under Article 187(2) of the 1992 Constitution of the Republic of Ghana and Section 11(1) of the Audit Service Act 2000, (Act 584).

2. We wish to bring to your attention for the necessary action the following observations and recommendations made during the audit.

3. We have discussed these findings with key personnel of the Assembly, whose comments where appropriate, have been taken into consideration while preparing this management letter.

4. We shall be grateful to receive your response within 30 days after receipt of this letter in accordance with Section 29(1) of the Audit Service Act 2000 (Act 584).

Key Personnel

4. During the period under review, the following officers were responsible for the administrative and financial matters of the Assembly.

No.	Name	Position	Period
1	Hon Alexander Adu Quist	District Chief Executive	01/11/25 – 31/12/25
2	Mr. Godfred K.B Banornomah	District Coordinating Director	01/11/25 – 31/12/25
3	Mr. Yussif Tapoh Foto Kanton	District Finance Officer	01/11/25 – 31/12/25
4	Mr. Eric Oppong	District Planning Officer	01/11/25 – 31/12/25
5	Mr. Ambrose Gogo	District Budget Analyst	01/11/25 – 31/12/25

6	Mr David Amor	District Works Engineer	01/11/25 – 31/12/25
7	Mr. Atta Frimpong	District Env'tal Health Officer	01/11/25 – 31/12/25
8	Mr. Faisal Brown Bawa	Procurement Officer	01/11/25 – 31/12/25
9	Mrs. Christiana Boateng	Human Resource Manager	01/11/25 – 31/12/25
10	Mr. Iddrisu Imoro	District Internal Auditor	01/11/25 – 31/12/25

Audit Objectives

6. The objective of the audit was to examine the accounts and ascertain whether in our opinion:

(a) The accounts have been properly kept;

(b) All public monies have been fully accounted for, and rules and procedures applicable are sufficient to ensure an effective check on the assessment, collection and proper allocation of the revenue;

(c) Monies have been expended for the purposes for which they were appropriated and the expenditures have been made as authorized;

(d) Essential records are maintained and the rules and procedures applied are sufficient to safeguard and control public property; and

(e) Programmes and activities have been undertaken with due regard to economy, efficiency and effectiveness in relation to the resources utilized and results achieved.

Scope of Audit

7. We reviewed the operations of the Assembly in the following account areas: fund accountability & budgetary performance, system of accounting and internal control, cash management, revenue, human resource management, procurement, infrastructural projects, asset management, statutory tax & social security, and disaster management.

Internal Control

8. We evaluated controls put in place by Management to address the risks identified. In our opinion, the control system designed and operated during the period under review was generally satisfactory; however, there are weaknesses identified which are highlighted in the subsequent paragraphs for redress.

Summary of findings and recommendations

9. The following are the summary of significant findings and recommendations;

i. The Assembly for the period under review received a total revenue of GH¢15,472,403.10 as against a budgetary figure of GH¢28,273,315.66 resulting in unfavourable variance of GH¢12,800,912.56 or 45.28 percent of the approved budget. **(Paragraph 10).**

ii. The Assembly for the period under review incurred a total expenditure of GH¢10,769,429.5 as against the expenditure budget of GH¢28,273,315.66, resulting in a favourable variance of GH¢17,503,886.11 representing 61.91 percent of the approved budget. **(Paragraph 11).**

iii. The financial operations of the Assembly for the period under review resulted in a surplus of GH¢8,480,399.63 which has been transferred to the accumulated fund. **(Paragraph 12).**

iv. Management of the Juaboso District Assembly spent GH¢101,547.36 on the 2025 Farmers' Day Celebration from the DACF account, although, the budgeted amount on official celebrations from the DACF funding source for 2025 is GH¢50,000.00 resulting in a budget overrun of GH¢51,547.36. We recommended that management desists from this practice and strictly comply with the budget in the future. **(Paragraph 13-18)**

v. Management could not justify why they opted to hiring cost of low bed truck from General Merchant at a cost of GH¢8,000.00 to transport an excavator for the dredging and desilting of the Juaboso Basemata drainage channels instead of going for the one at Regional Coordinating Council. We recommended to management to provide a convincing justification for such an expenditure or in default recover the amount of GH¢8,000.00 from the officers connected with the transaction and paid into the Assembly's account. **(Paragraph 19-24)**

vi. Management awarded a contract to the tune of GH¢482,812.00 without processing it through the GHANEPS. We recommended sanctions against Officers of the Assembly to avoid future recurrence. **(Paragraph 25-30)**

vii. Two (2) contractors were paid Advanced Mobilization of GH¢193,174.69 without obtaining unconditional bank guarantees to secure the payments. We urged management to obtain the bank guarantees from the contractors or in default, ensure a refund of the amount of GH¢193,174.69 into the Assembly's DACF account. **(Paragraph 31-37)**

viii. The Assembly failed to repair the unregistered water tanker labelled JDA WN004WT since September 2025. We recommended that management of the Assembly expedite action to service the Tanker to enable the Assembly and the public benefit from its use failure, of which the District Coordinating Director and the Transport Officer should be held liable for any further loss to the Assets. **(Paragraph 38-43)**

ix. Six (6) vehicles and one (1) grader did not have insurance and road worthy certificate. We recommended that the District Coordinating Director should take the necessary steps to obtain the documentations of the vehicles to enable the Assembly to do the road worthy certificate and the insurance policy. **(Paragraph 44-49)**

x. The Construction of Assembly complex funded by DACF amounting to GH¢487,058.77 has been committed with a commencement date of 04/08/06 and expected date of completion of 04/08/07 (12 months) has been abandoned. We recommended that the District Coordinating Director should write officially to the Administrator of DACF appealing for special fund for the completion of the project. (Paragraph 50-55)

DETAILS OF FINDINGS AND RECOMMENDATIONS

Budgetary Control

Revenue Performance

10. The Assembly for the period under review received a total income of GH¢15,472,403.10 as against a budgetary figure of GH¢28,273,315.66 resulting in unfavourable variance of GH¢12,800,912.56 or 45.28 percent of the approved budget as per details below:

Details	Budget (GH¢)	Actual (GH¢)	Variance (GH¢)
DACF	17,351,815.96	8,518,323.22	(8,833,492.740
MP Common Fund	1,060,507.27	1,159,954.02	99,446.75
PWD	863,218.40	433,768.93	(429,449.47)
HIV/AIDS	85,392.04	28,849.94	(56,542.10)
DACF-RFG	2,050,093.45	0.00	(2,050,093.45)
GoG G&S	93,500.00	150,990.48	57,490.48
GoG Salaries	5,753,038.54	5,164,766.51	(588,272.03)
UNICEF	15,750.00	15,750.00	0.00
Carbon Credit	800,000.00	0.00	(800,000.00)
Safety Net	200,000.00	0.00	(200,000.00)
Total	**28,273,315.66**	**15,472,403.10**	**(12,800,912.56)**

Expenditure Control

11. The Assembly for the period under review incurred a total expenditure of GH¢10,769,429.55 as against the expenditure budget of GH¢28,273,315.66, resulting in a favourable variance of GH¢17,503,886.11 representing 61.91 percent of the approved budget as shown below:

Account Head	Budget (GH¢)	Actual (GH¢)	Variance (GH¢)
Compensation of Employees	5,753,038.54	5,164,766.51	588,272.03
Goods and Services	4,752,824.51	1,827,236.96	2,925587.55
Investment	17,767,452.61	3,777,426.08	13,990,026.53
Total	**28,273,315.66**	**10,769,429.55**	**17,503,886.11**

Operational Results

12. The financial operations of the Assembly for the period under review resulted in a surplus of GH¢8,480,399.63 which has been transferred to the accumulated fund. Details are shown below:

Period	Revenue (GH¢)	Expenditure (GH¢)	Surplus/Deficit) (GH¢)
Jan-Dec, 2025	15,472,403.10	6,992,003.47	8,480,399.63

Cash Management Irregularities

Budget Overrun on Farmer's Day Celebration- GH¢51,547.36

13. Regulation 61 (1) of the Public Financial Management Regulations, 2019, (LI 2378) states, "A commitment for the following expenditure and payment of a covered entity shall be made in the Ghana Integrated Financial Management Information System within a commitment ceiling issued according to budget availability."

14. We noted that, management of the Juaboso District Assembly spent GH¢101,547.36 on the 2025 Farmers' Day Celebration from the DACF account, although, the budgeted amount on official celebrations from the DACF funding source for 2025 is GH¢50,000.00 resulting in a budget overrun of GH¢51,547.36 contrary to the above stated regulation. Details are shown below:

Date	PV No	CHQ No	Details	Budgeted Amount (a) GH¢	Actual Expenditure (b) GH¢	Variance (c)=(b)-(a) GH¢
3/12/25	1&2/12	704617/18	Farmer's Day Celebration	50,000.00	101,547.36	51,547.36

15. Management could not provide the cause to this observation.

16. This lapse has the potential of throwing the Assembly's budget off gear, leading to the non-execution of other budgeted projects, programmes and activities.

17. We recommended that management desists from this practice and strictly comply with the budget in the future. We further recommended sanctions against officers of the Assembly.

18. Management accepted the recommendation for compliance.

Unjustified cost of hiring low bed truck - GH¢8,000.00

19. Section 7 (1a) of the Public Financial Management Act, 2016 (Act 921) state "A Principal Spending Officer of a covered entity shall ensure the regularity and proper use of money appropriated in that covered entity".

20. We noted that, management approved the payment of GH¢8,000.00 to General Merchant as hiring cost of low bed truck to transport an excavator for the dredging and desilting of the Juaboso Basemata drainage channels. The Assembly could have procured the services of the Western North Regional Co-ordinating Council's low bed truck at no cost, yet management failed to take advantage of such free services and went ahead to hire the low bed truck from a private vendor at GH¢8,000.00 with an additional cost of fuel of GH¢7,500.00 spent. We regard the hiring cost of GH¢8,000.00 as unjustified. Details are shown below:

Date	Pv No.	Chq No.	Payee	Details	Amount GH¢
19/11/25	12/11	704614	General Merchant	Hiring cost of low bed truck	8,000.00

21. Management failed to provide the cause of the anomaly.

22. This lapse is an abuse of the financial resources of the Assembly and has the tendency of denying the Assembly the much-needed funds to undertake developmental projects.

23. Management stated that the Regional Co-ordinating Council's low bed truck was having maintenance issues at the time of the transaction. However, management could not provide any evidence of official request for the use of the low bed and subsequent response from the RCC on the unavailability of the truck as a result of maintenance issues.

24. We recommended to management to provide a convincing justification for such an expenditure or in default recover the amount of GH¢8,000.00 from the officers connected with the transaction and paid into the Assembly's account, failure of which the amount should be paid into the **Auditor General's Recoveries Account 1018331470015 with the Bank of Ghana or Account No. 1011200005912 with GCB Bank PLC, High Street, Accra** and the evidence of payment provided for verification.

Procurement and Stores Irregularities

Procurement outside GHANEPS - GH¢482,812.00

25. Paragraph 4 of the circular with reference number PPA/CEO/10/2491/23 dated 18/10/2023 from the Public Procurement Authority mandated all public procurement entities defined in Section 14, 20 and 20A and the first Schedule of the Public Procurement Act, 2016 (Act 914) as amended to use the Ghana Electronic Procurement System (GHANEPS) for all procurement activities.

26. Contrary to the above directive, our review of the financial records of the Juaboso District Assembly disclosed that, management awarded a contract to the tune of GH¢482,812.00 but failed to route these procurements through the GHANEPS. Details are shown below:

Date	Pv No.	Chq No.	Payee	Details	Contract Amount GH¢
23/10/25	5&6/12	704621	DACF NFK-Hamdas Limited Company	Construction of 1NO 2Unit KG Block, Store Toilet, Urinal and Polytank at Breman	482,812.00

27. The Procurement Officer stated that, even though he has been trained to undertake procurements through the GHANEPS, other officers of the Assembly are yet to receive same training to enable the Assembly procure through the GHANEPS.

28. This situation defeats the purpose for which the system was implemented and value for money in the procurement processes could be adversely affected.

29. We recommended sanctions against Officers of the Assembly to avoid future reoccurrence. We further urged management to ensure that, future procurements are routed through the GHANEPS to avoid sanctions.

30. Management stated that the capacity issues have been restored and the system is now fully operational, hence all pending and future procurements are being routed through the GHANEPS.

Contract Management and Other Irregularities

Payment of Advanced Mobilisation without bank guarantee. - GH¢193,174.69

31. Regulation 113 (1), (c) of the Public Financial Management Regulations, 2019 (LI. 2378) states "An advance payment of a covered entity for goods and services and civil works shall meet the following conditions: a supplier or contractor shall obtain from a financial institution, a guarantee on payments of damages to the Government in case of the non-performance of contractual obligations by the supplier or contractor."

32. Also, Section 50.1 of the Tender Documents for the underlisted contracts state "The Employer shall make advance payment to the Contractor of the amounts stated in the Contract Data by the date stated in the Contract Data, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a Bank acceptable to the Employer in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest will not be charged on the advance payment."

33. We noted however, that, management approved the payment of Advanced Mobilization Certificates of face value of GH¢193,174.69 to two (2) contractors, Ladsam Gold Limited Company and NFK-Hamdas Limited Company towards the construction of a 6-unit classroom block and a 2-unit K.G block respectively without obtaining unconditional bank guarantees to secure the payments. Details are shown below:

Date	Pv No.	Chq No.	Payee	Details	Amount GH¢
24/11/25	13/11	704615	Ladsam Gold Limited Company	Advanced mobilization for the construction of school building	120,752.89
23/10/25	5&6/12	704621	NFK-Hamdas Limited Company	Advanced mobilization for the construction of K.G block	72,421.80
			Total		**193,174.69**

34. Management failed to indicate the cause of the anomaly.

35. This irregularity may be a ploy at pre-financing the contractors who may not have adequate financial resources to undertake the projects and the risk of loss of funds may be encountered.

36. We urged management to obtain the bank guarantees from the contractors or in default, ensure a refund of the amount of GH¢193,174.69 into the Assembly's DACF account.

37. Management stated that the Procurement Officer has been tasked to retrieve the bank guarantee from the contractors for audit verification.

DRIP

Failure to repair the Water tanker

38. Section 52(1) of the Public Financial Management ACT2016(Acts 921) states that, "A principal Spending Officer of a covered entity shall be responsible for the Assets of the institution under the care of the Principal Spending Officer and shall ensure that proper control systems exists for the custody and management of assets".

39. The Assembly failed to repair the unregistered water tanker labelled JDA WN004WT since 2025. Details are shown below:

DATE	ITEM	REG NO	FAULTS	CONDITION	REMARKS
Since 2025	Tanker	Unregistered	4 tyres damaged	Faulty but serviceable	Needs urgent repairs

40. The Transport officer stated that Officers from J.A Plant Pool have come to assess the water tanker and even supplied some parts pending the actual repair work to be done.

41. The tanker not been repaired will lead to further deterioration and loss of it economic value which will consequently have cost implication on the Assembly.

42. We recommended that management of the Assembly expedite action to service the Tanker to enable the Assembly and the public benefit from its use failure, of which the District Coordinating Director and the Transport Officer should be held liable for any further loss to the Assets.

43. Management accepted our recommendation for compliance.

Vehicles Without Road insurance and Road Worthy Documentation

44. Section 1(1) of the Motor vehicles (Third Party Insurance) Acts 1958 No.42 States "Subject to this Acts, a person shall not use or cause or permit any other person to use, a motor vehicle unless there is in force in relation to the use of that motor vehicle by that person or the other person, a policy of insurance or a security in respect of third party risk which complies with the Act

45. Our inspection of the Assembly's vehicles revealed that six (6) vehicles and one (1) grader did not have insurance and road worthy certificate. Details are shown below:

NO	TYPE OF VEHICLE	VEHICLE MAKE	CHASSIS NO.	STATUS /CONDITION	YEAR OF PURCHASE	Category
1	Toyota	Hilux	MROD89GD9R5164718	Good	October,2025	Drip
2	Grader	HBM	CLG4180DARLO13207	Good	3 Sept,2024	Drip
3	Wheel Loader		LZGJLMU5RX056576	Good	3rd Sept,2024	Drip
4	Back hole Loader		LGC777AZVPC505700	Good	3rd Sept.2024	Drip
5	Water Tanker		LZGLMN44	Not active	3rd Sept.2024	Drip
6	Concrete Mixture		BC122770-1267#16	Active	3rd Sept.2024	Drip
7	Concrete Mixture		BDO1115837-1215#15	Broken down	3rd Sept,2024	Drip

46. The Transport officer explained that the Assembly has not been able to obtain the insurance and the road worthy documentation because the vehicles in question were delivered to the Assembly without all the necessary documentation.

47. Failure to obtain the vehicles documentation will create identification and ownership issues preventing the Assembly from registering the vehicles. Moreso, it will be very difficult for the Assembly to trace the vehicles when missing.

48. We recommended that the District Coordinating Director should take the necessary steps to obtain the documentations on the vehicles to enable the Assembly to do the road worthy certificate and the insurance policy.

49. Management stated that their vehicles are usually procured by the Ministry and delivered without documentation.

Abandoned projects – GH¢487,058.77

50. Section 52. (1) of the Public Financial Management Act 2016 (Act 921) requires that "A Principal Spending Officer of a covered entity, state-owned enterprise or public corporation shall be responsible for the assets of the institution under the care of the Principal Spending Officer and shall ensure that proper control systems exist for the custody and management of the assets. (2) A control system specified in subsection (1) shall be capable of ensuring that (a) preventive mechanisms are in place to eliminate theft, loss, wastage and misuse;"

51. The Construction of Assembly complex funded by DACF to which an amount of GH¢487,058.77 has been committed with a commencement date of 04/08/06 and expected date of completion of 04/08/07 (12 months) has been abandoned. We further noted that part of the land for the project has been encroached. Details are shown below:

N o	Funding source	Project	Location	Contractor	Contract Sum GH¢	Payment to date GH¢	Commencement Date	Expected date of completion	No of months delayed	Percentage of work done %
1	DACF	Construction of new Assembly Block	Juaboso	M/S Boakye Yeboah Const. Ltd	682,416.96	487,058.77	04/08/06	04/08/07	220	40 Apart from the Assembly Hall that has been roofed all other are at floor level

52. The Estate Officer explained that though it was DACF project the contract was awarded and supervised directly by the Administrator so, the Assembly could not capture it under the legacy projects to be funded by the DACF because the amount involved required special intervention to get the project completed.

53. Projects abandoned for a long period would lead to cost overruns so further delays would delay the completion of project for use.

54. We recommended that the District Coordinating Director writes officially to the Administrator of DACF appealing for special funds for the completion of the project.

55. Management accepted the recommendation for compliance.

Acknowledgement

56. We wish to extend our profound gratitude to the management and staff of the Juaboso District Assembly for the co-operation accorded the audit team during the period of the audit.

AG. DISTRICT AUDITOR
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(EMMNAUEL JUSTICE OWUSU)
ASSISTANT DIRECTOR OF AUDIT

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