

EDUCATION AS A VACCINE AGAINST AIDS (EVA)

**AUDITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
AUGUST 31, 2015**

**TOYE OSUNKOYA & CO
(CHARTERED ACCOUNTANTS)**

EDUCATION AS A VACCINE AGAINST AIDS (EVA)

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2015

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EDUCATION AS A VACCINE AGAINST AIDS (EVA)

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2015

DIRECTORS' REPORT

The Directors are delighted to present to members of the organization this Annual Report together with the audited Balance Sheet as at 31st August, 2015 and the Income and Expenditure Account for the year ended on that date.

1. Principal Activities

The Principal Activities of the Non Governmental Organization is to provide system and structure that will provide opportunities for youth to make responsible decision concerning their development; information services as well as develop advocacy initiative through partnerships with other affinity group.

2. Results at a Glance

	2015	2014
	₦	₦
Gross Income/Grants	202,459,946	144,828,569
Surplus of Income over Expenditure	37,400,073	14,054,302
Accumulated Fund	96,789,986	59,331,077

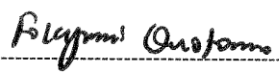
3. Gifts and Donations

No gifts and donations were made to any charitable organizations during the year.

4. Auditors

In accordance with Section 357(2) of the Companies and Allied Matters Act CAP 59, Law of the Federation of Nigeria, 1990, Messrs Toye Osunkoya & Co. has indicated their willingness to continue in office as Auditors of the Company.

By Order of the Board.



DIRECTOR


SECRETARY

**AUDITORS' REPORT TO THE MEMBERS OF
EDUCATION AS A VACCINE AGAINST AIDS (EVA)**

We have examined the financial statements set out in this booklet which have been prepared on the basis of the accounting policies on page 4.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

The organization's directors are responsible for the preparation of the financial statements. It is our responsibility to form an opinion, based on our audit, on those statements and to report our opinion to you.

BASIS OF OPINION

We conducted our audit in accordance with generally accepted auditing standards. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

OPINION

In our opinion, the financial statements give a true and fair view of state of affairs of the organization as at August 31, 2015 and of the surplus for the year ended on that date and have been prepared in accordance with the provision of the Companies and Allied Matters Act, 1990 and relevant statements of Accounting Standards.

**Chartered Accountants
Abuja Nigeria.**

FOR THE YEAR ENDED AUGUST 31, 2015

STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The following are the main accounting policies adopted in the preparation of the financial statements:

1. BASIS OF ACCOUNTING

The accounts are prepared under the historical cost convention.

2. GROSS INCOME/GRANT

Gross Income for the year represents the total value of funds received from third parties. The breakdown is as follows:

		2015		2014
		₦		₦
<u>CONTRIBUTION:</u>				
Individual Contribution (Nigeria)		13,453,345		12,461,526
<u>NATIONAL DEVELOPMENT AGENCIES:</u>				
CCPN	(107,500)		107,500	
AHIP	<u>92,174</u>	(15,326)	<u>2,873,281</u>	2,980,781
<u>OTHER INCOME:</u>				
Insurance Claims	20,500		69,250	
Recovery of Overheads	8,811,208		7,065,013	
Exchange Gain	6,331,595		0	
Investment income	1,188,885		760,358	
Other Income	<u>1,002,101</u>	17,354,289	<u>11,257,069</u>	19,152,186
<u>FOUNDATION GRANTS</u>				
AJWS	11,363,916		2,522,673	
EMpower Foundation	3,923,039		4,785,321	
STAR Foundation	1,066,630		51,609	
Ford Foundation	<u>4,027,520</u>	20,381,105	<u>4,985,852</u>	12,345,455
<u>GOVERNMENT AGENCIES</u>				
FACA	1,523,560		321,100	
FMWASD	<u>(61,989)</u>	1,461,571	<u>2,761,989</u>	3,083,089

INTERNATIONAL DEV. AGENCIES

OWUK	6,188,637		0	
IRISH AID	436,422		62,267	
FHI	541,869		3,246,421	
OSIWA	1,120,879		10,098,977	
IPPF	2,004,616		208,630	
OXIFAM	2,553,698		12,345,799	
CISHAN	0		6,496,326	
HYSMR	142,000		0	
UNFPA	23,263,284		19,451,309	
Mercy Corps	7,208,852		6,229,702	
DFID	43,231,429		24,311,545	
IWHC	3,661,094		2,044,794	
NSRP	12,058,073		7,879,304	
GIRE/RESURJ	10,604,503		59,400	
RUTGERS	3,018,253		1,742,378	
UNICEF	33,627,012		428,500	
AFY	<u>164,341</u>	<u>149,824,962</u>	<u>200,180</u>	<u>94,805,532</u>
		202,459,946		144,828,569
		=====		=====

3. FIXED ASSETS

Fixed Assets are stated at cost or less depreciation.

4 DEPRECIATION

Depreciation of fixed assets is calculated on a straight-line basis at the rate considered sufficient to write off the cost or valuation of the assets over their useful lives as follows:

	%
Motor Vehicles	20
Office Equipment	15
Furniture	15
Plant	10

EDUCATION AS A VACCINE AGAINST AIDS(EVA)

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2015

BALANCE SHEET AS AT 31ST AUGUST, 2015

		2015		2014	
	Notes	N	N	N	N
Fixed Assets	1		42,651,724		32,811,983
Current Assets	2	129,977,725		121,233,110	
Current Liabilities	3	(75,839,463)		(94,714,016)	
Net Current Assets			<u>54,138,262</u>		<u>26,519,094</u>
Net Assets			96,789,986 =====		59,331,077 =====
Financed By					
Accumulated Fund			96,789,986 -----		59,331,077 -----
			96,789,986 =====		59,331,077 =====

Polymni Ousfome

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DIRECTORS

EDUCATION AS A VACCINE AGAINST AIDS(EVA)

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2015

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST AUGUST, 2015

	Notes	2015 ₱	2014 ₱
Gross Income/Grants		202,459,946	144,828,569
Programme Cost	5	<u>(158,097,754)</u>	<u>(117,347,106)</u>
Net Income after Programme Cost		44,362,192	27,481,463
Operational Expenses	4	<u>(6,962,119)</u>	<u>(13,427,161)</u>
Surplus of Income over Expenditure		37,400,073	14,054,302
		=====	=====

EDUCATION AS A VACCINE AGAINST AIDS(EVA)

AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED AUGUST 31, 2015

NOTES TO THE ACCOUNTS

1. FIXED ASSETS

	TOTAL	MOTOR VEHICLES	OFFICE EQUIPMENT	PLANT	FURNITURE	LAND & BUILDING
COST	₦	₦	₦	₦	₦	₦
AS AT 31-08-14	41,538,741	3,130,000	4,112,200	513,700	1,973,400	31,809,441
ADDITIONS	10,542,102	0	0	611,000	0	9,931,102
	-----	-----	-----	-----	-----	-----
AS AT 31-08-15	52,080,843	3,130,000	4,112,200	1,124,700	1,973,400	41,740,543
	-----	-----	-----	-----	-----	-----
DEPRECIATION		20%	15%	10%	15%	0%
AS AT 31-08-14	8,726,758	2,860,000	3,825,808	287,330	1,753,620	0
CHARGES	702,361	269,990	75,323	297,108	59,940	0
	-----	-----	-----	-----	-----	-----
AS AT 31-08-15	9,429,119	3,129,990	3,901,131	584,438	1,813,560	0
	-----	-----	-----	-----	-----	-----
NET BOOK VALUES						
AS AT 31-08-14	32,811,983	270,000	286,392	226,370	219,780	31,809,441
	=====	=====	=====	=====	=====	=====
AS AT 31-08-15	42,651,724	10	211,069	540,262	159,840	41,740,543
	=====	=====	=====	=====	=====	=====

2. CURRENT ASSETS

	2015	2014
	₦	₦
Investment in IBTC Shares	49,450	49,450
Investment in Access Bank	17,000,000	0
Prepaid	0	256,871
Receiveable – Advance to Staff	565,495	250,000
Staff Welfare	139,025	139,025
Overspent Grant	6,222,761	2,182,340
Advance	4,042,037	4,708,664
Cash and Bank	101,958,957	113,646,760
	<u>129,977,725</u>	<u>121,233,110</u>
	=====	=====

**EDUCATION AS A VACCINE AGAINST AIDS(EVA)
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2015**

NOTES TO THE ACCOUNTS CONT'D

	2015	2014
	₦	₦
3. CURRENT LIABILITIES		
AJWS	0	11,363,916
AFY	0	164,341
Irish AID	0	436,422
EMpower Foundation	6,799,571	4,698,860
OWUK	967,852	0
Ford Foundation	6,556,353	1,108,187
Mercy Corps	0	7,169,423
OSIWA	4,360,756	5,481,635
OXFAM	0	2,553,698
UNFPA	8,602,667	5,586,942
FACA	1,698,365	0
VSO	160,160	160,160
ENCAP	0	541,869
STARS Foundation	21,946,804	22,868,434
IPPF	726,812	563,473
RUTGERS	219,260	18,337
IWHC	4,288,597	2,688,981
RESURJ	0	555,652
IPAS	3,587,438	0
GF/ARFH/CISHAN	410,517	410,517
UNICEF	899,905	20,566,559
NSRP	12,514,233	4,489,478
AHIP	0	92,174
Accrual	1,380,490	2,426,771
Accrued Expenses (Audit Fee)	350,000	300,000
Vendor Advance/Prepayments	369,683	0
PENSION	0	399,861
PAYE	0	68,326
	<u>75,839,463</u>	<u>94,714,016</u>
	=====	=====

**EDUCATION AS A VACCINE AGAINST AIDS (EVA)
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NOTES TO THE ACCOUNTS CONT'D

4. ADMINISTRATIVE EXPENSES

Salaries and Benefits	5,331,444	3,391,920
Legal Retention Services	0	300,000
Communication (Internet, Postage & Phone)	395,105	1,275,280
Audit and Accountancy	350,000	300,000
Bank Charges	(103,521)	128,378
Depreciation	702,361	404,918
Repairs and Maintenance	0	729,603
Stationeries and Printing	20,730	995,525
Rent	0	2,184,933
Resources Mobilization (Fundraising)	23,000	126,650
Transport Expenses	2,500	398,253
Financial Management	0	8,350
Equipment & Other Expenses	0	693,386
Utilities	0	925,350
Organizational Planning	0	972,600
Public Relations	0	333,905
Monitoring and Evaluation	10,500	0
Human Resource Management	<u>230,000</u>	<u>258,110</u>
	6,962,119	13,427,161
	=====	=====

**EDUCATION AS A VACCINE AGAINST AIDS(EVA)
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2015
NOTES TO THE ACCOUNTS CONT'D**

5. PROGRAMME COST

Plus Orphan and Vulnerable Children	399,186	2,534,675
Window of Hope	8,100	27,970
Youth Speak Out	0	200,180
Married Adolescent Girls Initiative	49,800	62,267
Female Out-of- School Youth	3,923,094	4,785,322
ACT 2015	2,004,616	208,630
HIV & AIDS Prevention Project	0	3,246,421
EVA Youth World (HCT Center)	189,400	647,648
Female Condom Campaign	3,018,268	1,742,378
Fund the Front Line Campaign	1,066,630	51,609
Men's Health Network Project	0	2,761,989
Mobile Question & Answer Service	0	12,345,799
My Q&A Mobile Phone Service (EVA)	6,228,637	170,400
Realizing Sexual and Reproductive Justice	9,605,321	0
Out of School Youth Access to Sexual Education and Economic Strengthening	349,586	4,985,852
National Health Bill	3,661,126	2,044,794
MDG's Paper Review	292,000	59,400
Promoting Affirmative Response to Violence	12,058,167	7,879,304
Orphan and Vulnerable Children	1,523,560	321,100
HIV Comprehensive uptake by Adolescent and Young people	33,724,812	428,500
MARPS	0	2,873,281
Cost Share	1,344,230	1,345,729
Anti-Stigma Bill Campaign	1,121,000	10,098,977
Global Day of Action	142,000	0
Youth Urban Mobilization Strategy	0	107,500
Community System Strengthening Service Delivery	0	6,484,326
Conciliation in Nigeria Through Community Based Conflict Mgt.& Cooperative Use	7,208,953	6,229,702
Adolescent Sexual Reproductive Health	23,266,613	21,391,882
Expanding Social Media and Mobile For Out Of School Youth	3,678,011	0
Increasing Youth Access in Reproductive And Health Issues	<u>43,234,644</u>	<u>24,311,471</u>
	<u>158,097,754</u>	<u>117,347,106</u>

NOTES TO THE ACCOUNTS CONT'D

5.1 DONORS AND PROJECTS

DONORS		PROJECTS	
One World UK	OWUK	My Question and Answer Services Nigeria Platform	My Q & A
United Nation For Children Education Fund	UNICEF	HIV Comprehensive uptake by Adolescent and Young people	Comprehensive HIV Service Delivery
United Nation Population Funds	UNFPA	Adolescent Sexual Reproductive Health	ASRH
American Jewish World Services	AJWS	Plus Orphan and Vulnerable Children	+OVC
Department for International Development	DFID/UKAID	Increasing Youth Access in Reproductive And Health Issues	Y-ACCESS
Nigeria Stability And Reconciliation Programme	NSRP	Promoting Affirmative Response to Violence	PARV
MERCY CORP	MERCY CORP	Conciliation in Nigeria Through Community Based Conflict Mgt.& Cooperative Use	CONCUR
Adolescent Health and Information Project	AHIP	Most At Risk Population Project	MARPS
FCT Agency for the Control Of Aids	FACA	Orphan and Vulnerable Children	OVC
IRISH AIDS	IRISH AIDS	Married Adolescent Girls Initiative	MAGI
Have You Seen My Right	HYSMR	Global Day Of Action	Global Day Of Action
IPAS	IPAS	Realizing Sexual and Reproductive Justice	RESURJ
International Planned	IPPF	ACT 2015	ACT 2015

Parenthood Federation			
International Women Health Coalition	IWHC	National Health Bill	NHB
Ford Foundation	FORD	Expanding Social Media and Mobile For Out Of School Youth	EMARPS
Ford Foundation	FORD	Out of School Youth Access to Sexual Education and Economic Strengthening	OASES
Open Society Initiative for West Africa	OSIWA	Anti-Stigma Bill Campaign	ASBC
Global Fund For Children	GFC	Window Of Hope	WOH
Advocacy For Youth	AFY	International Youth Speak Out	IYSO
Civil Society For HIV/AIDS In Nigeria	CISHAN	Community System Strengthening Service Delivery	CSS
OXFAM Novib	OXFAM	Mobile Question & Answer Service	My Q & A
Rutgers WPF	Rutgers	Female Condom Campaign	FCC
Family Health International	FHI 360	Enhancing Nigerian Capacity for AIDS Prevention	ENCAP
Center for Communication Programs Nigeria	CCPN	Nigerian Urban Reproductive Health Initiative	NURHI
Emerging Markets Foundation	EMpower	Female Out Of School Youth Sexual and Reproductive Health Education Project	FORSHE
STAR Foundation	STAR Foundation	Fund The Frontline	Fund the Frontline Campaign
Voluntary Service Organization	VSO	Youth Action	Youth Action

22nd February, 2016

The Board of Directors
Education as a Vaccine against Aids(EVA)
Aminu Kano Crescent,
Wuse 2, Abuja.

Dear Sirs/Madam,

MANAGEMENT LETTER

Our observation on the Accounts of Education As a Vaccine to AIDS (EVA) for the current year 2014/2015 is with a difference from that of the former year due to the following reasons as detailed below:

DISCREPANCIES IN FIGURES:

Some of the figures in the Trial Balance as compared with the schedules provided are corresponding with one another. Major examples could be sighted in the Fixed Assets and some of the Grant Liabilities.

Besides, FX Control Account Naira as compared with other currencies Control Accounts of USD and Euro, show a debit balance of N14,162,649 instead of a zero balance.

These discrepancies however bring the account to a point where the Arithmetical Accuracy of the organization is not reliable.

In addition, the schedule of the investments as well as advances and prepayments not available for our scrutiny and so find it difficult to know their accurate current states for proper disclosure.

The effect of these above observations is that cross checking the figures in the Trial Balance apart from Banks' figures to their various ledgers which made them up were not guaranteed and this therefore incurred lots of man hour on the accounts.

We hereby recommend that there should be detailed scrutiny and updates of each transaction that make the ledgers and ensure they are corresponded to the

Trial Balance figures before being forwarded for Audit review in the subsequent years.

Meanwhile, there are other observations made as detailed below alongside the effects as well as our recommendation for improvement.

TIME OF SUBMISSION:

The time for final submission of the detailed Accounts alongside the Trial Balances and the available ledgers and some of the schedules to support, was a bit delayed. The effect of this is that the period and time for adequate Audit review and examination still takes a longer time in line with the contract agreement on the submission time by the Auditors. This could be costly when to be valued as time is critical.

We recommend that adequate timing be allowed the Auditors to carry out a thorough examination as may be required for the benefit of the organization in terms of cost based on the details of the Engagement letter.

SCHEDULE OF ACCOUNTS:

The income figures in the Statement of Activities relating to some donors and projects when compared to their equivalents in “total income recognized” of the Grants Analysis Accounts, were not in agreement. Example: OWUK shows N6,188,636.77 in the Statement of Activities while the disclosed amount in the Grants schedule as income recognized is N6,730,076.57 and many more.

The effect of all these is that accurate reliance on the figures being disclosed may not be guaranteed and this would affect our Audit opinion on the reliability of the accounts.

We therefore recommend that a detailed check is made in ensuring that incomes disclosed in the Income statements be in agreement with same in the Grants Analysis account.

FILING OF BANK LEDGERS:

We also observed that the filing of the banks' ledger details and reconciliation statements for each of the projects were not done serially as regards cross checking with the serially in the Trial Balance.

The effect of this is extra time involved in the checking of documents for Audit purposes and this could be very costly in terms of report delivery timing.

We recommend proper filing in the order of seriality as well as per project.

SUPPORTING DOCUMENTS

Supporting Documents relating to some of the expenses incurred as detailed in the Income recognition journal vouchers were not sighted.

The effect is that the authenticity of these expenses in the area of reasonableness, necessary and essentials for the of the business of the organization could be doubted.

We recommend that efforts should be made to ensure attachment of the Supporting Documents or proper referencing to the appropriate expenses incurred.

PHYSICAL INSPECTION OF BRANCHES

In spite of our previous year's recommendation on the need to create the means and timing for physical examination and inspection of the organization's branches, no efforts have been made in this regard.

This may affect our ability to carrying out physical verification which is needed as part of the authentication of the branches for proper reporting on the operations there.

We still crave your indulgence to creating this opportunity for adequate reporting purposes.

END OF YEAR CASH COUNT

Also, note that the end of the year cash count and physical verification of some of the items of Fixed Assets and Current Assets in the Headquarters and some of the branches from the subsequent years were not carried as against our previous year's recommendation. We still recommend that a cash count exercise be carried in all your branches where cash operation is available and the Auditors be invited for observation purposes.

However, it is essential to know that for purpose of subsequent audit assignments, the letter of engagements should be forwarded alongside the Trial Balance as well as the ledgers that make up the balances and the necessary schedules.

Thank you for your usual co-operation and opportunity to serve.

Yours faithfully,

For: **TOYE OSUNKOYA & CO.**

Chartered Accountants



Education as a Vaccine

Sustaining Social Change BY and FOR Children and Young People

Toye Osunkoya & Co
Flat 6 C23 Sane Global Estates
Dakwo, Abuja

February 23rd 2015

Management Response to Audit Report Findings Fiscal Year 2015.

In respect to the management letter submitted as part of the Fiscal Year 2015 (September 1st 2014 to August 31st 2015) audit process, please find our response below.

Some of the figures in the Trial Balance as compared with the schedules provided are not corresponding with one another. Major examples could be sighted in the Fixed Assets and some of the Grant Liabilities.

We acknowledge that there were some differences in the schedule (detailed breakdown) provided for the fixed asset and grant liability. The difference observed for the fixed asset was due to the fact that the register only included the value for the land, but didn't include the cost of the ongoing construction of the building. It was assumed that because the construction process was not completed that only the land value should be included in the register. We have noted this oversight and will amend the schedule to include the construction cost, without corresponding depreciation. Please note that the proper booking was done in the general ledger. For the grant liability, the difference was due to an oversight in not reporting the refunds to donors. The grant liability schedule template currently doesn't capture refunds to the donor but only includes opening balances, inflows, bank interest and expenditure. We have noted this gap and will amend the template to include refunds column. Please note that these differences only applied on the schedules provided for auditing purposes, as the figures were incorporated in balance sheet and trial balance that were prepared as part of the final year financial report submitted for auditing. In the future we will institute a process to cross check and ensure that details scheduled provided for auditing corresponds with the financial reports produced.

FX Control Account Naira as compared with other currencies control accounts of USD and Euro, show a debit balance of N14,162,649 instead of a zero balance.

We noticed this error, which is resulting from mistakes made in booking the USD bank charges and reevaluation of the control account. We have reclassified the USD bank charges to expense accounts and we have excluded the control account from currency reevaluation.

HEADQUARTERS/FCT
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New York, NY 10163

The schedule of the investments as well as advances and prepayments not available for our scrutiny and so find it difficult to know their accurate current states for proper disclosure.

We recognize the importance of substantiating the figures presented in the financial reports submitted for auditing. Given that these schedules were being requested for the first time, we had challenges in preparing them. We proposed as an alternative to the audit team by providing the QuickBooks files, which has the detail breakdown of the advances, prepayments and investment, but this was not accepted by the audit team. Moving forward we suggest that a template for the schedules be developed by the auditors and sent prior to the commencement of the audit to enable us populate it with required information accordingly.

The income figures in the Statement of Activities relating to some donors and projects when compared to their equivalents in “total income recognized” of the Grants Analysis Accounts, were not in agreement.

As mentioned above, the grant liability schedule difference was due to the fact that the schedule template currently doesn't capture refunds to the donor but only includes opening balances, inflows, bank interest and expenditure. We have noted this gap and will amend the template to include refunds column. Please note that the proper booking was done in the general ledger.

The time for final submission of the detailed Accounts alongside the Trial Balances and the available ledgers and some of the schedules to support, was a bit delayed

As mentioned in the previous response, the schedules requested were not part of the routine schedules provided in previous audit processes. Given that the information is needed as part of the process, we suggest that templates be developed and sent early to minimize any delays.

Filing of the banks' ledger details and reconciliation statements for each of the projects were not done serially as regards cross checking with the serially in the Trial Balance.

While this recommendation is welcomed, we do not see the filing of bank reconciliations according to chart of account codes as a critical issue. The filing method used currently is to enable easy access by finance team; however we have taken note of the recommendation and will give it due consideration.

Supporting documents relating to some of the expenses incurred as detailed in the Income recognition journal vouchers were not sighted.

All supporting documents for the organizational expenses were submitted and sighted by the audit team. The income recognition vouchers are not to be supported with the expense receipts but it is the advances and payments that are expected to be authenticated with receipts. It is impossible to reference all expenses from the income

recognition vouchers on paper, however the QuickBooks adequately connects the expenses to the income recognized. The finance team provided the QuickBook files during the audit process to address the issue.

In spite of our previous year's recommendation on the need to create the means and timing for physical examination and inspection of the organization's branches, no efforts have been made in this regard.

We acknowledge the request made in the previous year management letter. We however do not see the value of conducting field office visits to the audit process. EVA runs a centralized finance system, where majority of financial transactions are conducted at the headquarters. In addition, given the nature of our services and the need to protect client confidentiality, we are unable to accept this request.

The end of the year cash count and physical verification of some of the items of Fixed Assets and Current Assets in the Headquarters and some of the branches from the subsequent years were not carried as against our previous year's recommendation.

For the fixed assets, the audit team had the opportunity of checking the fixed assets in the headquarters, but that was not requested. Given that approval has not been given for field office visits outside Abuja, we suggest that in subsequent audits, the team should verify the fixed assets in the Headquarter and FCT office. In regards to the cash count, we do not keep cash in the office except for the petty cash. At the end of each fiscal year, we conduct a petty cash count and document it in our petty cash tracking form. It was an oversight in this fiscal year that the auditors were not invited to witness this process and we will consider it for subsequent years.

The organization put in place an electronic system to improve the quality of our reporting and eliminate the need for paper process. Some of the request being made will take us back to operating a paper system, which defeats the purpose of using QuickBooks. We highly recommend that the audit firm source for QuickBooks software to support the auditing process to address many of these issues raised above.

Thank you very much for the feedback and we will continue to work to improve our financial management process.

Sincerely,



Fadekemi Akinfaderin-Agarau (MPH)

Executive Director.]