

AUDIT REPORT OF CYF MOLYKO FOR THE END OF MANDATE OF THE EXECUTIVES CONDUCTED FROM JANUARY TO MARCH 2019.

Together.....

In fellowship.....

1.1. Introduction

Auditing was conducted in CYF Molyko within a period of three months which was to assess the group and more so, the executives from the beginning to the end of their mandate. This audit included the audit of the group's inventory consisting of documents, assets and equipment. It is the responsibility of the executive members to give an account of the group's activities, properties, transactions and liabilities while it is our responsibility as auditors to express an opinion on how effective and efficient the executives have been based on our findings.

Auditing was done in accordance with the duties and responsibilities of the executives and the rules and regulations governing the CYF movement in order to enable us obtain reasonable assurance that they have been carrying out their duties in conformity to the requirements of the movement.

1.2. Procedures of the audit

The audit procedures included; examining on a test basis evidence supporting the disclosures of the executives and evaluating the overall performance of the executives.

1.3. Objectives

The objectives of the audit were to;

- Take stock of the group's properties before handing them to the new executives

- Recover group's assets within and out of the group.
- Fulfill the requirements of the constitution of the national youth department of the P.C.C and C.Y.F Molyko at the end of every mandate.

1.4. Method Employed

The audit committee performed checks on equipment and documents, did interviews with some exco members. Furthermore, interviews was also carried out with the various committees which was focused on;

1. Challenges of the committee
2. Needs of the committee
3. Recommendations by the committee (greater outcome)

Notes and tables were used in analyzing the data gotten from the audit.

1.5. Feedback (Results obtained)

A. Group Executive

From the evaluation of the executive members, it was observed that some documents were old, others were not well handled (missing). However, new documents or items were purchased or added by the out-going group administrators. The details of these results is presented in Table 1.

Table 1: Executive members inventory report

EXCO	INVENTORY B/F	ADDED INVENTORY	REMARK
President	<ul style="list-style-type: none"> - A file containing C.Y.F Molyko's administrative documents - A copy of internal rules and regulations - A file containing speeches, transfer certificates, invitations and congregational reports - Exco badge 		The files in the president's keeping are outdated and the documents are not very relevant to the group now, hence it could be dispatched after sorting out any relevant documents and filing them properly
G.R	Exco badge		
Secretary General	<ul style="list-style-type: none"> - Copy of the group's constitution - An exco badge - Minutes book and attendance register - A file containing assorted documents such as mails from the zone, minutes and reports, church roster, letters, documents for visits, exco by-laws - Stamp, stamp pad and stamp pad ink - scissors 		the stamp is old and doesn't show all the letters when used hence, a new stamp needed and ink is finished the minutes book has not been updated for long
Publicity Secretary	<ul style="list-style-type: none"> - a visitor's book - an exco badge - a file containing group documents, invitations and announcements 	-a printer	The visitor's book has not been updated for a long time yet the group receives visitor's from time to time
YP/SUS representative	An exco badge		
Works Secretaries	<ul style="list-style-type: none"> - 2 exco badges - A permission record file - Disciplinary/works exercise book - A ledger containing the disciplinary records of sanctions 		Records not updated Exit cards missing

Table 2: Executive members inventory report con't

EXCO	INVENTORY B/F	ADDED INVENTORY	REMARK
Evangelism secretary	<ul style="list-style-type: none"> - An exco badge - 11 copies of the youth splash - 30 copies of the purpose driven life - 2 copies of finishing strong - 1 copy of menopause and andropause - A copy of learn how to pray with Jesus - A copy of CWF at 50 - 2 copies of the book of hope - A book about the Cameroon national anthem - A copy of my journey to heaven 	- 3 youth splashes added	- Only 15 copies of the purpose driven life were seen

B. Sports committee

From the sports committee, it was observed that some documents or items were old, others were not well handled (missing). However, new documents or items were purchased or added by the out-going executive. The details of these results is presented in Table 2.

Table 2: Sports committee inventory report

Brought forward	Present state	Added inventory	Remark
1. "Schuazie": 18	Schuazie": 18		More is needed
2. Ball pumps: 1	Ball pumps: 2	1 ball pump added	A pump is bad and need to be repaired or replaced
3. Balls: 1 (football)	2 Footballs and 5 handballs		1 of the football is bad; hence more balls are needed

Table 2: Sports committee inventory report con't

Brought forward	Present state	Added inventory	Remark
4. Jessy: ✓ For Brothers: 10 tops and 6 shorts. ✓ For sisters: 9 tops and 9 shorts	Jessy: For brothers; 10 tops and 5 shorts.		1 short is missing and shorts are not in good state and need to be mended.
5. Whistle: 1	1		More needed
6. Goal keeper Jessy: 1	1		More needed
7. Exco batch: 2	1		1 is missing and needs replacement
8. Awando: 19	18		1 is missing and needs to be replaced and more purchased

C. Music committee

Inventory was also carried out in this committee and the findings outlined in Table 3.

Table 3: Music committee inventory report

Brought forward	Present state	Added inventory	Remark
1. Drums: 1 bass drum, a set of rattles, a wooden gong and 2 side drums	1 bass drum, a set of rattles, a wooden gong and 2 side drums		More instruments are needed especially the pot
2. Hard drive: 1 (250 capacity)	1		Documents from other committees can be kept in this device especially group minutes and reports
3. CD (DVD): New project	Total of 75 CDs in Store		Members still in possession of either CDs or money yet to be handed over.

D. Social committee

The social committee is a committee that all members are a part of. Whether directly assigned or not. Hence, all members are called upon to be responsible in handling the items directly linked to this committee as the work should not only be left in the hands of the social secretaries.

Table 4: Social committee inventory report con't

Present state	Added inventory	Remark
1. Plastic cups: 65		More instruments are needed especially the pot
2. Rubber plates: 92	-	-
3. ceramic plates: 60	-	
4. Stainless plates: 8	-	-
5. Wooden spoon: 1	-	More needed
6. Flasks: 4	-	Bigger flasks needed especially coolers
7. Pots: 3	-	Bigger pots needed
8. Breakable plates: 86	Most of the plates were added	More investment should be done in pots
9. Forks: 77 Spoons: 95		Knives also needed
10. Glass cups: 11	-	-
11. Dishing spoons: 2	-	-
12. Saucer: 2	-	-
13. Stainless bowls: 3	-	-
14. Aprons: 4	-	-
15. Wash hand bowls: 7	-	-
16. Drinking buckets: 4	-	-
17. Trays: 2	-	-
18. Plastic cups: 66	-	-

Chairs committee

Present state	Added inventory	Remark
1. 195 chairs	All chairs were added as a project to sustain the group financially	6 chairs missing and 17 broken chairs. More chairs need to be purchased alongside canopies etc

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State of Finance

Financial reports from January 2018 to March 31st 2019 showed a total income of 734,270FCFA and Expenditure of 471,450FCFA resulting in a balance of 262,870FCFA which constituted the group's coffers as at the 14th of April, 2019. Note should be taken that this amount is the actual cash in hand and there are no debtors to the group.

General recommendations

All committees should always present their needs to the Exco in meetings so that they can plan well ahead of time for them.

As it was done during this mandate, we still recommend that whenever an Exco member has to leave the group, the Exco should make sure all group equipment are collected from the member.

The group should have a Good news Bible that will be kept by the evangelism secretary as that is the version mostly used for our rallies and come together.

For the store house of the group, a wall cupboard needs to be constructed to the preservation of group's documents.

Limitations

The period of the audit was characterized by a lot of internal and external activities that occupied the members concerned

The management of the group at the level of committees has been fluctuating because of the mobile nature of members

The Exco body has been committed in their duties though at times they have little scandals which affected the group.

Some Exco members did not take the auditing seriously and hence stressed the committee in getting to check the equipment in their care.

Thank you.

By the grace of God this exercise was carried out following audit members:

Sis. Buh Joycelyne Esah,

Br. Nsoh Goodenough Fru,

Br. Bao Neville

Sis Miriam Modika

Br. Arrey Kingsly

Br. Ngwa Conglad

Sis Atianjoh Laris

Sis Nyah Honorine.

Group secretary (Acting)

Br. Tanjoh Klaus

Group president

Br. Asafor Michael