

**AFRICA CENTRE OF EXCELLENCE IN PHYTOMEDICINE RESEARCH AND
DEVELOPMENT (ACEPRD)**

UNIVERSITY OF JOS, JOS

AUDIT COMMITTEE

**MINUTES OF AUDIT COMMITTEE MEETING HELD ON 2ND FEBRUARY 2017 AT
THE PROF. E. ABAMA'S (CHAIRMAN) OFFICE FACULTY OF EDUCATION
UNIVERSITY OF JOS.**

1.0 AGENDA: Opening prayer

- Introduction of members
- Interpretation of letters of appointment
- Modus operandi
- Adjournment
- Closing prayers

1.0 ATTENDANCE

1. Prof. Elizabeth Abama (Chairman) ---Dept. of Educational Foundations
2. Bala Gonji ---Dept. of Accounting
3. Timson Ndupuechi (Member / Secretary) -- Dept. of Educational Foundations

2.0 OPENNING

The meeting started at 10am with opening prayer by Timson Ndupuechi. The Chairman welcomed members and apologized for not calling up the meeting long before now. Members of the Audit committee were introduced by the chairman.

3.0 INTERPRETATION OF LETTERS OF APPOINTMENT

Contents of letters of appointment to members of Audit committee issued and signed by the Project Director (Prof. J. C. Aguiyi) were fully interpreted and discussed.

4.0 MODUS OPERANDI

Extensive deliberations on the appropriate methodology to be adopted for the task were made. The committee agreed unanimously to adopt internationally acceptable auditing procedures, practices and standards.

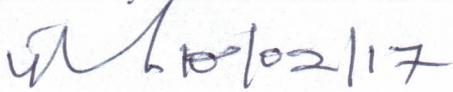
5.0 AUDIT WORKING PAPERS

It was agreed that a letter should be written to the Project Director requesting for the following documents to enable the committee commence work:

- i. All the financial records / documents of the Centre from inception to date.
- ii. Budget document for the project.
- iii Minutes of the meetings in which proposals and expenditure were approved.
- iv Any other document / record that will facilitate the committee functions.
- v. The Bank's document stipulating the functions / duties of the Audit Committee

6.0 ADJOURNMENT

Adjournment was moved by Bala Gonji seconded by Timson Ndupuechi while the closing prayer was said by Prof. E. Abama. The meeting ended by 2.30pm.

 10/02/17

TIMSON NDUPUECHI

SECRETARY


PROF. E. ABAMA

CHAIRMAN 10/2/17

AUDIT COMMITTEE
UNIVERSITY OF JOS, JOS
AFRICA CENTRE OF EXCELLENCE IN PHYTOMEDICINE RESEARCH AND
DEVELOPMENT (ACEPRD)

To: The Project Director

From: Audit Committee

Date: February 6th, 2017

Re-CONSTITUTION OF AUDIT COMMITTEE

Please refer to your letter Ref: UJ/ACEPRD/003 dated August 13th, 2015, appointing us as members of Audit committee of University of Jos, Africa Centre of Excellence in Phytomedicine Research and Development (ACEPRO). We hereby accept the appointment.

Sequel to our meeting of February 6th, 2017 and the interaction over the phone with you, we hereby request that the following documents be made available to us:

1. All the financial records / documents of the Centre from inception to date.
2. Budget document for the project.
3. Minutes of the meetings in which proposals and expenditure were approved.
4. Any other document / record that will facilitate the committee functions.
5. The Bank's document stipulating the functions / duties of the Audit Committee

The request for these documents is to enable us effectively carryout the functions of Audit Committee. We shall appreciate your quick response to this memo.

Best regards


Prof. E Abama

Chairperson


Timson Ndupuechi
Member / Secretary