



REF: DG/TA/2024/04

5TH MARCH, 2024

SEE DISTRIBUTION

NOTICE NUMBER: IAA/02/03/2024

**INTERNAL AUDIT SUPPORT - IMPLEMENTATION OF PFM COMMITMENT
CONTROL COMPLIANCE CHECKLIST(PFM-CCC) IN THE 2024 BUDGET**

References are made to the Appropriation Act, 2023 (Act 1113) on the 2024 Budget by Parliament, the Budget Implementation Instruction issued by the Ministry of Finance, Notice No. IAA/10/08/2023 of 6th October, 2023 by the Internal Audit Agency (IAA) on **'Implementation of Sanctions Regime For Non-Compliance with Public Financial Management Requirements – Spending Arrears Clearance and Prevention Strategy'**, Notice No. IAA/01/02/2024 of 22nd February, 2024 on **'Guidance for the Conduct of Internal Audit Activities in An Election Year'**.

2. The 2024 Budget Implementation Instructions provides public officers including Principal Spending Officers (PSOs), Principal Account Holders (PAHs) and Public Sector Internal Auditors (PSIAs) with the **appropriate procedures for accessing and accounting for** public funds in accordance with Ghana's Public Financial Management Act 2016(Act 921).
3. PSIAs are to take note of the **Expenditure Control and Revenue Enhancement Measures** outlined in the Budget and provide appropriate **Advisory and Assurance services** to enable public institutions:
 - i. Implement the **National Spending Arrears Clearance and Prevention Strategy**;
 - ii. Operationalize a Public Financial Management (PFM) **Compliance Desk** as part of the internal audit function;
 - iii. Enforce certification of the **Commitment Control Compliance Checklist (CCCC)** (copy attached) by **Heads of Internal Audit Units** before **PSOs** award contracts to commit public funds.
4. Further to the above, PSIAs are directed to:
 - i. Effective 1st quarter 2024, **conduct quarterly PFM Commitment Control Compliance (PFM-CCC) reviews of their respective institutions and submit a report on it** (as part of the mandatory quarterly report required by the PFM Act, 2016) to the Internal Audit Agency for consolidation;
 - ii. **Avoid endorsement or certification of Payment Vouchers (PVs)** without evidence of compliance with the Commitment Control Compliance Checklist (CCCC).

5. The IAA shall review and consolidate PFM-CCC Review reports of Public institutions and submit a composite report (**including recommendations for sanctions**) to the Finance Minister within one **(1) month of receipt** for action.
6. Heads of IAUs of Public institutions are advised to ensure that their 2024 1st Quarter Internal Audit reports (*Due on 30th April, 2024*) and other subsequent quarterly reports includes **PFM-CCC reviews** conducted during the period.
7. Managers of Public funds are reminded to take note of the above and ensure compliance since, failure to comply shall constitute **financial indiscipline, punishable under** the Public Financial Management Act, 2016 (Act 921) and related PFM Laws of Ghana.
8. Internal Audit Units (IAUs) of public institutions are advised to support their respective **Boards/Councils/Commission, Heads of Institutions, PSOs, PAHs and Audit Committees** to implement the above for efficient use of public funds.
9. Whilst in anticipation of compliance please, accept the continued assurances of our highest consideration.



E.O. OSAE (PhD, FCA)
DIRECTOR-GENERAL

DISTRIBUTION

- 1. BOARDS/COUNCILS/COMMISSIONS OF PUBLIC INSTITUTIONS**
- 2. HEADS OF PUBLIC INSTITUTIONS**
- 3. CHAIRPERSONS OF AUDIT COMMITTEES**
- 4. HEADS OF INTERNAL AUDIT UNITS**

Cc:

1. The Chief of Staff, Office of the President, Kanda-Accra
2. The Minister for Finance
3. Auditor-General, Ghana Audit Services (GAS)
4. Chief Director, Ministry of Finance (MoF)
5. Chairman, Public Services Commission (PSC)
6. Director-General, State Interests and Governance Authority (SIGA)
7. Head, Office of the Head of Civil Service (OHCS)
8. Head, Office of the Head of Local Government Service (OHLGS).

PFM COMMITMENT CONTROL COMPLIANCE CHECKLIST

To be completed and certified by Head of Internal Audit Unit prior to the signing of contract to commit the Government of Ghana.

NAME OF COVERED ENTITY/DEPARTMENT:

DETAILS OF PROCUREMENT (describe briefly):

DATE:

S/N	COMMITMENT COMPLIANCE ITEMS
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1	Purchase Order generated from GIFMIS & Commencement certificate
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<input type="checkbox"/>	Has a purchase order generated from the GIFMIS been issued prior to the award of contract?	Yes	No	Not applicable
<input type="checkbox"/>	Was the PO accurately recorded and authorized within the GIFMIS? / PO Number?			P/O Num .
<input type="checkbox"/>	Date on the Purchase Order.			
<input type="checkbox"/>	For works indicate commencement certificate date?			

2	Evidence of Procurement through Ghana Electronic Procurement System (GHANEPS)
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<input type="checkbox"/>	Was the procurement conducted through GHANEPS?	Yes	No	Not applicable
<input type="checkbox"/>	State the generated GHANEPS Number and date.			
<input type="checkbox"/>	Is there evidence that the Procurement process was routed through the Procurement Unit?			
<input type="checkbox"/>	Has the contract been reviewed by the Legal Directorate?			

3	Evidence of Tax Compliance
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<input type="checkbox"/>	Have all tax compliance measures relating to the application and computation of the right taxes been addressed?	Yes	No	Not applicable
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Other Comments

I certify that the documents have been assessed using the above checklists and the answers to the questions reflect the substance of the supporting evidence obtained to the best of my knowledge.

Name of Internal Audit Officer

Signature:

Rank:

Date:

I certify that I have cross-checked the responses to the questions on this checklist and endorse the certification for the signing of the contract.

APPROVAL

NAME OF HEAD OF INTERNAL AUDIT UNIT

SIGNATURE/STAMP

DATE