

Scope of Work

As per Annexure –I of Tender document (will form integral part of MOU/Agreement)

Essential Eligibility Criteria

1. CA firm must have been in existence since 10 years and preferably have a permanent office in Imphal, Manipur.
2. CA firm must be empanelled with Comptroller & Auditor General of India (CAG).
3. CA firm shall have at least 3 FCA partners out of which 1 partner of the firm shall have experience of more than 10 Years in chartered accountancy practice.

Preferable criteria

1. Firm and/or Partner(s) shall have minimum 3 years' experience of auditing & finalization of the Accounts of any autonomous University of State/ Central Govt. having turnover of Rs. 10 crore at least.
2. Firm should have audited at least 5 autonomous University of State/ Central Govt. among which at least 2 should be registered under section 12AA /80G/10(23C).
3. Firm must have conducted audit of autonomous University of State/ Central Govt. with Fund based accounting.

Validity period of offer

The rates offered in part –II (Financial bid) should be valid for at least one hundred and eighty days (180) from the date opening of part II (Financial bid) of the Tender.

Sealing and marking of Bids

The bidder shall place two separate envelopes marked 'Technical Bid' with an application form –as per annexure – II and all supporting documents as per annexure –III (Technical Bid) and 'Financial bid'.

The sealed outer and inner envelopes containing the technical bid and financial bid shall be addressed to the Registrar, National Sports University Manipur Olympic Bhavan, Khuman Lampak Imphal, Manipur-110001

The Sealed tender shall bear the name and identification number of the Tenderer on the cover of the Envelope (s).

In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared nonresponsive and rejected.

Selection Criteria

The technical bid will be opened first and will be evaluated by the Committee constituted by the Competent Authority of National Sports University. The financial bid of those firms, who qualify technically, will only be considered for opening and rates quoted in financial bid.

Mere fulfilment of eligibility criteria and quoting minimum rates in financial bid does not guarantee selection of the firm. The requisite experience in University audit & other related works will also be the criteria for qualifying of CA firms for selection.

The technical and financial bids must reach the Registrar, National Sports University on or before within due date & time by Registered Post/Speed Post or physically. Bid received late shall be summarily rejected.

Terms & condition

1. The quarterly report on the Internal Control system should be submitted within 15 days after each quarter.
2. The final report on the accounts of the University must be submitted to the University within a period of 45 days after the close of Financial Year.
3. At least two Articles of the Chartered Accountant firm must be deputed on a regular basis to take up the complete vouching & audit work. However, quarterly report will be prepared/ finalized under the supervision of deputed Chartered Accountant.
4. A qualified Chartered Accountant of the CA firm shall closely supervise the work and be available in the NSU Office on requirement basis for consultation and ensure timely progress of the work in accordance with the laid down norms/procedure and also for consultation/advice on all matters relating to audit/accounts/tax.
5. One meeting in a month of Chartered Accountant with Deputy Finance Officer is compulsory to discuss the problematic area and its feasible solution so as to smoothen the accounting system. Additionally, Chartered Accountant must visit the University as and when desired by Deputy Finance Officer.
6. Frequent visit of regular Chartered Accountant is compulsory during the period of preparation of Final Accounts of the University.
7. The CA firm shall maintain confidentiality of the contents of the files/records made available to them. The files and other records pertaining to NSU will not be allowed to be taken out of its office.

Tenure

The initial assignment will be for a period of two years which may further be extended one year at a time up to maximum of five years (i.e. 2 plus 3) on the basis of performance.

Payment

- i. The professional fee will be paid on receipt of bill and on completion of the allocated work. The revision of fee with maximum of 10% increase will be considered only after two years i.e. once in two years. Hence, the fee initially fixed will remain unchanged for the next two years.
- ii. Fees maybe quoted inclusive of all taxes and other charges where applicable.
- iii. In case of official visit of the Chartered Accountant in University other than the aforesaid purposes, extra honorarium will be paid as per University norms.
- iv. In case CA has to appear in person, to the Income Tax Department/authorities, extra honorarium (fixed for the experts) will be paid, as per university norms.

Others conditions

- (1) The whole process of tendering can be cancelled without giving any prior note or information by the Competent Authority of National Sports University
- (2) Any undue influence of any type may disqualify the bidder and the bid will be out rightly rejected.
- (3) CA firm to whom the work is awarded is not allowed to sub contract the work to any other parties (firms) in part or full.

Settlement of Disputes

- (1) The decision of the Competent Authority of National Sports University shall be final in selection of the CA firms.

(2) Any dispute between the CA firms and University will be resolved by the Committee formed by Competent Authority of National Sports University. CA firm if dissatisfied with the decision of the Committee may approach the Competent Authority of the University.

(3) Selected Chartered Accountant firm shall have to execute MOU/Agreement with the University, at the time of assigning the work.

(4) All audit objections raised by audit of the office of CAG, GOI has to be replied by the CA firm.

Confidentiality

The selected Chartered Accountant firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the service or the information of the University without prior written consent of the Competent Authority of the University.

Penalties

(1) If the reports/work are delayed penalty may be charged. The amount of penalty will be @ 2% per week and maximum of 10% of the fee.

(2) In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firms personnel, the contract may be terminated and the CA firms may get black listed at the discretion of the Competent Authority of National Sports University, which shall be communicated to all the Government Department and the Institute of Chartered Accountants for debarring such firms from any assignment of any Government work.

Scope of Work-I

Sl. No.	Details	Periodicity of work	Extent of Audit of Work
(A)	Finance & Accounts		
1	To check all the Cash Books along with vouchers and their recording in the original books of accounts maintained in the Tally Package ERP	Quarterly	100%
2	To check all the vouchers and their recording in the original books of accounts maintained in the Tally Package ERP	Quarterly	100%
3	To check the correctness of payments released in all respects and sanctions thereto	Quarterly	100%
4	To scrutinize the general ledger pertaining to the Income, Expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted in the Tally ERP	Quarterly	100%
5	To scrutinize and check the Bank Reconciliation Statement of all the bank accounts of the University and other entities of the University which are in direct control of the University.	Quarterly	100%
6	To check Payroll, Loans and Advances sanctioned to the employees, verification of recoveries and review of outstanding etc.	Quarterly	100%
7	To check and scrutinize of the Advances, Imprest and other kind of advance sanctioned to the employees for discharging official duties and its timely settlement as per Govt. rules and review of outstanding advance, if any.	Quarterly	100%
8	To periodically verify the physical cash balances as per the cash book.	Quarterly	100%
9	To check the correctness of Interest paid by the banks and other agencies on the bank balances, investment and other securities.	Quarterly	100%
10	To check all deposits in the University	Quarterly	100%
11	To check the reconciliation of all receipts includes fee from students & receivables from institutes etc. and point out the discrepancy, if any.	Quarterly and finally yearly report	100%
12	To check deduction of TDS, GST, Works Contract Tax and proper timely remittance thereof to the concerned authorities.	Quarterly	100%
13	To check the receipt / release of EMD's Security Deposits, Fixed Deposits and Bank Guarantees from vendors/ agencies.	Quarterly	100%
14	To check the receipt/ release of Student Security from students.	Quarterly	100%
15	To check the security deposited with the various agencies by the University and its timely recovery, if any.	Quarterly	100%

Sl. No.	Details	Periodicity of work	Extent of Audit of Work
(B)	Administration		
1	To check in all respects the quotations, tenders and their opening, listing, comparative statement etc. and issue of purchase orders, as per procedures laid down.	Quarterly	Test Check
2	To check receipt, issue and stock entry of all consumables items including stationery, printed	Quarterly	100%

	material etc. in accordance with its physical verification report.		
3	To check the receipt, issue and stock entry of all Non-consumable items including furniture fixtures, computers, machinery etc. in accordance with its physical verification report.	Quarterly	100%
4	To check the Fixed Assets registers, with a view to ensuring the accuracy of postings and physical verification.	Quarterly	100%
5	To check the Annual Maintenance Contracts entered into in respect of equipment, computer etc.	Quarterly	100%
6	To check the vehicle hiring records with a view to economic running of the vehicles.	Quarterly	Test Check
7	To check in all respects the applications, agreements, security/ surety bonds/ hypothecation of assets wherever required etc. submitted by employees and sanction of House Building, vehicle etc. advances.	Quarterly	100%
8	To check the sanctions issued for drawl of allowances/ perquisites, with reference to delegated powers.	Quarterly	100%
9	To check drawl of increments, fixation of pay, payment of overtime, allowances, conveyance allowance, Leave Travel Concession, leased accommodation, Children Education Allowance, Medical Reimbursement Claim, etc. with reference to sanction and entitlement	Quarterly	100%
10	To check the sanction issue register/ Budget Control Register maintained.	Quarterly	Test Check
11	To check the outsourcing of staff, contractual engagement etc.	Quarterly	Test Check
(C)	Final Accounts		
1	The CA firm shall prepare trial balance sheet quarterly along with all reconciliations such as Bank reconciliation, FD reconciliation and Fund reconciliation of NSU.		
2	The CA firm shall monitor and prepare receipt and payments, at regular interval, of NSU.		
3	The CA firm shall prepare balance sheet and profit and loss accounts of NSU at half yearly and consolidate for rest one financial year at the end, within two months from the end of each half year. a. separate for Grant in aid, internally generated resources and b. consolidated	Half yearly and Yearly	100%
4	Auditing of various Grants sanctioned to the University	Yearly	100%
5	Issue of Utilization of Certificate a. separate for Grant in aid, internally generated resources and b. consolidated	As and when required	100%
6	Submission of Internal Audit report	Quarterly	100%

(D)	Others	
1.	<p>The CA firm shall advise and attend to all matters relating to Income – Tax of NSU. This, inter-alia, includes :-</p> <p>a. Preparation and filing of Income Tax Returns & TDS Returns (Quarterly / Annually).</p> <p>b. Scrutiny and preparation of all the details relating to TDS matters.</p> <p>c. Attending to all tax related issues which include preparation of explanatory notes / replies and appearance before the I.T. authorities to submit / provide clarifications, replies, etc.</p>	

2.	The CA firm shall advise and attend to all matters relating to GST of NSU.	
3.	The CA firm shall do certification on transfer of money in Foreign Exchange, wherever necessary.	
4.	The CA firm shall depute at least one person to NSU, Khuman Lampak, Imphal, Manipur, once and a fortnight on the working days on regular basis to check/scrutinize data/details on Accounts/Tax matters.	
5.	The CA firm shall organize and assist in maintaining records pertaining to accounts of NSU, as per statutory requirements and also as prescribed by the Comptroller and Auditor General of India (C&AG) or the authority authorized by the C&AG to conduct the Audit of NSU and other entities.	

Consultant's Reporting Obligations

Financial Statements

The financial statement should include

- a) A summary of fund received, showing the grant in aid from GOI and funds received from other sources, donors, if any separately.
- b) A summary of expenditure shown under the main project activities of expenditure.
- c) A balance sheet showing accumulated funds of the Bank balances other assets of the University.

Audit Opinion

Besides a primary opinion on the financial statement, the report of the University accounts should include a separate paragraph commenting on the accuracy and propriety of expenditure shown in the statement of expenditure.

Time period for submission

The audited financial statements including the audit report should be sent within 45 days of closing of financial year.

Management letter

In addition to the audit report, the auditor should prepare a 'management letter' in which the auditor should:

- a) Give comments and observations if any, on accounting records, systems and controls that were examine during the course of the audit.
- b) Identify specific deficiencies and areas of weakness (if any) in systems and internal controls and make recommendation for their improvement. Comment on the adequacy of segregation of duties in the University.
- c) Reports on the degree of compliance with the financial/internal control procedures as documented in the relevant GOI guidelines.
- d) Reports any procurement which is not been carried out as per the GFR .
- e) Communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the University; and
- f) Bring to attention any other matter that the auditor considers pertinence

The observation in the management letter must be accompanied by a suggested recommendation from the auditors and management comments on the observations/recommendations from the management.

General

The auditor should be given access to all legal documents, correspondence, financial manual, and notices from MYAS and any other information associated with the University as deemed necessary by the auditor.

APPLICATION FOR ENGAGEMENT OF INTERNAL AUDITOR

1. Name of the firm:
2. Date of Establishment:
3. Registration No. of firm with ICAI: (Certificate to be enclosed)
4. Constitution of the firm: (Individual/ Proprietorship/Partnership)
5. Date of Reconstitution of the firm: (Copy of latest Constitution Certificate issue by ICAI to be enclosed)
6. Registered Office, if any:
7. Postal Address (Full Address with Pin Code to be given :
8. No. of full-time Qualified Partners:
9. Staff Strength:
 - a) No. of Chartered Accountants:
 - b) Other Paid assistants:
10. Whether any partner of the firm is ex-banker: Or the firm has got tie-up with ex-bankers. If yes, Please furnish details of partner/ tie-up Arrangements
11. Phone Nos.
 - i) Landline(s):
 - ii) Mobile No. (s):
 - iii) Fax No. :
 - iv) E-Mail ID (s):
12. GST Registration No. :
13. PAN No. of the Firm:
14. Details of Registration with CAG: (Certificate to be enclosed)
15. Details of Branch/office of CA firm with address:

Sl. No.	Name of Branch/office	Name of the Branch Head of CA firm	Address	Phone No./Fax No./Mobile No.	E-mail ID

16. Particulars of Partners/Proprietor (Only for full-time Partners):

[illegible]

(Relevant Certificate to be enclosed)

17. Details of Semi-Qualified Assistant:

S.No.	Name	Qualification

18. Details of experiences with other

S.No.	Assignments	Name of University/Institute/Dept etc.	Year	Branch/office

19. Bank Details:

Bank Name	Branch Name And Address	Account No.	Account Type	IFSC Code

20. Other Corporate/Govt. works handled with details for: the last 3 years:

(Signature of the Tenderer/Bidder along with official stamp)

List of Documents to be attached with the Technical Bid

S. No.	Details	Enclosure no
1	A copy of Partnership Deed	
2	A copy of letter of ICAI Institute mentioning registration No. and details of partners as up to dated, firm status card copy	
3	Copy of audited balance sheets and income expenditure statement for the last financial year (FY 2020-21)	
4	Copy of Income Tax Returns for the last financial year (F.Y. 2020-21)	
5	Copy of PAN, TAN, TIN, GST Returns for the last financial year (F.Y. 2020-21)	
6	Copy of the Assignment of internal audit of similar institution carried out during last year 3 year	
7	A detailed profile of the firm (Annexure-II)	
8	List of the staff with name, qualification & experience	
9	Certificate that the firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities and have not been barred from appointment by any government and/ or semi government entities	

Certified that:

1. All above information are correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature & Seal of the Authorized person

Dated

Note: This is to be submitted in a separate sealed envelope super scribing 'Technical Bid', notice inviting tender No. and name of the bidder. All technical documents as above mentioned are to be put in the same envelope. Financial bid of that company/firm which technically quality, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

Financial Bid

1. Name of the Firm:

2. Address and phone No.:

Rates Quoted for various activities/services

1. Professional fee for Internal Auditor for each quarter Rs. -----

2. Professional fee for consolidation & Certification of
Accounts at the end of Financial Year Rs, -----

Total Rs, -----

Certified that:

1. All above information are correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature & Seal of the Authorized person

Dated:

AGREEMENT BETWEEN THEAND

....., CHARTERED ACCOUNTANTS FOR CONDUCTING INTERNAL
AUDIT OF National Sports University FOR THE YEAR 2021-22

THIS CONTRACT ("Contract") is entered into this day, the, 2021, by and between
.....("the Client") having its office....., and
....., **Chartered Accountant** ("the Consultant") having its principal office
located at

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and
WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
- (ii) In addition to Annex "A" as stated above, the consultant shall also provide mandatory
 - a. Audit Report of the National Sports University as whole
 - b. Separate and also General Consolidated Financial Statement of the University
 - c. Utilisation Certificate
- (iii) The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.
- (iv) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."

2. Term

The Consultant shall perform the Services during the period commencing 1st April 2021 and continuing through 31st March, 2022, or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed **Rs.....**. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

(Boarding & lodging up to 3(three) persons shall be arranged and borne by the University as per University rule).

B. Schedule of Payments

The schedule of payments is specified below:

[Insert amount and currency] upon the Client's receipt of a copy of this Contract signed by the Consultant: Nil;

[Insert amount and currency] upon the Client's receipt of the draft report, acceptable to the Client: Nil; and

[Insert amount and currency] upon the Client's receipt of the final quarterly report, acceptable to the Client: 100% of the fee and expenses for the quarter.

Total Rs.only

C. Payment Conditions

Payment shall be made in **INR**, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Administration

A. Coordinator. The Client designates **Mrs Zamthianniang Thomte (Deputy Finance Officer, NSU)** as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant obligation

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

9. Penalty

(1) If the reports/work delayed the penalty shall be charged. The amount of penalty will be @ 2% per week and maximum of 10% of the fee.

(2) In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firms personnel, the contract may be terminated

and the CA firms may get black listed at the discretion of the Competent Authority of National Sports University, which shall be communicated to all the Government Department and the Institute of Chartered Accountants for debarring such firms from any assignment of any Government work.

10. Assignment

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

11. Governing Law

The Contract shall be governed by the laws of *India*, and the language of the Contract shall be English

12. Dispute Resolution

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.

FOR THE CLIENT

Signed by _____

Title: _____

FOR THE CONSULTANT

Signed by _____

Title: _____

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Personnel

Annex C: Consultant's Reporting Obligations

**TERMS OF REFERENCE FOR APPOINTMENT OF A
CHARTER ACCOUNTANT FIRM FOR INTERNAL AUDIT OF ACCOUNTS OF NATIONAL SPORTS
FOR THE YEAR 2021 – 2022**

Annex A: Terms of Reference and Scope of Services

Background

I. Background

National Sports University, Manipur is the first specialised University to be set up in India with the objectives of promoting sports education in the area of sports sciences, sports technology, sports management and sports coaching. It was established on 31st May 2018 under The NATIONAL SPORTS UNIVERSITY ACT, 2018 which received the assent of the President on 17th August 2018.

II. Objectives

The overall objectives of the internal audit are:

- To express an independent professional opinion with regard to efficiency, effectiveness and economy of the University operations.
- To ascertain and evaluate the adequacy and effectiveness of the financial management and internal control framework.
- To ascertain compliance of the laid down policies, norms, Central Government procedures, etc. as applicable.
- To identifying areas for improvement and critical weaknesses, if any.
- To provide the management with timely information and recommendations on financial management aspects of the University to enable timely corrective actions, as necessary.

Scope:

The audit will be carried out in accordance with audit and assurance standards of auditing issued by the institute of Charter Accountants of India and will include such tests and controls as the auditor considers necessary under the circumstances. In conducting the audit special attention should be paid to the following:

- a) An assessment of the adequacy of the financial management arrangements, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls, and any needs for revision; level of compliance with established policies, plans and procedures; reliability of accounting system, data and financial reports; methods of remedying weak controls or creating them where there are none; verification of assets and liabilities.
- b) All funds sent by GOI as grant in aid have been used in accordance with the conditions laid down and only for the purposes for which the funds were provided.
- c) All funds have been used in accordance with the relevant rules with due attention to economy and efficiency, and only for the purposes for which they were provided.
- d) All expenditure, including procurement of goods and services has been carried out as per the procurement manual of the programme.
- e) All the goods procured and issued are supported by valid receipt and issue documents and are recorded in the Stock/Inventory registers and the closing balances work out correctly.
- f) Comments of general nature like procedure has not been followed or accounts have not been correctly prepared etc. should be avoided. Audit comments should be backed by specific instances found in the accounts of the University and any deviation from prescribe procedure must be identified.
- g) Comments of general nature like procedure has not been followed or accounts have not been correctly prepared etc. should be avoided. Audit comments should be backed by specific

instances found in the accounts of the University and any deviation from prescribed procedure must be identified.

- h) The audit is to prepare the University with the statutory audit by the office of CAG.

Annex B: Consultant's Personnel (Key personal)

The personal in the audit team, their minimum qualification, and their anticipated imputes are indicated below:

- a) The audit team should be led a Chartered Accountant with a minimum of five years' experience in audit.
- b) The audit team should include sufficient number of appropriate staffs (Article/ Audit clerks and other audit staff) commensurate with the size and scope of the assignment.

Annex C: Consultant's Reporting Obligations

Financial Statements

The financial statement should include

- d) A summary of fund received, showing the grant in aid from GOI and funds received from other sources, donors, if any separately.
- e) A summary of expenditure shown under the main project activities of expenditure.
- f) A balance sheet showing accumulated funds of the Bank balances other assets of the University.

Audit Opinion

Besides a primary opinion on the financial statement, the report of the University accounts should include a separate paragraph commenting on the accuracy and propriety of expenditure shown in the statement of expenditure.

Time period for submission

The audited financial statements including the audit report should be sent within 45 days of closing of financial year.

Management letter

In addition to the audit report, the auditor should prepare a 'management letter' in which the auditor should:

- g) Give comments and observations if any, on accounting records, systems and controls that were examine during the course of the audit.
- h) Identify specific deficiencies and areas of weakness (if any) in systems and internal controls and make recommendation for their improvement. Comment on the adequacy of segregation of duties in the University.
- i) Reports on the degree of compliance with the financial/internal control procedures as documented in the relevant GOI guidelines.
- j) Reports any procurement which is not been carried out as per the GFR .
- k) Communicate matters that have come to attention during the audit which might have a significant impact on the implementation of the University; and
- l) Bring to attention any other matter that the auditor considers pertinence.

The observation in the management letter must be accompanied by a suggested recommendation from the auditors and management comments on the observations/recommendations from the management.

General

The auditor should be given access to all legal documents, correspondence, financial manual, and notices from MYAS and any other information associated with the University as deemed necessary by the auditor.

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