UNIVERSITY OF PORT HARCOURT

VICE-CHANCELLOR PROFESSOR OWUNARI A. GEORGEWILL BMedSc, MBBS, M.Sc, MD (UPH), FRSB, FHA, MWASOP

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EAST-WEST ROAD CHOBA P.M.B. 5323 PORT HARCOURT.

OFFICE OF THE VICE-CHANCELLOR

UPH/VC/194/AC

9th December, 2021

Professor Gabriel N. Ogbonna

Department of Accounting Faculty of Management Sciences University of Port Harcourt Port Harcourt

Dear Prof. Ogbonna.

APPOINTMENT AS CHAIRMAN, AUDIT COMMITTEE

I have pleasure to appoint you as *Chairman*, Audit Committee in the University of Port Harcourt. The appointment which takes immediate effect is until further notice.

Other members of the Committee are as follows:

1. Dr. O.J. Olorunfemi Department of Human Physiology - Member 2. Dr. Godfrey O. Omojefe Department of Banking & Finance - Member 3. Dr. Celestine Ebieto Department of Mechanical Engineering - Member

4. Secretary to be appointed by the Ag. Registrar

Terms of Reference

- To ascertain whether the accounting and reporting policies of the University are in accordance with legal requirements and ethical practices
- 2. Review the scope and planning of audit requirements
- 3. Review the findings on Management matters in conjunction with the External Auditor and departmental responses thereon
- 4. Keep under review the University's system of accounting and internal control
- Authorize the Internal Auditor to carry out investigations into any activity of the University which may be of interest or concern to the Committee
- Make appropriate recommendation to the University Management on appointment, removal and remuneration of the external auditors
- Advice University Management on observations and recommendations of internal and external audit reports

While thanking you for accepting to serve the University in this capacity, I congratulate you on the appointment.

Professor Owunari A. Georgewill, KSC, FRSB, FIIA, FWASOT, FFA, FFS, FCSI, FWASOP.

Vice-Chancellor

MINUTES OF THE 5TH MEETING OF AUDIT COMMITTEE HELD ON THURSDAY, FEBRUARY 10TH, 2022 IN PROF. GABRIEL OGBONNA'S OFFICE, DEPARTMENT OF ACCOUNTING, FACULTY OF MANAGEMENT SCIENCES, UNIVERSITY PARK.

AC/026

MEMBERSHIP

A. PRESENT

1. Prof. Gabriel N. Ogbonna - Chairman

2. Dr. Godfrey O. Omojefe - Dept. of Finance & Banking

3. Dr. Oluwadare J. Olorunfemi - Dept. of Human Physiology

4. Dr. Celestine E. Ebieto - Dept. of Mechanical Engineering

B. SECRETARY

Mrs. Ezinne C. Worga - PAR, Personnel office (Academic)

AC/027 OPENING

The Chairman, Professor Gabriel N. Ogbonna declared the Meeting open at 10.05 am with a prayer said by Dr Godfrey O. Omojefe. He welcomed Members and informed them of the nature of the Meeting which was basically to consider the draft report of the Committee and External Auditors' Management report of ACE-PUTOR.

AC/028 AGENDA

The Committee considered and adopted the Agenda as presented, on a motion moved by Dr Celestine E. Ebieto and seconded by Dr Oluwadare J. Olorunfemi.

AC/029 CONSIDERATION OF EXTERNAL AUDITORS' MANAGEMENT REPORT OF ACE-PUTOR (AC/2021-2022/001)

The Committee considered the External Auditors' Management Report of ACE-PUTOR and requested Members to make inputs and forward to the Chairman.

AC/030 CONSIDERATION OF THE DRAFT REPORT OF AUDIT COMMITTEE (AC/2021-2022/002) The Committee considered its draft report and requested Members to also make inputs and forward to the Chairman.

AC/031 ADJOURNMENT

In the absence of any other business, the Meeting was adjourned on a motion moved by Dr Godfrey O. Omojefe and seconded by Dr Celestine E. Ebieto

AC/032 CLOSING

The Meeting came to an end at 12.45 pm with a closing prayer by Dr. Oluwadare J. Olorunfemi.

Prof. Gabriel N. Ogbonna

Chairman

Mrs Ezinne C. Worga

MINUTES OF THE 4TH MEETING OF AUDIT COMMITTEE HELD ON FRIDAY, FEBRUARY 4TH, 2022 IN PROF. GABRIEL OGBONNA'S OFFICE, DEPARTMENT OF ACCOUNTING, FACULTY OF MANAGEMENT SCIENCES, UNIVERSITY PARK.

AC/020 MEMBERSHIP

A. PRESENT

1. Prof. Gabriel N. Ogbonna - Chairman

2. Dr. Godfrey O. Omojefe - Dept. of Finance & Banking

3. Dr. Oluwadare J. Olorunfemi - Dept. of Human Physiology

4. Dr. Celestine E. Ebieto - Dept. of Mechanical Engineering

B. SECRETARY

Mrs. Ezinne C. Worga - PAR, Personnel office (Academic)

AC/021 OPENING

The Chairman, Professor Gabriel N. Ogbonna declared the Meeting open at 10.00 am with a prayer said by Dr Celestine E. Ebieto. He welcomed everyone present and thanked Members for their effort in ensuring a successful courtesy call to all Centres/Units in the University.

AC/022 AGENDA

The Committee considered and adopted the Agenda as presented, on a motion moved by Dr Celestine E. Ebieto and seconded by Dr Oluwadare J. Olorunfemi.

AC/023 COURTESY VISIT TO ACE-PUTOR AND CENTRES SCHEDULED FROM JANUARY 18, 2022 TO FEBRUARRY 3, 2022 (AC/2021-2022/001B)

The Committee deliberated extensively on its progress report on the courtesy visit to ACE-PUTOR and other Centres and made the following recommendations:

- The Bursary Department should ensure regular update of records of Centres that have paid their 30% remittance to the University
- The amount owed by each Centre should be communicated in time to enable them to pay.
- 3. Policies that would motivate students to source for more intakes in the programmes offered at the Centres should be designed.
- A forensic audit should be carried out on Centre for Petroleum Geoscience; Internal Audit Department should be called to the issue of the centre from 2013-2016

- The University should bring up policies that would discourage fraudulent practices in the University
- 6. In order to enhance fees payment, students should be encouraged to pay instalments
- 7. The money for Industrial Training Fund (ITF) for SIWES should not be tampered with, to enable them pay the participants.
- 8. There should be a serious reconciliation between the CCE and Bursary Unit to ascertain which party is indebted
- 9. The University Management should consider reviewing the type of fee that should attract 30% remittance
- 10. The University should consider how best to maximize the facilities at the Business School, for instance, the land in the premises needs to be put to use
- 11. The University should allow such persons who have specialised skills in sports to be retained as Director of the Institute
- 12. Some Centres/Units such as Ashgrove Academy needs to be exempted from TSA in order to function well
- 13. The University should absorb the teachers at Ashgrove Academy in order to reduce the huge wage bill. Provision should be made for them to teach on part-time basis in the school.
- 14. The Audit Department should bear in mind that the University Printing Press is in business and competition and hence, give some level of priority when it comes to auditing their works.
- 15. Departments should ensure full payment to the University Printing Press when services are rendered

AC/024 ADJOURNMENT

The Chairman commended Members for a successful outing. The Meeting was adjourned on a motion moved by Dr Oluwadare J. Olorunfemi and seconded by Dr Godfrey O. Omojefe

AC/025 CLOSING

The Meeting came to an end at 12.30 pm with a closing prayer said by Dr. Celestine E. Ebieto

Prof. Gabriel N. Ogbonna

Chairman

Mrs Ezinne C. Worga

MINUTES OF THE 3RD MEETING OF AUDIT COMMITTEE HELD ON TUESDAY, JANUARY 18TH, 2022 IN PROF. GABRIEL OGBONNA'S OFFICE, DEPARTMENT OF ACCOUNTING, FACULTY OF MANAGEMENT SCIENCES, UNIVERSITY PARK.

AC/014 MEMBERSHIP

A. PRESENT

1. Prof. Gabriel N. Ogbonna - Chairman

2. Dr. Godfrey O. Omojefe - Dept. of Finance & Banking

3. Dr. Oluwadare J. Olorunfemi - Dept. of Human Physiology

4. Dr. Celestine E. Ebieto - Dept. of Mechanical Engineering

B. SECRETARY

Mrs. Ezinne C. Worga - PAR, Personnel office (Academic)

AC/015 OPENING

The Chairman, Professor Gabriel N. Ogbonna declared the Meeting open at 8.30 am with a prayer said by Dr. Godfrey O. Omojefe. He welcomed everyone present and thanked Members for their inputs at the courtesy call to ACE-CEFOR and other Centres which took place the previous day being Monday, 17th January, 2022.

Thereafter, the Chairman informed Members that the meeting was meant to be brief to enable the Committee proceed on the visit to ACE-PUTOR and other Centres marked for the day.

AC/016 AGENDA

The Committee considered and adopted the Agenda as presented, on a motion moved by Dr Celestine E. Ebieto and seconded by Dr Oluwadare J. Olorunfemi.

AC/017 COURTESY VISIT TO ACE-CEFOR AND CENTRES SCHEDULED ON JANUARY 17, 2022 (AC/2021-2022/001)

1. AFRICA CENTRE FOR EXCELLENCE IN OILFEILD CHEMICAL RESEARCH(ACE-CEFOR)

The Director of the centre, Prof. Ogbonna Joel welcomed the Audit team to the centre. In his opening remarks, he commended the Vice-Chancellor, Professor Owunari A. Georgewill for constituting the Audit committee as it is part of their requirement as a World bank sponsored programme. The Director acknowledged the role of the Audit committee which he stated, is very vital to the centre as they could be denied some grant without the committee.

The Director of the centre further informed the Committee that ACE-CEFOR is one of the best performing centres in the University. They do not offer degrees but collaborate with Departments in order to assist them function well. Presently, ACE-CEFOR has two centres under it.

2. EMERALD ENERGY INSTITUTE

The Director of Emerald Energy Institute, Prof. Chijioke N. Nwaozuzu welcomed the Audit Committee. He then explained briefly what happens in the Institute.

According to the Director, Emerald Energy Institute is specialized in Petroleum Economics and Energy. Currently they are exploring to expand their scope. The Institute started in 2014 with few students, presently, the number has increased. The main challenge facing the Institute is low subscription due to Covid 19.

3. NLNG CENTRE FOR GAS, REFINING AND PETROCHEMICALS

The NLNG Centre for Gas, Refining and Petrochemicals runs post-graduate programmes in P.gd and Masters. The main challenge confronting the centre is also low subscription due to covid 19.

4. REGIONAL CENTRE FOR BIOTECHNOLOGY AND BIORESOURCES RESEARCH

The Regional centre for Biotechnology and Bioresources Research according to the Director, Professor Anthony Ataga, was primarily established as a centre of Excellence in Biotechnology and Bioresources Research. They are mainly into research and humanitarian services and not revenue generating. The centre assists students who are doing research in Masters and Ph.d level.

The centre also conducts covid 19 test. 80% of the monies realised from this, goes to the company that set up the laboratory in the centre while the remaining 20%, goes to the University.

5. CENTRE FOR OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT (COHSE)

The Director of the Centre, Dr John N. Ugbebor welcomed the Audit Committee. He then informed the Committee of the challenges confronting the centre which he stated was also low subscription due to covid 19. He also mentioned that the centre is up to date with 30% remittance to the University, however their records were not captured properly by the bursary unit.

6. CENTRE FOR INFORMATION AND TELECOMMUNICATION ENGINEERING (CITE)

The Director of the centre, Prof. Bourdillion O. Omijeh welcomed the team to the centre.

PROGRESS STORY

- i. From 5 students at inception to 50 students at present
- ii. Collaboration with leading agencies in ICT
- iii. Three (3) students of the centre won international award in ICT
- iv. From temporary office space located at Basic Studies unit to a permanent building commissioned by the Federal Minister of Information.
- v. The centre is very vital and up to date with the 30% remittance to the University

WAYS TO SUSTAIN THE CENTRE

- i. Exploring more collaborations and scholarship funds
- ii. Working on diversifying and transforming of the centre to an Institute

CHALLENGES

- i. Getting subscription for the programme
- ii.

The Committee deliberated on its report of courtesy visit to Centres/Units on January 17, 2022mmendations:

- The appointment of Directors of centre should be different from that of Heads of Department. Appointment of Directors should be based on performance in order to encourage them.
- 2. The Internal Audit Department of the University should ensure accurate record of remittance from Centres/Units to avoid irreconciliation between the Centres and them
- 3. The Bursary Department should ensure regular update of records of Centres that have paid their 30% remittance to the University

AC/018 ADJOURNMENT

The Chairman thanked members for their contributions. The Meeting was adjourned on a motion moved by Dr Godfrey O. Omojefe and seconded by Dr Celestine E. Ebieto.

AC/019 CLOSING

The Meeting came to an end at 10.00 am with a closing prayer said by Dr Oluwadare J. Olorunfemi.

Prof. Gabriel N. Ogbonna

Chairman

Mrs Ezinne C. Worga

MINUTES OF THE 2ND MEETING OF AUDIT COMMITTEE HELD ON THURSDAY, JANUARY 13^{TH,} 2022 IN PROF. GABRIEL OGBONNA'S OFFICE, DEPARTMENT OF ACCOUNTING, FACULTY OF MANAGEMENT SCIENCES, UNIVERSITY PARK.

AC/006

MEMBERSHIP

A. PRESENT

1. Prof. Gabriel N. Ogbonna - Chairman

2. Dr. Godfrey O. Omojefe - Dept. of Finance & Banking

3. Dr. Oluwadare J. Olorunfemi - Dept. of Human Physiology

4. Dr. Celestine E. Ebieto - Dept. of Mechanical Engineering

B. SECRETARY

Mrs. Ezinne C. Worga

PAR, Personnel office (Academic)

AC/007 OPENING

The Chairman, Professor Gabriel N. Ogbonna declared the meeting open at 12.05 pm with a prayer said by Dr. Oluwadare J. Olorunfemi. He welcomed Members present and thanked them for the response despite the short notice.

Thereafter, the Chairman informed Members of the purpose of the meeting which was basically to discuss modalities on how to go about the visit to Centres and Units which he noted, has been billed to commence from January 17, 2022.

AC/008 AGENDA

The Agenda for the Meeting was considered and adopted as presented, on a motion moved by Dr Godfrey O. Omojefe and seconded by Dr. Celestine E. Ebieto

AC/009 CONSIDERATION OF MINUTES OF INAUGURAL MEETING HELD ON TUESDAY, 21ST DECEMBER, 2021 (AC/2021-2022/001)

The Committee considered the Minutes of the above Meeting and on a motion moved by Dr. Celestine E. Ebieto and seconded by Dr. Oluwadare J. Olorunfemi:

ADOPTED THE MINUTES AS A CORRECT RECORD OF THE PROCEEDINGS OF THE MEETING SUBJECT TO THE FOLLOWING CORRECTION:

 Page 1, under AC/002, 2nd paragraph, line 4, include "which is to advise Management on the report of Internal and External Auditors"

AC/010 MATTERS ARISING FROM THE MINUTES OF INAUGURAL MEETING (AC/2021-2022/002)

- (i) AC/003i: Courtesy visit to all Centres/Units in the University. The Committee noted the date for commencement of the visit to Centres /Units which is on Monday, January 17, 2022.
- (ii) AC/003ii: Letter to the immediate past Chairman of Audit Committee, requesting for vital information on extent of work done.

The Secretary, Mrs Ezinne C. Worga briefed Members on her observation, based on her phone conversation with the immediate past Chairman of Audit Committee, Prof. Barisua F. Nwinee.

(iii) AC/003iii: Time table of evets/targets for the Committee The Chairman informed Members that the time table of events/targets for the Committee was yet to be drawn.

AC/011 MODALITIES ON HOW TO VISIT ALL CENTRES /UNITS IN THE UNIVERSITY (AC/2021-2022/003)

The Committee in a bid to cover the number of Centres/Units in the University, decided to group and take them in five and six on a daily basis. Group one comprises; Africa Centre of Excellence in Oilfield Chemical Research (ACE-CEFOR), Centre for Gas Refining and Petrochemicals, Emerald Energy Institute, COHSE and Regional Centre for Biotechnology and Bioresources Research.

Group two includes ACE-PUTOR, CELTRAS, Centre for Peace and Security Studies, Centre for Gender and Development Studies and Centre for Disaster Risk Management and Development Studies. (See attached memo to Centres for detailed chart)

AC/012 ADJOURNMENT

The meeting was adjourned on a motion moved by Dr Oluwadare J. Olorunfemi and and seconded by Dr Godfrey O. Omojefe

AC/013 CLOSING

The meeting ended at 2.30 pm with a closing prayer by Dr. Celestine E. Ebieto

Prof. Gabriel N. Ogbonna

Chairman

Mrs Ezinne C. Worga

MINUTES OF THE INAUGURAL MEETING OF AUDIT COMMITTEE HELD ON TUESDAY, DECEMBER 21ST, 2021 IN PROF. GABRIEL OGBONNA'S OFFICE, DEPARTMENT OF ACCOUNTING, FACULTY OF MANAGEMENT SCIENCES, UNIVERSITY PARK.

AC/001 MEMBERSHIP

A. PRESENT

1. Prof. Gabriel N. Ogbonna - Chairman

2. Dr. Godfrey O. Omojefe - Dept. of Finance & Banking

3. Dr. Oluwadare J. Olorunfemi - Dept. of Human Physiology

4. Dr. Celestine E. Ebieto - Dept. of Mechanical Engineering

B. SECRETARY

Mrs. Ezinne C. Worga - PAR, Personnel office (Academic)

AC/002 OPENING

The Chairman, Professor Gabriel N. Ogbonna declared the Meeting open at 10.15 am with a prayer said by Dr. Godfrey O. Omojefe. He welcomed everyone present, thanked them for honouring the invitation and accepting to serve the University in this capacity.

Thereafter, the Chairman informed members of the importance of Audit Committee which he stated, has legal roles and functions to perform in every organisation. He also stated the mediatory role played by the Audit Committee in an institution which is to advise Management on the reports of Internal and External Auditors.

AC/003 TERMS OF REFERENCE (AC/2020-2021/001)

The Chairman drew the attention of members to the Committee's Terms of Reference and gave a detailed explanation on each of the task. The Terms of Reference as stated on the letter from the Vice-Chancellor, Professor Owunari A. Georgewill, are:

- 1. To ascertain whether the accounting and reporting policies of the University are in accordance with legal requirements and ethical practices
- 2. Review the scope and planning of audit requirements
- Review the findings on Management matters in conjunction with the External Auditors and Departmental responses thereon
- 4. Keep under review the University's system of accounting and internal control
- 5. Authorize the internal Auditor to carry out investigations into any activity of the University which may be of interest or concern to the Committee

6. Make appropriate recommendation to the University Management on appointment, removal and remuneration of the external auditors

7. Advice University Management on observations and recommendations of internal and external audit reports

In the course of deliberating on the given Terms of Reference, the Committee noted the need to request relevant information from centres/units and existing Audit Committee (if any) before the constitution of the present one, as regards expectations/requirements from World bank and the extent of work done respectively.

The Committee also found it necessary to establish an interface between the centres/units before these documents could be requested. Based on this, the Committee therefore decided that from January 10, 2022, a courtesy visit would be paid to all centres/units in the University, including the Internal Audit Department, in order to get acquainted, interact and encourage them to work in harmony with the Committee.

The Secretary was directed to write to Directors of Centres/ Heads of Units, informing them of the visit. She was also directed to request from the immediate past Chairman of Audit Committee, the extent of work done and vital information to ensure continuity.

The Committee further agreed to draw up a time table of events and set targets in order to meet up with the given task.

AC/004 ADJOURNMENT

The meeting was adjourned on a motion moved by Dr Godfrey O. Omojefe and seconded by Dr Oluwadare J. Olorunfemi

AC/005 CLOSING

The Chairman thanked members for their contributions. The meeting ended at 12.15 pm with a closing prayer by Dr. Oluwadare J. Olorunfemi

Prof. Gabriel N. Ogbonna

Chairman

Mrs Ezinne C. Worga

INATUGURAL MEETING OF AUDIT COMMITTEE HELD ON THESDAY, DECEMBER 21, 2021.

	ATTENDANO		
SIN	NAMES	DEPT	SIGNATURE
1.	Prof. Gabriel Ogbonna N.	Accounting 2	a Stein
	Dr Somfon 03.	Hurran Physiology	51/1/ Sterlesson
	Dr. C.E. Ebieto	Finance/Banking	21/12/21
5		Mechanical Engineering Personnel office, Academics	21/12/21
			21/12/2021

2ND MEETING OF AUDIT COMMITTEE HELD ON THURSDAY, JANUARY 13, 2022

ATTENDANCE

1. Prof G. N. Ogborma 08037003699 Camb 2. Dr. G. D. Omosele 08064316448 213/12 3. Dr. C. E. Eloieto 08037728846 213/12 4 Dr O J. Olomponi 0803576596 4 13/12 5 Mrs. Ezurie . C. Warga 0803676161	ATTEMDANCE					
2. Ar. G. D. Omosele 08064316448 3. Dr. C. E. Ebieto 4 Dr O J. Olomponi 08037728846 5 Mrs. Ezurie. C. Werga 080367616161	SM	NAMES	PHONE NOS	SIGNATURE		
12 11/202	2. 3. 4	Dr. C. E. Ebieto Dr. O.J. Olomponi	08064316448 08037728846 0803676596	13/1/22 13/1/22 13/1/22 Whati Bh/2022		

3rd MEETING OF AUDIT COMMITTEE HELD ON TUESDAY, JANUARY 18, 2022

ATTENDANCE e-mail NF MAMES SIGNIATURE ogloomagata yah . M. Oghoma Mrs. Ezune C. Worga ezinne. Worga @ Uniport. e Whati 18 1/2022 Dr. G.O. Omogefa godfrey. Imgefe Duriet. ed.ng Dr. C.E. Philo celestine essets Ouniport. Ar O.J. Stanfoni edy ng 5 dunden dunger & uport

FEBRUARY 4, 2022.

ATTENDANCE

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NE		NAMES	SIGNATURE & DATE
1	Prof	G.N. Ogborno	na) Light Hepr
2	W.Z.	Ezurine. C. Worga	What: 4/2/2022
3.	1	Celestine Ebiets Fliets	4/2/22
4	Br	0. J. Clounferri	A 4/2/22
5	Dv.	9.0. Omojete	M2/2022

THURSDAY, FEBRUARY 10, 2022
ATTENDANCE

2	AITENDANCE	
SNI	NAMIES	SIGNATURE & DATE
1	Roy G.N. Osborna	10/122
2	Dr. C. O. Omojefe	10/2/2022
	2 5-J. Slamfeni	
	Dr. C. E. Ebieto	10/2/2022
5	Mrs. Ezvine . C. kelorga	Whati 10/2/2022 1