



## Football Association of Malawi - Central review 2022 - action plan

Ref.	Finding	Action	Due date
1	<b>Misuse of funds (projects funds, TDS funds and Football for schools funds were used for operational costs)</b>	<p>Management must maintain adherence to budget spending lines. Any spendings outside the allocated budgets must have prior approval.</p> <p>Each funds received should only be used for its purpose:</p> <ul style="list-style-type: none"><li>- Projects funds should be used for the project corresponding to those funds released</li><li>- Talent Development Scheme funds should only be used for Talent Development Scheme Programme</li><li>- Football for Schools should only be used for Football for Schools Programme.</li></ul>	Immediately
2	<b>Insufficient supporting documents</b>  Insufficient supporting documents where payment was made for 20 passports for African schools participants, but receipts were only available for 17 passports.	<p>Management must ensure that there is adequate record keeping for all transactions through maintenance of systematic record keeping system.</p> <p>In addition, the supporting documents should cover the whole amount and not only a part of it.</p>	Immediately
3	<b>Some issues with Adidas balls from Football for School</b>  From the records held and verified, the MA received 32,420 Adidas footballs (from 1,638 cartons) and issued out 32,020. Upon carrying out a physical inventory count, the auditor found that	<p>It is recommended that the inventory is clearly identifiable, i.e. everything is stored in specific locations. Furthermore, controls must be established with regard to inventory requisition from the warehouse or store. Every entry and exit of any number of items must be tracked and recorded.</p>	Immediately

	<p>the MA has 400 footballs remaining in stock after issuing out to the education office in Blantyre for distribution in schools and other regional recipients. The auditors then did a physical count of footballs held at the warehouse and noted that there were footballs totalling 22,240. These footballs were designated in the records as issued but not delivered.</p>	<p>A standard template is required to track those movements. This template, once filled out, indicates precisely which exact items were entered or taken out of the inventory, by whom and for which purpose. The form should be signed by the person responsible for the inventory and the person who is adding to or removing items from it. The same person cannot sign for both people at the same time (segregation of duties).</p> <p>In addition, it is very important to keep supporting documents related to the inventory.</p> <p>On the other hand, distribution of donated items must be made in an efficient and effective matter to reach the intended recipients at the earliest time.</p>	
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