

# 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/AC2/19

Your Ref. No.....

30<sup>th</sup> May, 2019

THE CHAIRMAN  
AUDIT COMMITTEE  
MFANTSEMAN MUNICIPAL ASSEMBLY  
SALTPOND

**SUBMISSION OF MANAGEMENT LETTER ON THE AUDIT OF ACCOUNTS OF THE  
MFANTSEMAN MUNICIPAL ASSEMBLY INTERNALLY GENERATED FUND (IGF) FOR THE  
PERIOD 1<sup>ST</sup> OCTOBER 2018 – 31<sup>ST</sup> DECEMBER 2018**

I forward herewith, the District Assembly Internally Generated Fund (IGF) in respect of the Mfantseman Municipal Assembly for the year ended 31<sup>st</sup> December 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/LA.7B/VOL.111/68

Your Ref. No: .....

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

Fax: 233 (0) 302 6751495

Website: [www.ghaudit.org](http://www.ghaudit.org)

123

P. O. Box.....

Saltpond

08 May, 2019

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



## MANAGEMENT LETTER ON THE AUDIT OF THE ACCOUNTS OF MFANTSEMAN MUNICIPAL ASSEMBLY INTERNALLY GENERATED FUND FOR THE PERIOD OCTOBER 2018 TO DECEMBER 2018.

The accounts of the Mfantseman Municipal Assembly 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 for necessary action, the following observations, comments and recommendations made during the audit. We have discussed these matters with key personnel concerned and their responses have been taken into consideration in writing 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 Audit Service Act, 584, (2000). You are to note that failure to respond 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:

NAME	POSITION	STAFF ID	PERIOD
Hon Kenneth K. Essuman	Municipal Chief Executive	1231937	01/10/18 – 31/12/18
Mr. Matthew Tay	Municipal Coordinating Director	37445	01/10/18 – 31/12/18
Mr. Micheal Ebo Allotey	Municipal Finance Officer	110436	01/10/18 – 31/12/18
Mr. Samuel Kittah	Municipal Planning Officer	75303	01/10/18 – 31/12/18
Ms Bagaya Faiza Ibrahim	Municipal Budget Officer	935252	01/10/18 – 31/12/18

