

MFANTSEMAN MUNICIPAL ASSEMBLY



REPUBLIC OF GHANA

In case of reply the
Number and date of this
Letter should be quoted



M.M.A.

Tel : MCE's Office 233-03321-94049
MCD's Office 233-03321-94054

Municipal Administration
P. O. Box SP 28
Saltpond

Our Ref. No. MMA/IAU/AC1/19

Your Ref. No.....

17th January, 2019

THE CHAIRMAN
AUDIT COMMITTEE
MFANTSEMAN MUNICIPAL ASSEMBLY
SALTPOND

**SUBMISSION OF MANAGEMENT LETTER ON THE AUDIT OF ACCOUNTS OF THE
MFANTSEMAN MUNICIPAL ASSEMBLY DISTRICT ASSEMBLY COMMON FUND (DACF) FOR
THE PERIOD 1ST JANUARY 2018 – 30TH SEPTEMBER 2018.**

I forward herewith, the District Assembly Common Fund (DACF) in respect of the Mfantseman Municipal Assembly for the year ended 30th September 2018 for your perusal and necessary action.

Please find attached, a copy of the management letter.


MATTHEW TAY
[MUCICIPAL COORDINATING DIRECTOR]
FOR: MUNICIPAL CHIEF EXECUTIVE

AUDIT SERVICE

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



Good Governance
and Accountability

My Ref. No: SPD/ADM.100/313

Your Ref. No:

Tel: 233 (0) 302 664920/28/29

Fax: 233 (0) 302 6751495

Website: www.ghaudit.org

P. O. Box.....123.....

.....Saltpond.....

.....4 January, 2019, 20.....

**THE MUNICIPAL CHIEF EXECUTIVE
MFANTSEMAM MUNICIPAL ASSEMBLY
P. O. BOX SP 28
SALTPOND**



**MANAGEMENT LETTER ON THE AUDIT OF THE ACCOUNTS OF
MFANTSEMAM MUNICIPAL ASSEMBLY – DISTRICT ASSEMBLY
COMMON FUND (DACF) AND OTHER STATUTORY FUNDS
FOR THE PERIOD 1 JANUARY 2018 TO 30 SEPTEMBER 2018.**

The accounts of the Mfantseman Municipal Assembly for the period 1 January to 30 September 2018 have been audited in accordance with our statutory mandate (Article 187 Clause 2 of the 1992 Constitution of Ghana and Section 11(1) of Audit Service Act, Act 584, (2000).

2. We wish to bring to your attention the following observations made during the audit. We have discussed these matters with key personnel concerned whose comments and responses, where appropriate, have been taken into account in preparing this report.

3. We shall however, be grateful to receive your comments within thirty (30) days on receipt of report as stipulated in Section 29(1) of Part III of Act Service Act, 584, (2000). You are to note that failure to response within 30 days of receipt of this letter shall result in your emoluments and other allowances withheld for so long as you fail to comply.

KEY PERSONNEL

4. The following officials were responsible for the administrative and financial functions of the Assembly during the period under review:

