

**AUDIT COMMITTEE FOR AFRICA CENTRE OF EXCELLENCE FOR  
NEGLECTED TROPICAL DISEASES AND FORENSIC BIOTECHNOLOGY  
(ACENTDFB) AND AFRICA CENTER OF EXCELLENCE ON NEW  
PEDAGOGIES IN ENGINEERING EDUCATION (ACENPEE),  
AHMADU BELLO UNIVERSITY, ZARIA**

**9<sup>th</sup> June, 2022**

**Minutes of the 2<sup>nd</sup> Regular Meeting of the Audit Committee for  
ACENTDFB and ACENPEE Held on 9<sup>nd</sup> June, 2022 in the New  
Biochemistry Department Annex, Room 222, ABU, Zaria at 10:30am**

**ACTION**

**1.0 ATTENDANCE**

- i. Prof. Mohammed U. Kawu (Faculty of Vet. Medicine /Internal Council member) - Chairman
- ii. Prof. Abdullahi Y. Idris (Faculty of Pharmaceutical Sciences) - Member
- iii. Prof. Donatus Adie (Faculty of Engineering) - Member
- iv. Aliu Nuhu Onimisi (Bursary Department) - Member/Secretary
- v. Maiyaki Hamisu Musa (Audit Department) - Member

**2.0 OPENING REMARK**

The meeting commenced by 10:30am with the Chairman's opening remarks and thereafter followed by individual opening prayer.

**3.0 AGENDA**

The agenda of the meeting were presented as follows:

- i) Opening remarks and individual prayers;
- ii) Reading, correction and adoption of minutes of the inaugural and 1<sup>st</sup> regular meeting;
- iii) Consideration and adoption of letters to be sent to the ACE leaders as follows:
  - a. Letter of notification of appointment and commencement of assignment;
  - b. Letter of request for working documents;
  - c. Annual budget estimate for AC;
  - iv) Any other business (AOB).

#### **4.0 Reading, Correction and Adoption of the Minutes of Inaugural and 1<sup>st</sup> Regular Meeting**

The phrase “.....and no upfront payment for execution of activities by World bank” in line 4 of item 4.0 was corrected to read “...and not by upfront payment for execution of activities by World Bank.”.

In line 5 of item 4.0, page 2, the word “...the...” was inserted in between the words “in execution”. The phrase was corrected to read “...in the execution....”.

Line 6 of item 4.0, paragraph 1 previously reported as “...programmes becomes necessary to ensure...” was corrected to read “...programmes. It became necessary to ensure that...”

A text in paragraph 1, line 7 written as “...carried accordingly...” was corrected to read “...carried out accordingly...”

The word “...therefore..” was removed from Line 1, paragraph II of item 4.0. “.....he added that the AC was therefore constituted ....” It was rephrased to read “... he added that the AC was constituted ....”

The phrase “..... delay in the of releases....” reported in item 4.0, paragraph 4, Line three (3) was corrected to read “... delay in the release of funds...”

The words “..... that there is....” was inserted in Line 5 of paragh five, item 4.0 to read “.....this is to ensure that there is no over budgetary expenditures”.

The word “to” duplicated in line 1, paragraph 6 was removed. The phrase previously reported as “...one of the primary purposes of the AC to is to...” was corrected to read “...one of the primary purposes of the AC is to...”

In line 3 of Paragraph five, page three (3), the word “Centre” was pluralized to “Centres” and “...the..” was added to “the internal Control System”.

In paragraph six, page 3, the number “...seventeen...” written in words was requested to also be written in figure “(17)”.

In Paragraph 2, line 7, of page 4, the word “...be...” was added to the phrase “...it was agreed that these documents should be ....”.

The term "...Committee..." omitted in the last line of the last paragraph was corrected to read "...The Committee agreed to ...."

After correction, Prof. Adie moved for adoption of the minutes and seconded by Maiyaki Hamisu Musa.

## **5.0 MATTERS ARISING**

The Committee Chairman presented the following documents for the Committee's consideration and adoption before they were sent to the ACE leaders.

i. **Notification of Appointment and commencement of assignment**

The draft letter of notification of commencement of the Committee's activities and its terms of reference (ToRs) was presented and the Committee members after studying the draft agreed that since the Committee's assignment covers the two ACEs, all the letters should be addressed to each Centre leader separately, except the letter for submission of budget estimate for AC activities which should be addressed to Centre Leader, ACENTDFB only and copied to the Centre leader, ACENPEE.

ii. **Request for working documents**

The draft letter requesting for the following documents from the ACE leaders was read:

- a. Project Implementation Plan (PIP)
- b. Annual Work Plan
- c. External Audit Report
- d. Internal Audit Report
- e. Accountant's Financial Report (January 2022 to date)
- f. Statement of income and expenditure from January 2022 to date

Similarly, the Committee agreed that the letter should be addressed to the two Centre leaders as individual entities.

iii. **Letter of Submission of Proposed Budget Estimate for the Activities of the Audit Committee for July 2022 to June, 2023.**

The draft Budget was studied by the Committee and the following corrections were made on the budget items:

- a. **Laptops:** The number of required laptops was scaled down to two (2) Units for the Committee Chairman and Secretary. This is to assist in effective and efficient secretariat services and report writing.
- b. **Refreshment:** The provision for refreshment (tea break and lunch) was reviewed from five (5) to six (6) persons consisting of five (5) Committee members and one (1) Secretariat Assistant.
- c. **Recharge card/data.** Provision for recharge card for Committee members was reviewed upward from four (4) to five (5) members.
- d. **Capacity Building:** The Committee added capacity building for members of the Committee. It was estimated at Two Million, Five Hundred Thousand Naira Only (₦2,500,000).
- e. The corrected total Budget stood at Five Million, Three Hundred and Forty-Four Thousand Naira (₦5,344,000) Only; as against the previous figure of Three Million, Three Hundred and Sixty-Nine Thousand Naira (₦3,369,000) Only.

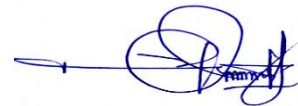
## 6.0 ADJOURNMENT

In the absence of any other matter, Maiyaki Hamisu Musa moved for adjournment and seconded by Prof. Abdullahi Idris. The meeting was then adjourned at 12:11pm after individual closing prayers.



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**Prof. Mohammed U. Kawu**  
Chairman



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**Mal. Nuhu A. Onimisi**  
Secretary

**Audit Committee for Africa Centre of Excellence in Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB) and Africa Centre of Excellence on New Pedagogy in Engineering Education (ACENPEE)**

**Ahmadu Bello University, Zaria.**

9<sup>th</sup> June, 2022

Centre Leader, ACENTDFB &  
Centre Leader ACENPEE  
ABU, Zaria.

Dear Centre Leaders,

**Notification of Appointment and Commencement of Assignment**

Please, recall that the Audit Committee (AC) for the Africa Centre of Excellence in Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB) and Africa Centre of Excellence on New Pedagogy in Engineering Education (ACENPEE) was set up by the Vice Chancellor on 13<sup>th</sup> April, 2022 vide a letter with Ref.VC/P.14,284 with a tenure of 2 years at the first instance. Also, recall that at its inaugural meeting held at its Secretariat in the New Biochemistry Annex building, Room 222, the Committee had preliminary interaction with the Centre Leaders of the ACEs.

In the light of the above developments, the Committee hereby notifies the ACEs of the commencement of its assignment with the primary purpose of overseeing the finances, accounting, risk management, internal controls and institutional integrity of the ACEs and the following terms of reference as adopted from WBG document (0120 [IDA/R2020-0206, IFC/R2020 – 0125, MIGA/R2020 – 0045]):

1. determine integrity of financial statements and financial reporting;
2. the appointment, qualification and independence of the External Auditor;
3. performance of Internal Audit and of the External Auditor;
4. the adequacy and effectiveness of financial, accounting, administrative policies and internal controls and mechanisms to deter, prevent and penalize fraud and corruption in operations and corporate procurement;
5. the effective management of financial, fiduciary (including procurement procedures), compliance and administrative risks; and,
6. institutional arrangements and processes for risk management across the ACEs.

Finally, the AC hereby solicits for the support of the ACEs in carrying out its assignment on behalf of the World Bank Group and the ABU Governing Council.

Thank you.



**Prof. Mohammed U. Kawu**  
Chairman

**Audit Committee for Africa Centre of Excellence in Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB) and Africa Centre of Excellence on New Pedagogy in Engineering Education (ACENPEE)**

**Ahmadu Bello University, Zaria**

9<sup>th</sup> June, 2022

Centre Leader, ACENTDFB &  
Centre Leader ACENPEE  
ABU, Zaria.

Dear Centre Leaders,

**REQUEST FOR WORKING DOCUMENTS**

In furtherance of our committee's resolution at its 1<sup>st</sup> regular meeting held on 2<sup>nd</sup> June, 2022; the Committee wishes to request for the following documents in order to enable the Committee produce its report on financial and related activities of the ACEs from January to June 2022:

- a. Project Appraisal Document (PAD)
- b. Project Implementation Plan (PIP)
- c. Annual Work Plan
- d. External Audit Report
- e. Internal Audit Report
- f. Accountant's Financial Report (January 2022 to date)
- g. Statement of income and expenditure from January 2022 to date

Thank you in anticipation of your expeditious response.



**Prof. Mohammed U. Kawu**  
Chairman

**Audit Committee for Africa Centre of Excellence in Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB) and Africa Centre of Excellence on New Pedagogy in Engineering Education (ACENPEE)**

**Ahmadu Bello University, Zaria**

9<sup>th</sup> June, 2022

Centre Leader, ACENTDFB,  
ABU, Zaria.

Dear Centre Leader,

**Submission of Proposed Budget Estimate for the Activities of the Audit Committee for July 2022 to June, 2023.**

Please, recall that the Audit Committee (AC) for the Africa Centre of Excellence in Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB) and Africa Centre of Excellence on New Pedagogy in Engineering Education (ACENPEE) was set up by the Vice Chancellor on 13<sup>th</sup> April, 2022 vide a letter with Ref.VC/P.14,284 with a tenure of 2 years at the first instance.

To facilitate the commencement of the Committee's assignment and the fulfillment of its terms of reference, I hereby submit a budget estimate for its activities for July 2022 to June 2023 for your necessary action.

Thank you in anticipation of your expeditious response.

**Attached:** Proposed Budget Estimate



**Prof. Mohammed U. Kawu**  
Chairman

Cc: Centre Leader, ACENPEE.



**Audit Committee for Africa Centre of Excellence in Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB) and Africa Centre of Excellence on New Pedagogy in Engineering Education (ACENPEE), Ahmadu Bello University, Zaria.**

9<sup>th</sup> June, 2022

**Proposed Annual Budget Estimate for Audit Committee Activities for the Period July 2022 to June, 2023**

S/n	Item/Service	Number Required	Unit Cost (₦)	Total Cost (₦)
1.	Laptop computers for Committee official use	2No	600,000.00	1,200,000.00
2.	HP laserjet Printer 2035	1No	150,000.00	150,000.00
3.	Printer toner	3No	25,000.00	75,000.00
4.	Medium-sized Scanner	1No	200,000.00	200,000.00
5.	A4 Duplicating paper	4 cartons	15,000.00	60,000.00
6.	Letter-headed paper	1 Rim	15,000.00	15,000.00
7.	Official Committee file jackets	100 Pcs	15,000.00	15,000.00
8.	Other stationary items: stapler, paper tags/clip, biros etc	5 pkts each	15,000	15,000.00
9.	Refreshment during Committee meetings: (a) Teabreak for 15 meetings (12 regular monthly and 3 special meetings per year) (b) Lunch for 15 meetings (12 regular monthly and 3 special meetings per year)	6 persons (5 committee members and 1 Secretariat Caretaker)  6 persons (5 committee members and 1 Secretariat Caretaker)	1,500/person (x 6 persons x 15 meetings)  3,500/person (x 6 persons x 15 meetings)	135,000.00  315,000.00
10.	Recharge card/data for Committee members	5 committee members	a) Chairman: @5,000/month x 12 months = N60,000.00  b) Secretary: @5,000/month x 12 months = N60,000.00  c) Others members: 3 persons	60,000.00  60,000.00  144,000.00

			@4,000/month x 12 months =N144,000.00	
11.	Capacity building for Committee members (Conference/workshops attendance - local and international)		2,500,000.00	2,500,000.00
9.	Secretariat management		100,000.00	100,000.00
10.	Miscellaneous (report writing and production etc.)		300,000.00	300,000.00
			<b>Total</b>	<b>5,344,000.00</b>

**Prof. Mohammed U. Kawu**  
Chairman

Cc: Centre Leader, ACENPEE.