INNONURT LBG

INTERNAL AUDIT REPORT 2025

Limited-scope internal review of documented programme activity and expenditure
Period: 1 January – 31 December 2025

1. Purpose

This internal audit report provides a management-level review of the 2025 records made available to Innonurt's internal reviewer. Its purpose is to assess whether the available programme and expenditure records are internally consistent, sufficiently documented at the level provided, and supported by reasonable control recommendations.

This report is not an independent statutory/external audit opinion and does not certify Innonurt's complete 2025 financial statements.

2. Scope and Documents Reviewed

- Report on the TechNuKrats Tour 2025, dated 17 May 2025.
- Innonurt High School Tour Expense Report, prepared by the Director of Finance on 13 May 2025.
- Innonurt Annual Strategic & Execution Plan 2026, used only for understanding the organisation's stated governance and forward operational direction.

The review did not include original receipts, invoices, bank statements, bank reconciliations, payment vouchers, procurement quotations, payroll records, fixed-asset registers, general ledgers, donor agreements or underlying survey datasets because these were not included in the supplied materials.

3. Audit Procedures

- Recalculated the programme expense categories and total.
- Reconciled documented cash and in-kind sponsorship values to the stated total sponsorship value.
- Compared the programme narrative with the financial report for consistency of dates, locations and activity.
- Reviewed the stated impact indicators and identified whether the underlying evidence was supplied.
- Assessed the control environment implied by the documents and identified control improvements appropriate for future programmes.

4. Financial Reconciliation

Test	Result
Expense categories	GHS 6,828 + 850 + 1,300 + 880 + 1,150 = GHS 11,008
Cash sponsorship	GHS 1,000 + GHS 950 = GHS 1,950
In-kind sponsorship	GHS 860
Total sponsorship	GHS 1,950 + GHS 860 = GHS 2,810
Net funding attributed to Innonurt	GHS 11,008 – GHS 2,810 = GHS 8,198

No arithmetic discrepancy was identified in the supplied programme-level financial summary.

5. Findings

ID	Area	Observation	Risk	Recommendation
F1	Programme documentation exists	The tour report and expense report provide dates,	Low	Maintain a standard programme close-

		locations, objectives, activities, team roles, expenditure categories and sponsorship information.		out pack for every project.
F2	Arithmetic consistency	The stated expense total and sponsorship reconciliation agree mathematically with the component figures.	Low	Retain calculation sheets and finance sign-off.
F3	Underlying financial evidence not independently verified	The expense report states that receipts and documentation are available upon request, but the actual receipts/payment evidence were not supplied for this review.	Medium	Maintain a central digital folder with receipt/invoice, approval and payment evidence for every transaction.
F4	Segregation of duties should be formalised	The records identify finance responsibility, but they do not provide a formal approval matrix or evidence showing separation between initiation, approval, payment and reconciliation.	Medium	Adopt a written delegation-of-authority and segregation-of-duties matrix.
F5	Procurement controls should be documented	The materials do not show quotation comparisons, procurement approvals or conflict-of-interest declarations for expenditure items.	Medium	Introduce procurement thresholds, quotation requirements and conflict declarations.
F6	Impact evidence should be retained	The programme report cites 231 student responses and a 1.4-point confidence increase, but the underlying survey dataset was not supplied.	Medium	Archive anonymised survey data, methodology and summary calculations with programme reports.

F7	Asset/equipment accountability	The expense report includes backdrop stands, pull-up stands and other physical materials, but no asset register or custody record was supplied.	Medium	Record durable equipment in an asset register with custodian and location.

6. Overall Internal Audit Conclusion

Based solely on the records supplied, the documented TechNuKrats Tour expenditure summary is internally arithmetically consistent, and the programme documentation provides a reasonable narrative record of the activity. The review did not identify an apparent material arithmetic error in the supplied programme financial report.

However, the review cannot provide assurance over the completeness, occurrence, authorisation or accuracy of the underlying transactions because original supporting evidence and wider organisational accounting records were not supplied. The principal control priority is therefore to strengthen documentary evidence, segregation of duties, procurement controls, asset tracking and monitoring evidence as Innonurt scales its operations.

7. Management Action Plan

Action	Responsible role	Target
Create programme financial close-out checklist	Finance	Before next programme close-out
Implement approval/delegation matrix	CEO / Finance	Within 30 days
Create digital transaction evidence archive	Finance	Immediate
Adopt procurement and conflict-of-interest procedure	Management	Within 60 days
Create fixed-asset register	Finance / Operations	Within 60 days
Archive M&E instruments and anonymised results	Programme / M&E lead	Each programme
Conduct annual internal control review	Management / designated internal reviewer	Annually

8. Management Representation

Management should review this report, confirm which recommendations are accepted, identify responsible officers and record completion dates. Any future external or donor audit should have access to the complete supporting evidence archive.

Prepared as an internal management review for Innonurt LBG | 2025