

SIAVONGA TOWN COUNCIL



MINUTES OF MEETING OF THE AUDIT COMMITTEE HELD ON WEDNESDAY 30TH AUGUST, 2023 IN THE REINER SCHMDIT CONFERENCE HALL, LAKEVIEW LODGE-SIAVONGA AT 09:00 HOURS.

PRESENT:-

Councillors- Phinias Chazangwe	Committee Chairperson
Parent Kalimina	
Sydney Simweemba	
Fatima Sicheele (Ms)	Deputy Council Chairperson, Ex-Officio
Given Kwapu	Council Chairperson, Ex-Officio

IN-ATTENDANCE:-

Council Secretary	Coster Mutandi
Deputy Council Secretary	Patrick Tembo
Council Treasurer	Newton Sikazwe
Director of Works	Eng. Peter Machona
Chief Human Resource Officer	Nelson Masando
Chief Administrative Officer	Mahongo Lufuma (Ms)
Procurement Officer	Clement Maleka
Internal Auditor	Getrude Z. Chikuta (Mrs)
Assistant Internal Auditor	Bbwantu Matongo (Ms)
Committee Clerk	Reuben Chaanga
Committee Clerk	Beatrice Sibombo (Ms)

PRAYER

The opening prayer was offered by the Committee Clerk, Mr. Reuben Chaanga.

AUDC/561/08/23: NOTICE OF MEETING

The Notice of the meeting was read and the meeting was called to order.

REPORT OF THE INTERNAL AUDITOR

The report circulated was received.

AUDC/562/08/23: REPORT ON WARD DEVELOPMENT FUNDED PROJECTS IN THE DISTRICT

It was reported that, following approval of Ward Development funded projects which were still on going, Audit undertook a Monitoring and Evaluation exercise from 17th to 21st July, 2023. Objectives of the exercise were as below:

- ❖ to assess the status of the projects.
- ❖ to give comfort to the financier that all purchased materials were put to good use and for the intended purposes.
- ❖ to check if materials purchased were delivered to the project sites

findings were reported on each project as:

1. NABUTEZI WARD

Project Name:	Construction of a Staff House
Place:	Nabutezi Primary and Mpango
B/F as at 30 th April 2023	K 42,571.05
UTILISED AMOUNT	K 13,305.55
BALANCE as at 18 th July 2023	K 29,265.50

(a) Construction of a staff house at Mpango clinic

- ❖ The building had been painted both out and inside.
- ❖ Window frames and doors were fitted
- ❖ Glass panes were not yet fitted
- ❖ No toilet was constructed

(b) Construction of a staff house at Nabutezi primary school

- ❖ The construction of a house was completed and occupied despite lacking a toilet
- ❖ Two small glass panes not yet purchased

(c) Completion of a staff house at Nabutezi School

- ❖ The house was painted, doors were fitted except for one inside door
- ❖ Window panes were not fitted yet.

Recommendations

- ❖ Audit recommended that the remaining materials i.e. glass panes, door frames for Mpango and Nabutezi staff houses be procured in order for the remaining works to be completed.
- ❖ Audit recommended that toilets for both staff houses be constructed.

2. MANCHAMVWA LAKESHORE WARD

Project Name:	Construction of a 1 x 2 classroom block
Place:	Manchamvwa Lakeshore primary
B/F as at 30 th April	K 70,808.11
UTILISED AMOUNT	K 72,865.00
BALANCE as at 18 th July 2023	(K 2,056.89)

- ❖ The structure had been roofed and window frames fitted in only one classroom.
- ❖ The contractor was not on site at the time of monitoring and had not done the spoon drain.
- ❖ The classroom block had been painted both in and outside.

Recommendation

- ❖ Audit recommended that the few remaining materials be procured and delivered so that the remaining works could be completed.

3. MANCHAMVWA INLAND WARD

Project Name:	Construction of a Mini Maternity and staff house
Place:	Manchamvwa inland clinic and Dambilo primary school
B/F as at 30 th April 2023	K 99,893.80
UTILISED AMOUNT	Nil
TOTAL BALANCE as at 18 th July 2023	K 99,898.32

Construction of a mini maternity wing at Manchamvwa clinic

- ❖ The project had been completed and was temporary used for accommodation for the newly employed officers.
- ❖ Two glass panes had not been fitted and part of the floor had developed cracks.

Recommendation

- ❖ It was recommended that all cracks be mended before retention fee was paid to the contractor.
- ❖ The two glass panes be procured and fitted.

(b) Construction of a staff house at Dambilo primary school

The contractor started plastering the inside of the building in August 2022 and as at July 25th 2023 the works were not done yet.

- ❖ Despite having most of the materials bought and delivered at the project site by August 2022, works were not progressing, putting materials like paints and cement at risk of going to waste.

Recommendations

Audit recommended that the contractor be engaged to speed up the remaining works as most materials were available.

(c) **Water reticulation system at Manchamvwa inland school**

- ❖ All materials for the project were procured and delivered on site just waiting for the installation.

SINADAMBWE WARD

Project Name:	Construction of a Staff house
Place:	Nashoongo, Makkaba, Kabuyu
B/F as at 30 th April, 2023	K 31,279.43
UTILISED AMOUNT	K 300.00
BALANCE AS AT 18 TH July, 2023	K 30,979.43

(a) **Construction of a staff house at Nashoongo primary school**

- ❖ The contractor had started plastering the structure despite it not being roofed and part of the building was still at lintel level and partly at window level.
- ❖ The contractor was working at a very slow pace despite having most of the materials on site, termites had already started attacking the plunks, the cement is likely cake, and paints feared to go to waste.

Recommendation

- ❖ Audit recommended through the office of the Director of Works to engage the contractor to speed up the remaining works to avoid loss of materials.

(b) **Construction of a staff house at Makkaba primary school**

- ❖ The project had been completed and already occupied.
- ❖ Two glass panes need to be fitted and a spoon drain constructed.
- ❖ Inside doors were also fitted.

Recommendation

- ❖ Two remaining glass panes should be fitted and a spoon drain be constructed.

(c) **Construction of a staff house at Kabuyu clinic**

The house had started developing cracks.

- ❖ The contractor was plastering the building and the exterior doors had been fitted.
- ❖ The structure had been fitted with window frames except for two, which had not been fitted.

Recommendation

- ❖ Audit recommended that Management should ensure that the contractor speeds up the remaining works and cracks be worked on.

6. MULIMYA WARD

Project Name:	Construction of a Market shelter
Place:	Chaanga
B/F as at 30 th April 2023	K 179,601.92.
UTILISED AMOUNT	K 144,375.00
BALANCE AS AT 14 th July,2023	K 35, 226.92

❖ Works of the project had advanced.

7. MUTUBA WARD

Project Name:	Construction of a staff house
Place:	Hachibozu, Siamwiinga,
B/F as at 30 th April 2023	K 72,166.78
UTILISED AMOUNT	K 33,394.7
BALANCE AS AT 30 th APRIL, 2023	K 38, 772.08

(a) Construction of a staff house at Hachibozu primary school

❖ At the time of monitoring, the structure was still at roofing level with doorframes only fitted.

Recommendation

Audit recommended that since the ward still had money, the unprocured materials should be procured to enable the completion of the project.

(b) Construction of a staff house at Siamwiinga clinic

The project was roofed with window and door frames fitted. The contractor had started plastering works and was on site at the time of monitoring.

Recommendation

Audit recommended that the remaining materials be procured to enable the completion of the building since there was money in the ward account.

NAMUZUNGA WARD

Project Name:	Water Reticulation System
Place:	Siamatika
B/F as at 30 th April 2023	K 34,456.45
UTILISED AMOUNT	K 150.00
BALANCE AS AT 30 TH July,2023	K 34,306.45

❖ Material for the project had been procured and delivered to the site.

❖ A tank stand and pipes were installed

SIMAMBA WARD

PROJECT NAME: Construction of a Market Shelter
PLACE: MATUA
B/F as at 30th April 2023 K 64,714.43
UTILISED AMOUNT K 2,550.00
BALANCE AS AT 18TH July, 2023 K 62,164.43

- ❖ Some Building materials were bought and delivered on site
- ❖ The project was at sub structure at the time of monitoring
- ❖ The contractor was not found on site

KARIBA WARD

PROJECT NAME: Construction of a 1x2 Classroom Block
PLACE: HANUNKA
B/F as at 30th April 2023 K 66,269.63
UTILISED AMOUNT K 65,763.20
BALANCE AS AT 30TH APRIL, 2023 K 506.40.00

- ❖ The structure was at roofing level and the contractor was waiting for the remaining materials to be delivered at the site.

Recommendation

- ❖ Audit recommended that remaining materials be procured in order for project to be completed.

NANYANGA WARD

Project Name: Construction of a 1x2 Classroom Block
Place: Bbendele
B/F K 102,255.36
Utilized Amount K 49,782.00
Balance As At 30th April, 2023 K 52,473.36

- ❖ The structure was at roofing stage despite materials being procured and delivered on the project site.

Recommendation

- ❖ Audit recommended that the contractor be engaged to expedite the remaining works.

Upon receiving the item, members said civic leaders should work hand in hand with Management in ensuring that projects expedited to avoid money kept for a long time in accounts.

The report was noted.

AUDC/563/08/23: **REPORT ON CDF VERIFICATION EXERCISE ON AWARDED BURSARIES ON SECONDARY SCHOOLS AND SKILLS TRAINING FOR LUSAKA PROVINCE**

It was reported that following the awarded Constituency Development Fund bursaries for secondary schools and skill trainings, Audit undertook a physical verification audit exercise to ascertain the existence of pupils awarded and paid for under Siavonga Constituency Development Fund. The exercise was conducted from the 21st to 23rd June, 2023.

Findings were:

1. Salford Institute

It was reported that:

- ❖ on 14th March 2023, four (04) students were approved under the skills and development bursaries scheme by the CDF Committee.
- ❖ a total sum of K34,100.00 was paid to the institution on 22nd May 2023.
- ❖ All four students successfully completed a one month program. Two were studying general driving, while the other two were studying heavy-duty equipment.
- ❖ physical head count was not conducted as the learners had already completed their programs.

2. Lusaka Business and Technical College

It was stated that;

- ❖ Eight (08) students were approved on 14th March, 2023 for CDF skills development bursaries scheme and on 7th May, 2023 a payment of a total sum of K126,680.00 was made to the institution tuition.
- ❖ A physical headcount was conducted and found that all eight students were in school.

3. Vavica Academy

- ❖ It was reported that six (06) students approved by the CDF committee on 16th December, 2022 in different courses, did not report for school. It was further reported that tuition fee amounting to (Fifty Nine Thousand) K59,000.00 was paid to the institution on 16th February, 2023.
- ❖ It was reported that on 14th March, 2023, Fifty One (51) students were approved by the CDF committee and a total of K505,000.00 was paid to Vavica Academy under Siavonga CDF bursaries scheme. All students had reported and were currently in school.

Root Cause

- ❖ Lack of verification exercise before payments are made.

Consequences

- ❖ The Local Authority might be paying for students who are not in school
- ❖ Wasteful of public resources

Audit recommend that:

- ❖ Management should demand for refund of six students who did not report for school or find some replacement to avoid wastage of funds.
- ❖ In future, Management should start by verifying the number of students who have reported before making any payment.
- ❖ Learners' contact numbers should be taken down during registration for easy communication.

4. Cooperative College

- ❖ One student was approved and paid for under Siavonga CDF bursary, the student was currently in school
- ❖ During audit verification exercise, it was discovered that a total amount of K 7,160.00 was paid which included accommodation, meals and tuition for the student but the institution failed to accommodate the student in boarding due to lack of space.
- ❖ The student was accommodated as day scholar and the school spread the full boarding fee into day scholar fees, which is K 2,700.00 per term, without seeking authority from the Local Authority.
- ❖ Furthermore, on 7th June, 2023 another payment amounting to K 5,250.00 was made towards school fees for the student when in actual sense the school owed the Council.

Root Cause

- ❖ Lack of verification before making payments.

Consequences

- ❖ Wastage of resources

Audit recommended that:

- ❖ Management should ensure that a frequent monitoring and verification of students under CDF bursary scheme before any payment should be made to the institutions.
- ❖ Management should do a reconciliation with the institution and demand for a refund of K 7,010.00

5. Zambia Driving School

- ❖ Five (5) students were approved by the CDF Committee and an amount of K14,300.00 was paid on 15th May, 2023 under the Siavonga CDF bursary scheme for meals and accommodation.
- ❖ During physical head count exercise, only two students were found at the training institution, on the other three students, it was said that, they had completed their course despite the institution providing any proof e.g. registers, provision certificates to verify if indeed all the three completed the course.

Root Cause

- ❖ Lack of verification exercise before payments are made.

Consequences

- ❖ Wastage of resources as the authority might be paying for students who are not in college
- ❖ Intended purpose might not be achieved

Audit recommended that:

- ❖ Management should ensure frequent monitoring of CDF sponsored students to avoid wastage of resources
- ❖ Planning department should intensify sensitization of ward development committees to help applicants apply to reliable and well-known TEVETA accredited colleges.
- ❖ Management should ensure that payments are made after a physical verification.

6. Heaven Cattail Skills Training

- ❖ One student was approved on the 14th of March 2023 by the CDF committee under the CDF skills development bursary scheme and on the 22nd of May 2023 the Local Authority paid a total sum of K18,280.00 to the institution for tuition fee.
- ❖ Audit unit interacted with the student during headcount
- ❖ The student is pursuing a certificate in food production,

7. Shimabala Training Institute

- ❖ Thirty-four (34) students were approved on 14th March 2023 and on 7th June 2023 a total of K668,720.00 was paid to the institution.
- ❖ Internal audit conducted a physical head account and checked the register and confirmed that all the thirty-four students were in school.

8. Phoenix Institute

- ❖ Thirty nine (39) students were on the 14th of March 2023 approved under the CDF skills development bursaries scheme and on the 9th of June 2023 a total of K 675,250.00 was paid to the institution for the 31 students that reported first and an additional payment of K 76,150.00 was made to the institution on the 14th of June 2023 for the eight (08) students that reported a bit late to school.
- ❖ During verification, it was discovered that a student by the name of Chiseya Mike reported to the institution but later went back to Siavonga to sort out some personal issues and had since not gone back to the college.

Consequences

- ❖ The authority might be paying for students who are not in school.
- ❖ Wastage of resources.

ROOT CAUSE

- ❖ Lacks of verification exercise before payment is made.

Audit therefore recommends that:

- ❖ Management through planning department should contact the institution on the way forwards because the student was not in school while tuition fees were paid.

During deliberation, members raised the following concerns:

- higher tuition fees charged by institutions offering programs under CDF bursaries. It was said some institutions had hiked school fees and became more expensive than government Universities.
- Mushrooming of unreliable Institutions resulting in failing to meet the standard of learners. It was some institutions were not ready to accommodate students as they have no classrooms and even lodging houses.
- Names of students whose school fees were paid for but did not report for school be availed to the committee to avoid re-approval of same names.

In response, Management said they had taken note of the concerns. They said civic leaders and officers should strongly advise all would be applicants to apply to genuine institutions in order to have qualified staff.

The report was noted.

AUDC/564/08/23: REPORT DONE ON CONSTITUENCY DEVELOPMENT FUNDED PROJECTS IN THE DISTRICT

Following approval of the Constituency Development Funded Projects that are still on going, the Audit undertook a Monitoring and Evaluation exercise from 24th to 28th July 2023 to assess the status of the stated projects.

Objective of the exercise was:

- ❖ To physically verify the works done.
- ❖ To ensure certified works conform to what is on the ground.
- ❖ To check if the contractors were paid according to the contract terms.
- ❖ Check on the completion period

Procedure

- ❖ Visited the project site
- ❖ Checked if the contractors had mobilized on site
- ❖ Checked if the payment process was done according to the contract terms.

Name of Contractor: Tally Construction and General Dealers

Name of Contract: Construction of a Staff House

Place: Hamajata Primary School

It was reported that on 23rd March 2023, Council signed a contract with Tally Construction and General Dealers for the construction of a staff house at Hamajata Primary School at a contract sum of **K 441,185.00** VAT inclusive, with a completion period of sixteen (16) weeks, ending on 23rd July 2023.

The scope of works included; site preparation, excavation, slab, super structure, concrete block work, lintel, roofing, door window framing and fixations, electrical and plumbing and internal and external finishing, carpentry, painting and decorations and drainages and site clearing before handover.

A physical inspection of the project carried out on 25th of July 2023 revealed that the staff house was completed and was earmarked for handover on 4th September, 2023

Name of Contractor: Susati Construction and General Dealers

Name of Contract: Construction of a Staff House

Place: Dibbwi Rural Health Post

It was report that on 20th March 2023, Council signed a contract with Susati Construction and General Dealers for the construction of a staff house at Dibbwi Clinic at a contract sum of **K 444, 112.38** VAT inclusive with a

completion period of sixteen (16) weeks starting from 23rd March 2023 and ending 23rd July 2023.

The scope of works included; site preparation, excavation, slab, super structure, concrete block work, lintel, roofing, door window framing and fixations, electrical and plumbing and internal and external finishing, carpentry, painting and decorations and drainages and site clearing before handover.

A physical inspection and audit of the project carried out on 25th of July 2023 revealed that the structure has not been roofed properly, plastering, air vents were done. Plumbing, flooring, Carpentry works, window seals, Electrical wiring and Ceiling board were done.

The following works were still outstanding;

- ❖ Spoon drain not properly done
- ❖ fitting of two (2) panel doors and 3 flush doors not done
- ❖ Fitting of glass panes
- ❖ Final painting and decoration not done

Risk

- ❖ Delayed service delivery
- ❖ Loss of public funds

Recommendation

Audit recommended that the contractor be engage to expedite the works as the completion period had elapsed on the 23rd July 2023.

Managements Response

The contract was extended to 17th September, 2023 and the contractor was instructed to redo the works such as painting, galley traps, manhole and tilling tap toilet walls.

3. Name of Contractor: Smart Express Ltd
Name of Contractor : Construction of a Staff House
Place: Jakata primary school

It was reported that on 5th October, 2022 Council signed a contract with Smart Express Ltd for the construction of a staff house at Jakata Primary School at a contract sum of **K 292,754.00** VAT inclusive with a completion period of thirteen (13) weeks starting from 14th October, 2022 ending 14th January 2023.

A physical inspection and audit of the project carried out on 25th of July 2023 revealed that the staff house has been roofed, doors and window frames fixed but with the following works still outstanding:

- ❖ Electrical

- ❖ Plumbing and internal and external finishing
- ❖ Carpentry
- ❖ Painting and decorations
- ❖ Drainages
- ❖ Soak way construction

Risk

- ❖ Delayed service delivery
- ❖ Loss of public funds

Recommendation

Audits recommended that works be expedited.

Managements Response

Contract was extended to 17th September, 2023 and the contractor was on site

Name of Contractor: Mukoma Investments Ltd
Name of Contract: Construction of a 1 x 2-classroom block
Place: Jakata primary school

It was reported that on 5th October 2022 the Council signed a contract with Mukoma Investments Ltd for the construction of a 1x2 CRB at Jakata Primary School at a contract sum of **K 421,795.00** VAT inclusive with a completion period of twelve (12) weeks starting 14th October 2022 and ending 14th January 2023.

The scope of works included; site preparation, excavation, slab, super structure, concrete block work, lintel, roofing, door window framing and fixations, electrical and internal and external finishing, carpentry, painting and decorations and drainages and site clearing before handover.

A physical inspection and audit of the project carried out on 25th July 2023 revealed that the construction of the 1x2 Classroom block (CRB) was at ring beam level.

With the following works still outstanding;

- ❖ Ring beam
- ❖ Roofing
- ❖ Metal works (door and window framing and fixations)
- ❖ Electrical
- ❖ Internal and external finishing
- ❖ Carpentry
- ❖ Painting and decorations
- ❖ Drainages
- ❖ Soak way construction

Risk

- ❖ Delayed service delivery

❖ Loss of public funds

Recommendation

Audit recommended that the contractor be engaged to speed up the works as completion period had elapsed.

Management Response

Final extension of up to 17th September, 2023 and contractor had worked in the remedial works as instructed by the project team.

Name of Contractor: Money Hardware Zambia Ltd
Name of Contract: Construction of a 1 x 3-classroom block
Place: Matua primary school

On 12th December 2022 Council signed a contract with Money Hardware Zambia Ltd for the construction of a 1x3 CRB at Matua Secondary School at a contract sum of K 699, 649 VAT inclusive with a completion period of sixteen (16) weeks starting from 14th December 2022 ending 14th April 2023.

A physical inspection and audit of the project carried out on 26th July 2023 revealed that the construction of the 1x3 CRB was completed and the project was earmarked for handover to the line Ministry by 5th September, 2023

Name of Contractor: Conproc Zambia Ltd
Name of Contract: Construction of an Ablution block
Place: Matua primary school

On 9th February 2023, Council signed a contract with Conproc Zambia Ltd for the construction of a teacher's ablution block at Matua Secondary School at a contract sum of K 299,780.00 VAT inclusive with a completion period of sixteen (16) weeks starting 09th February 2023 and ending 08th June 2023.

The scope of works included; site preparation, excavation, slab, super structure, concrete block work, lintel, roofing, door window framing and fixations, electrical and plumbing (fitting of all pipes, hand basins, urinals, toilets, septic tanks and soak way, electrical and electrical installation to 3 phase and internal and external finishing, carpentry, painting and decorations and drainages and flooring and wall tiles and site clearing before handover.

A physical inspection and audit of the project carried out on 26th of July 2023 revealed that the ablution block was roofed, door and window frames had been fixed, plumbing (fitting of all pipes, hand basins, urinals, toilets, septic tanks and soak away), electrical installation with the following works still outstanding;

- ❖ Internal and external finishing
- ❖ Carpentry
- ❖ Painting and decorations
- ❖ Drainages, flooring, wall tiles, and site clearing before handover.
- ❖ Septic tank and soak way are under construction

Risk

- ❖ Loss of public funds
- ❖ Delayed service delivery

Recommendation

Audit recommended that management the contractor be engaged to speed up the works as his completion period had elapsed.

Management Response

Final completion date was 17th September, 2023 and the contractor had been instructed to redo the septic and soak away.

Name of Contractor: Lintinos General Dealers Ltd
Name of Contract: Construction of a 1 x 2-classroom block
Place: Makakanya primary school

It was reported that on 5th October, 2022, Council signed a contract with Lintinos General Dealers Ltd for the construction of a 1x2 CRB at Makakanya Community School at a contract sum of **K 439,834.00** VAT inclusive with a completion period of sixteen (16) weeks, starting from 14th October 2022 ending 14th January 2023.

A physical inspection and audit of the project carried out on 26th of July 2023 revealed that the construction of the 1x2 Classroom block (CRB) was at ring beam level with the following works still outstanding;

- ❖ Ring beam
- ❖ Roofing
- ❖ Metal works (door and window framing and fixations)
- ❖ Electrical
- ❖ Internal and external finishing
- ❖ Carpentry
- ❖ Painting and decorations
- ❖ Drainages

Risk

- ❖ Loss of public funds
- ❖ Delayed service delivery

Recommendation

It was recommended that the project be re advertised so that the new contractor can start works to avoid being cited for failure to implement and complete a project within the stipulated period by the office of the Auditor General.

Name of Contractor: Bridge point General Dealers Ltd
Name of Contract: Construction of a staffhouse
Place: Mangwalala community school

It was reported that on 5th October 2022 a contract worthy **K 291, 126.75** VAT inclusive between Council and Bridge point General Dealers Ltd was signed for the construction of a staff house at Mangwalala Community School. The completion period was sixteen (16) weeks starting from 14th October 2022 and ending 14th January 2023. The scope of works included; site preparation, excavation, slab, super structure, concrete block work, lintel, roofing, door window framing and fixations and internal and external finishing, carpentry, painting and decorations and drainages and site clearing before handover.

A physical inspection and audit of the project carried out on 25th of July 2023 revealed that the staff house has been roofed, metal works done, door and door flames fitted, painting both in and outside, plastering was done, and contraction of a septic tank and soak away was done including the drainage.

Recommendation

Audit recommended that the project be handed over to the line Ministry and in response Management said that the project will be handed over to the Line Ministry on 5th September, 2023.

Name of Contractor: Smart Express Ltd
Name of Contract: Construction of a 1 x 2-classroom block
Place: Mangwalala community school

It was reported that on 5th October 2022 the Council signed a contract with Smart Express Ltd for the construction of a 1 x 2 classroom block at Mangwalala Community School at a contract sum of **K 445, 564.74** VAT inclusive with a completion period of sixteen (12) weeks starting from 14th October 2022 and ending 14th January 2023.

The scope of works included; site preparation, excavation, slab, super structure, concrete block work, lintel, roofing, door window framing and fixations and internal and external finishing, carpentry, painting and decorations and drainages and site clearing before handover.

A physical inspection and audit of the project carried out on 25th of July 2023 revealed that the staff house has been roofed, metal works done, door and door flames fitted, plastering was done, was done including the drainage. The contractor did not properly do the following works:

- ❖ Construction of the office strong room was not complete.
- ❖ The colour and painting of the structure was not properly done
- ❖ The roofing needed to be worked on.

Risk

- ❖ Loss of public resources

Recommendation

Audit recommended that the contractor be engaged to speed up works on roofing, repainting the building and finishing the office strong room .

Management Responses:

Management said Council had taken over the project and was currently working on the remedial works cited by Internal Audit.

Name of Contractor: Lyansa Contractor and Hardware Suppliers Ltd
Name of Contract: Construction of a Rural Health Centre
Place: Kaleya clinic

It was reported that on 05th October 2022 the Council signed a contract with Lyansa Contractor and Hardware Suppliers Ltd for the construction of a clinic at Kaleya Primary School at a contract sum of **K 443,972.00** VAT inclusive with a completion period of twelve (12) weeks starting from 14th October 2022 and ending 14th January 2023.

A physical inspection and audit of the project carried out on 27th of July 2023 revealed that the construction of a clinic was at roofing level.

With the following works still outstanding;

- ❖ Roofing
- ❖ Door and window framing and fixations
- ❖ Internal and external finishing
- ❖ Carpentry
- ❖ Painting and drainages.

Risks

- ❖ Delayed delivery of service
- ❖ Lose of public resources

Recommendation

Audit recommended that the contractor be engaged to speed up the works as the completion period stated in the contract had expired.

Management Response

Management noted the item and said the contractor has gone to mobilize the building materials

Name of Contractor: Ushago Ventures Ltd
Name of Contract: Construction of a staff house
Place: Kaleya clinic

On 5th October 2022 the Council signed a contract with Ushago Ventures Ltd for the construction of a staff house at Kaleya Clinic at a contract sum of **K 320,**

408.00 VAT inclusive with a completion period of twelve (12) weeks starting from 14th October 2022 and ending 14th January 2023.

A physical inspection and audit of the project carried out on 27th of July 2023 revealed that the construction of the staff house had been roofed, plastered, glazed, painting both inside and outside, plumbing, electrical fittings and door frames were fitted.

The following works were still outstanding;

- ❖ Drainage
- ❖ **Construction of a septic tank and soak away is under way**

Risk

- ❖ Loss of public funds
- ❖ Delayed service delivery

Recommendation

Audit recommends to management through the office of the Director of works to engage the contractor to speed up the works as the stipulated completion period stated in the contract has already expired.

Managements Response

Contract extended up to 17th September, 2023 as final, failure to do so Council will move in and finish the remaining works

Name of Contractor: Hatem wa Building and Construction

Name of Contract: Construction of rural health post

Place: Chalokwa

On 20th March 2023, the Council signed a contract with Hatem wa Building and Construction for the construction of a staff house at Dibbwi Clinic at a contract sum of **K 380, 000.00** VAT inclusive with a completion period of sixteen (16) weeks starting from 23rd March 2023 and ending 23rd July 2023.

The scope of works included; site preparation, excavation, slab, super structure, concrete block work, lintel, roofing, door window framing and fixations, electrical and plumbing and internal and external finishing, carpentry, painting and decorations and drainages and site clearing before handover.

A physical inspection and audit of the project carried out on 27th of July 2023 revealed that the construction of a clinic was at roofing level.

With the following works still outstanding;

- ❖ Roofing

- ❖ Door and window framing and fixations
- ❖ Internal and external finishing
- ❖ Carpentry, Painting, decorations, and drainages.

R I S K

- ❖ Late delivery of service
- ❖ Lose of public resources

R e c o m m e n d a t i o n

Audit recommends to management through the office of the Director of works to engage the contractor to speed up the works before the contract expires.

M a n a g e m e n t s R e s p o n s e

Contract extended to 17th September, 2023

Name of Contractor: Adage Construction Ltd
Name of Contract: Construction of staff house
Place: Mundulundulu

On 20th March 2023 the Council signed a contract with Adage Construction Ltd for the construction of a staff house at Mundulundulu Primary School at a contract sum of **K 343, 168.00** VAT inclusive with a completion period of sixteen (16) weeks starting from 23rd March 2023 and ending 23rd July 2023.

The scope of works included; site preparation, excavation, slab, super structure, concrete block work, lintel, roofing, door window framing and fixations and internal and external finishing, carpentry, painting and decorations and drainages and site clearing before handover.

A physical inspection and audit of the project carried out on 25th July 2023 revealed that the construction of a staff house had been roofed with the following works still outstanding;

- ❖ Metal works (door and window framing fitting)
- ❖ Internal and external finishing
- ❖ Carpentry
- ❖ Painting and decorations
- ❖ Drainages and site clearing before handover.

R I S K

- ❖ Loss of public funds
- ❖ Delayed service delivery

R e c o m m e n d a t i o n

Audit recommends to management through the office of the Director of works to engage the contractor to speed up the works before the contract expires.

Managements Responses: *Contract extended to 17th September, 2023.*

Name of Contractor: **Coptec Ltd**
Name of Contract: **Construction of a 1 x 2-classroom block**
Place: **Mundulundulu**

On 20th March 2023 the Council signed a contract with Coptec Ltd for the completion of a 1 x 2 classroom block at Mundulundulu Primary School labour based at a contract sum **K 20,470.00** of VAT inclusive with a completion period of sixteen (12) weeks starting from 23rd March 2023 and ending 23rd July 2023.

A physical inspection and audit of the project carried out on 27th of July 2023 revealed that the construction of a 1 x 2 classroom block was completed and the structure had a crack, which had since been worked on.

Recommendation

Audit recommended that the project be handed over to the lining Ministry after working on the final painting and in response management said the project was earmarked for handover by 17th September, 2023.

THERE BEING NO ANY OTHER BUSINESS TO TRANSACT, THE MEETING ENDED AT 11:00 HOURS, THEREAFTER THE ASSISTANT INTERNAL AUDITOR MS. BBWANTU MATONGO CLOSED IN PRAYER.

CONFIRMED THISDAY OF... .. .2023

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COUNCIL CHAIRPERSON

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COUNCIL SECRETARY