



ST. JOSEPH'S HOSPITAL-KITGUM

P. O Box 31
Kitgum-Uganda

Gulu Archdiocese

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Audit Proposal Information

Please direct proposals to the attention of Dr. Atim Pamela-Secretary Board of \Governors of St. Joseph's Hospital Kitgum. All proposals become the property of St. Joseph's Hospital Kitgum.

All proposals will become part of the requester's(hospital) files without obligation.

Nature of Services Required

1. Audit period will be FY July 2021 through June 2021. (one year but renewable for two more years upon good performance)
2. Special reports, exhibits, and schedules required:
 - Accounts report.
 - Statement of financial position.
 - Statement of comprehensive income.
 - Statement of cash flows.
 - Schedule of cash.
 - Statements of changes in reserves and fund balances.
 - Notes of financial statement, etc.
3. Conferences:
 - Entry and Exit conference with the hospital management team and other copted members.
4. Description of Entity and Records to be Audited:
 - General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable, etc.
5. Available Manuals and Information Sources:

All the governing policies of the hospital including but not limited to these listed below:

 - Minutes of the Board meetings, management meetings.
 - Accounting function work description of General Ledger Bookkeeper.
 - Finance and materials resource manual
 - By-laws.

Audit proposal information

6. Details of fixed assets are maintained. Fixed assets are based on cost when available otherwise on estimates authorized by the Board of Governors.
7. A budget is maintained and is available for examination.
8. Staff members will be available to pull and reproduce documents.
9. Work areas will be provided by the hospital in close proximity with the financial records on the premises.
10. Report Requirements
 - The report will be addressed to the Board of Governors State the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
 - Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles.
 - A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.
11. Time Requirements
 - Proposals will be delivered to the hospital or address here stated before closure of business on 15th June 2021 or by email stjoseph@ucmb.co.ug or atimpam2@yahoo.co.uk
 - The Board of Governors have made no decision as to the date of the award of the audit. All proposers will be notified of the Board action in a timely manner.
 - Once a contract has been signed, work may begin immediately to generate the audit in a progress manner with costs to be billed to the Hospital as the charges generated by the proposer in accordance with the original agreement.
 - Preliminary work to close accounts can begin immediately thereafter.
 - The preliminary report and exit conference will be completed prior to end of November.

Audit proposal information

12. Report Review Timing and Number of Copies.

- Prior to the submission of the completed audit report, the audit firm will be required to deliver and review the draft and the proposed management letter with the Hospital management.
- Copies required
 - a. Audit report 4 copies.
 - b. Management letter 1 copy.

13. The Hospital Reserves the Right:

- To reject any and all proposals submitted.
- To request additional information from all proposers.