

**AUDITED FINANCIAL STATEMENTS OF THE
CENTRAL HOUSING AND PLANNING AUTHORITY**

**FOR THE YEAR ENDED
31 DECEMBER 2013**

**AUDITORS: THE AUDIT OFFICE OF GUYANA
63 HIGH STREET
KINGSTON
GEORGETOWN
GUYANA**

THE AUDITED FINANCIAL STATEMENTS OF THE
CENTRAL HOUSING AND PLANNING AUTHORITY
FOR THE YEAR ENDED 31 DECEMBER 2013

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179/SL: 33/2/2014

29 August 2014

Ms. Merna Pitt
Chief Executive Officer
Central Housing and Planning Authority
41 Brickdam and United Nations Place
Georgetown.

Dear Ms. Pitt,

**RE: AUDIT OF THE BOOKS AND ACCOUNTS OF THE
CENTRAL HOUSING AND PLANNING AUTHORITY
FOR THE YEAR ENDED 31 DECEMBER 2013**

We wish to inform you that the audit of the above-mentioned Authority has been completed. Accordingly, we are pleased to forward one copy of the audited financial statements, together with the Report of the Auditor General and Management Letter thereon.

Should you need any clarification or explanations, please do not hesitate to let us know.

With kind regards.

Yours sincerely,





Audit Office of Guyana

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AG: 68/2014

29 August 2014

REPORT OF THE AUDITOR GENERAL
TO THE MEMBERS OF THE BOARD OF DIRECTORS
OF THE CENTRAL HOUSING AND PLANNING AUTHORITY
ON THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

I have audited the accompanying financial statements of Central Housing and Planning Authority, which comprise the statement of financial position as at 31 December 2013, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information. The audit was conducted in accordance with the Audit Act 2004.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing issued by the International Federation of Accountants (IFAC), and those of the International Organization of Supreme Audit Institutions (INTOSAI). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements give a true and fair view in all material respects of the financial position of Central Housing and Planning Authority as at 31 December 2013, and of its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards.



AUDIT OFFICE
63 HIGH STREET
KINGSTON
GEORGETOWN
GUYANA

CENTRAL HOUSING AND PLANNING AUTHORITY

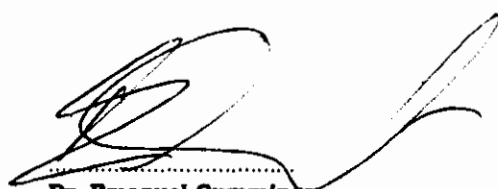
**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER, 2013**

	<u>Notes</u>	<u>2013</u> <u>G\$000</u>		<u>2012</u> <u>G\$000</u>	
<u>Assets</u>					
<u>Non-Current</u>					
Fixed Assets	3	66,342		64,142	
Investments	4	<u>2,690,194</u>	2,756,536	<u>2,944,129</u>	3,008,271
<u>Infrastructural Works</u>					
Land for Development	5	5,000,000		5,500,000	
Housing Infrastructure Projects	6	905,362		2,109,930	
Capital Funded Projects	7	<u>2,602,526</u>	8,507,888	<u>2,927,841</u>	10,537,771
			<u>11,264,424</u>		<u>13,546,042</u>
<u>Current Assets</u>					
Revolving Fund Loan	8	2,142,358		2,115,545	
Debtors & Prepayments	9	1,229		1,000	
Bank & Cash Balances	10	<u>2,324,493</u>	4,468,080	<u>1,880,867</u>	3,997,412
			<u>15,732,504</u>		<u>17,543,454</u>
Total Assets					
<u>Equity & Liabilities</u>					
<u>Capital & Reserves</u>					
MOF Contributions - Capital Projects			9,889,942		11,945,575
MOF Contributions - Low Income Houses			50,000		50,000
MOF Contribution - Low Income Revolving Loan			2,000,000		2,000,000
Accumulated Surplus			<u>3,492,775</u>		<u>3,244,495</u>
			<u>15,432,717</u>		<u>17,240,071</u>
<u>Non-Current Liabilities</u>					
Deferred Income	11	14,676		20,636	
Long Term Liabilities (GOG/VIF H/F)	12	<u>285,111</u>	299,787	<u>282,747</u>	303,383
Total Equity & Liabilities			<u>15,732,504</u>		<u>17,543,454</u>



Mr. Taslim Baksh
 Director of Finance
 CH&PA

Date: 28/12/13



Dr. Emanuel Cummings
 Chairman
 Board of Directors

Date: 28-8-14



Ms. Merna Pitt
 Chief Executive Officer
 CH&PA

Date: 27/08/14

CENTRAL HOUSING AND PLANNING AUTHORITY

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDING 31 DECEMBER, 2013

	<u>2013</u>		<u>2012</u>	
	G\$000	G\$000	G\$000	G\$000
<u>INCOME</u>				
Sale of Land		2,699,877		3,018,432
Rental		658		674
Building Application Fees		14,718		11,307
Interest on Current Account		-		-
Bank Interest		113,171		134,296
Transport Processing Fees		27,816		23,743
Subsidy from MOF		150,000		
Sale of Application Forms		4,700		4,124
Sale of Low Income Houses		191,300		192,744
Survey Fees		7,148		4,610
Other Income		25,347		41,869
Deferred Income		5,960		3,160
Profit from Sale of Motor Vehicles		710		-
Infrastructure Projects - GoG		3,955,634		3,102,380
		<u>7,197,038</u>		<u>6,667,340</u>
<u>EXPENDITURE</u>				
Housing Fund Projects	2,159,208		1,519,152	
GoG Housing Projects	1,900,000		1,990,000	
Urban/Miscellaneous Roads Project	12,604		82,363	
Upgrading of Roads in Existing Schemes	-		41,723	
Housing Infrastructure Projects	1,230,319		988,294	
Cost of Land	500,000		521,356	
Employment Costs	290,868		235,864	
Repairs & Maintenance	9,299		3,809	
Advertisement	4,948		3,739	
Legal Fees	28,114		19,824	
Security	16,425		19,884	
Utilities	20,803		24,791	
Travelling & Subsistence	40,582		19,251	
Fuel & Lubricants	9,997		9,354	
Board Expenses	2,554		2,536	
Depreciation	19,546		15,805	
Office Materials & Supplies	30,542		30,413	
Finance Charges	614		1,133	
Other Administrative Expenses	39,793		86,460	
Refunds to Allottees	52,516		27,543	
Withholding Tax	13,257		9,309	
Expenditure on Low Income Houses	241,455		254,825	
Expenditure on GoG Special Projects	-		-	
Expenditure on Existing Housing Scheme	325,315	6,948,758	325,316	6,232,745
Surplus for the Year		<u>248,280</u>		<u>454,595</u>

CENTRAL HOUSING AND PLANNING AUTHORITY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2013

	2013		2012	
	<u>G\$000</u>	<u>G\$000</u>	<u>G\$000</u>	<u>G\$000</u>
<u>Operating Activities</u>				
Operating (Deficit)/Surplus		248,280		454,595
Interest Received		(113,171)		(134,296)
Depreciation		19,546		15,805
(Increase)/Decrease in Debtors		(229)		-
Increase/(Decrease) in Creditors		-		-
Contribution from Govt - Current Subsidy		(150,000)		(150,000)
Cash (Outflow)/ Inflow from Operating Activities		<u>4,426</u>		<u>186,104</u>
<u>Returns from Investments</u>				
Interest Received		113,171		134,296
<u>Investing Activities</u>				
Infrastructural Works	2,029,883		404,244	
Movement in Fixed Assets	(21,747)		(19,198)	
Revolving Fund Loan	(26,813)		(35,147)	
Fixed Deposits	253,935		(176,062)	
Net Cash Flow from Investing Activities		<u>2,235,258</u>		<u>173,837</u>
Net Cash Outflow before Financing		<u>2,352,855</u>		<u>494,237</u>
<u>Financing Activities</u>				
Long Term Liabilities (GOG/VIF/H/F)	2,364		5,402	
Deferred Income	(5,960)		(3,160)	
MOF Contributions - Capital Projects	(2,055,633)		387,619	
Contribution for Govt-Capl Works & L.I Houses	-		-	
Contribution from Govt - Current Subsidy	150,000		150,000	
Net Cash Inflow from Financing Activities		<u>(1,909,229)</u>		<u>539,861</u>
Decrease Cash & Cash Equivalent		<u>443,626</u>		<u>1,034,098</u>
Opening Balance		<u>1,880,867</u>		<u>846,769</u>
Cash & Bank Balance		<u><u>2,324,493</u></u>		<u><u>1,880,867</u></u>

CENTRAL HOUSING AND PLANNING AUTHORITY

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2013

	Retained Earnings 2013 G\$000	Retained Earnings 2012 G\$000
As at end of Year		
As at beginning of year	3,244,495	2,789,900
(Deficit) / Surplus for the year	248,280	454,595
As at end of year	<u>3,492,775</u>	<u>3,244,495</u>

CENTRAL HOUSING AND PLANNING AUTHORITY

NOTES TO THE FINANCIAL STATEMENT AS AT 31 DECEMBER 2013

1. Background of Entity

The Central Housing and Planning Authority (CH&PA), was established in 1948, vide the Housing Act, Chapter 36:20, to address the housing needs of the citizens of Guyana. The Agency, which is under the purview of the Ministry of Housing and Water, has the following primary objectives:

1. Divestment of Government land to eligible Guyanese for residential use.
2. Development of housing schemes and regularization and upgrade of squatter settlements.
3. Orderly and progressive development of Land, Cities, Towns, Urban and Rural areas.
4. Granting security of tenure, (Transports and Certificates of Title to Land).
5. Preparation of development plans for urban centers.
6. Provision of services (access roads, internal road networks, water distribution networks, drainage, electricity).
7. Collaboration with stakeholders for the development of sustainable communities.

2. Basis of Accounting

The Financial Statement has been prepared in accordance with International Financial Reporting Standards (IFRS), and are stated in Guyana Dollars. These financial statements have been prepared on an accrual basis.

3. Fixed Assets

Fixed Assets of the Authority are stated at cost less accumulate depreciation. Depreciation on fixed assets is calculated on a straight line basis. Depreciation rates are as follows:

Motor Vehicles - 20%

Fixtures - 20%

Equipment - 20%

	Motor Vehicles	Fixtures	Equipment	Total
	G\$000	G\$000	G\$000	G\$000
<u>Cost / Valuation</u>				
Balance January 1, 2013	47,956	39,083	47,820	134,859
Additions - 2013	12,600	7,600	7,150	27,350
Disposals - 2013	(8,200)	-	-	(8,200)
Balance December 31, 2013	52,356	46,683	54,970	154,009
<u>Depreciation</u>				
Accumulated to January 1, 2013	14,451	28,891	27,375	70,717
Charges for the Year - 2013	9,040	5,290	5,216	19,546
Written	(2,596)	-	-	(2,596)
Accumulated to December 31, 2013	20,895	34,181	32,591	87,667
Net Book Value - Dececeember 31, 2013	31,461	12,502	22,379	66,342
Net Book Value - Dececeember 31, 2012	33,505	10,192	20,445	64,142

4. Investments

Investments represents surplus funds invested in a mix of fixed deposit accounts and savings accounts at commercial bank and the amount shown in the Statement of Financial Position represents the balances in the said accounts as at 31/12/2013.

	<u>2013</u>	<u>2012</u>
Demerara Bank	1,196,360	1,177,698
Republic Bank Ltd.	219,184	517,679
Citizens Bank Fixed Deposit Account	774,650	748,752
GBTI	500,000	500,000
Total	<u>2,690,194</u>	<u>2,944,129</u>

5. Land for Development

Land for Development represents land purchased from GUYSUCO for housing development and is shown at cost in the Statement of Financial position.

	<u>2013</u>	<u>2012</u>
Opening Balance	5,500,000	6,000,000
Written off to Statement of Income and Expenditure	(500,000)	(500,000)
Closing Balance	<u>5,000,000</u>	<u>5,500,000</u>

6. Housing Infrastructure Projects

In 2010 and 2012 the Authority received G\$4.730B and G\$1.5B, respectively as subvention from the Government of Guyana for infrastructural development in the housing sector. The G\$905.3M represents the balance remaining to be spent from the said subventions as at 31/12/2013

	<u>2013</u>	<u>2012</u>
Opening Balance	2,109,930	1,688,859
Subvention Received from GoG	-	1,500,000
Bank Interest Earned	25,751	33,451
Transferred to Statement to Income and Expenditure	(1,230,319)	(1,112,380)
Closing Balance	<u>905,362</u>	<u>2,109,930</u>

7. Capital Funded Projects

The G\$3.253B represents subvention received from the government over the years for Capital Infrastructural Works. This amount will be written off to the Statement of Income and Expenditure over a ten years period.

	<u>2013</u>	<u>2012</u>
Opening Balance	2,927,841	3,253,156
Subvention Received from GoG	-	-
Written off to Statement of Income and Expenditure	(325,315)	(325,315)
Closing Balance	<u>2,602,526</u>	<u>2,927,841</u>

8. Revolving Fund Loan

Subvention of G\$2.0B received from the Government of Guyana for the establishment of a low income revolving fund loan facility. This amount is shown in the Statement of Financial Position plus bank interest earned to date.

	2013	2012
Opening Balance	2,115,545	2,080,398
Interest Earned	26,812	35,147
Closing Balance	<u>2,142,357</u>	<u>2,115,545</u>

9. Debtors & Prepayments

	2013	2012
Deposit - GPL	1,000	1,000
Creditor - R. Singh	81	
Prepayment - Starcomm Office Furniture	148	-
Closing Balance	<u>1,229</u>	<u>1,000</u>

10. Bank & Cash Balances

	2013	2012
Citizens Bank Current Account	78,255	672,529
RBL Current Account	479,061	327,503
NBIC GOG/VIF Account	43,770	41,239
RBL GoG Capital Account	5,190	5,282
Citizens Bank Revolving Fund Account	150,237	259
GBTI Current Account	24,996	21,389
Citizens Bank Savings	51,884	-
GBTI Savings Account	1,490,815	812,380
Petty Cash Account	265	265
Stamp Imprest	20	20
Total	<u>2,324,493</u>	<u>1,880,866</u>

11. Deferred Income

The Deferred Income in the Statement of Financial Position as at 31/12/2013 is in relation to Motor Vehicles that were transferred to the Authority during the year. The said Motor Vehicles were valued and brought into the accounts of the Authority.

	2013	2012
Opening Balance	20,636	23,796
Deferred Income recognised during Year	-	
Transferred to Income and Expenditure Account	(5,960)	(3,160)
Closing Balance	<u>14,676</u>	<u>20,636</u>

12. Long-Term Liabilities (GoG/VIF H/F)

	2013	2012
Opening Balance	282,747	277,345
Amount Transferred during the Year	3,038	5,402
Closing Balance	<u>285,785</u>	<u>282,747</u>

13. Related Party Transactions and Other Disclosures

(a) Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial or operating decisions.

There were no related party transaction for the year ending 31st December, 2012

(b) Other Disclosures

(i) Stipend paid to Board Chairman and Directors

	2013	2012
Chairman	96	60
Board Directors (8 nos.)	672	384
Total	<u>768</u>	<u>444</u>

(ii) Key Management Personnel

Key management personnel are those persons having authority and responsibility for planning, directing, and controlling the activities of the entity, directly or indirectly, including any directors (whether executive or otherwise) of the entity. [IAS 24.9]

	2013	2012
Chief Executive Officer	5,892	5,421
Director of Projects	7,594	6,986
Director of Operations	4,901	4,509
Director of Finance	6,979	6,420
Director, Community Planning and Development	3,653	3,361
Head, Information Communication Technology	3,497	3,217
Chief Development Planner	4,901	4,509
Total	<u>37,417</u>	<u>34,423</u>



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237/SL: 33/2/2014

29 August 2014

Ms. Merna Pitt
Chief Executive Officer
Central Housing and Planning Authority
41 Brickdam and United Nations Place
Georgetown.

Dear Ms. Pitt,

**RE: AUDIT OF THE BOOKS AND ACCOUNT OF THE
CENTRAL HOUSING AND PLANNING AUTHORITY
FOR THE YEAR ENDED 31 DECEMBER 2013**

Following the audit of the financial statements of the Central Housing and Planning Authority (CH&PA) for the year ended 31 December 2013, the findings hereunder were discussed with the Director of Finance of the Authority and are now forwarded to you for appropriate action.

2. The audit was conducted in accordance with Generally Accepted Auditing Standards, including those of the International Organisation of Supreme Audit Institutions (INTOSAI) and the International Standards on Auditing, issued by the International Federation of Accountants (IFAC). These standards require that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free of material misstatements.

3. The main purpose of the audit was to express an opinion on the financial statements and to evaluate the operations of the Authority to ascertain whether:

- (a) The financial statements have been properly prepared, in accordance with applicable laws, and properly present the operations and affairs of the Authority;
- (b) The accounts have been faithfully and properly kept;
- (c) The rules, procedures and internal management controls are sufficient to secure effective control on the assessment, collection, and proper allocation of revenue;
- (d) All monies expended and charged to an account have been applied to the purpose or purposes for which they were intended; and

- (e) Essential records are maintained, and the internal management controls, rules and procedures established and applied are sufficient to safeguard the control of stores and other public property.

Findings and Recommendations

A. Statement of Comprehensive Income

Income: \$7,197,038,129

4. The amount of \$7.197 billion represents income received for the year under review. Of this amount \$2.7 billion represents sale of land and \$3.956 billion represents infrastructure projects – Government of Guyana (GoG) thereby representing 37% and 55% respectively of the total income. The amounts were verified as being received and banked intact.

5. An examination of the receipt books, deposit slips and other related records revealed 10 instances whereby deposits were not made daily contrary to the CH&PA Act Paragraph 47(5). See Appendix I. As a result, there was non-compliance of the Act.

Recommendation: The Audit Office recommends that the Management of the Authority ensures that all monies received are deposited daily so as to ensure full compliance of the Act.

Management's Response:

- a. During One Stop Shops cash collected is banked promptly on the day of the One Stop Shop, while managers cheques collected are usually deposited promptly on the day after the One Stop Shop; and
- b. In exceptional circumstances, the security escort (Securicor) suffers undue delays to pick up the night deposit bags of the cashier's daily takings, and as such, we are forced to keep the takings in the safe overnight to deposit the next working day.

Sale of Low Income Houses: \$191,300,000

6. The sum of \$191.300M represents income from the sale of low income houses. An examination of the schedules presented by the Authority revealed that the amount of \$119.5M was reflected as outstanding balances owing on 31 houses in 2 housing schemes at the time of audit (March 2014) for the year under review. See Appendix II. As a result, it could not be determined whether the condition and criteria was met for the sale of low income houses.

Recommendation: The Audit Office recommends that the Management of the Authority takes the necessary steps to ensure that all outstanding monies are collected promptly.

Management's Response: The sale of the 30 turn-key houses commenced with the prequalified applicants paying the full cost for the land along with the difference of the amount prequalified for by the Bank to initiate the process of sale. To date, fourteen properties have been paid for in full, while one allottee was refunded and relocated to another housing scheme. The remaining fifteen properties have minor defects and are being rectified. The payments are at various stages in the process and should be finalized by the end of September 2014.

7. Further, an examination of the cash book, cheque stubs and the deposit slips for the main bank account # 0118-012-110 held at Citizen's Bank revealed the following observations:

- a. Existing regulations states that revenue should be banked promptly. However, there were 18 instances totalling \$3,696,025 where supplier's cheques issued by CH&PA were en-cashed at the Authority's cashier using the revenue received. See Appendix III.
- b. The Authority's system indicated that cheques to be en-cashed should be approved by a senior officer and the payee identification number be affixed on the back of the cheque. However, there were 12 instances totalling \$1,297,600 where cheques issued by CH&PA were not approved by a senior officer before being en-cashed by the Authority's cashier. Further, there were 9 instances totalling \$1,684,525 where no identification number was recorded on the back of the cheques en-cashed. These findings are in contrary to the systems in place. See Appendix IV and Appendix V.

Recommendation: The Audit Office recommends that the Management of the Authority put systems in place to ensure that the Authority desists from these practices of en-cashing cheques with revenue received since this is not in keeping with existing regulations.

Management's Response: In relation to (a) and (b) above please note that only cheques issued by the CH&PA are cashed at the cashier and the necessary measures are in place to ensure that the identity of the person(s) cashing the cheque is properly verified before the cheque is cashed. Management will however, as far as possible, avoid the en-cashing of cheques at the cashier.

Expenditure: \$6,948,757,968

Employment Cost: \$290,868,000

8. The amount of \$290.868M was expended on Employment Cost for the year under review. An examination of the Authority records revealed the following:-

- a) An examination of the personal files for joiners revealed that employees' personal files were not properly maintained and updated to include pertained information such as application letters, valid police clearance nor TIN certificates. As a result, the basis of employment could not be determined.

- b) Recalculation of pay sheets revealed that 5 employees were under paid amounts totalling \$209,431 for the year under review. In addition, recalculation of the NIS for the period under review revealed that 2 employees NIS were underpaid by \$5,295. See Appendix VI (a &b).

Recommendation: The Audit Office recommends that the Management of the Authority update the personal files to reflect all pertinent information and that efforts be made to investigate the under payments.

Management's Response:

- (a) The TIN numbers for joiners are recorded on a personal data form and police clearance is not required for all positions within the Authority.
- (b) Management will put the necessary systems in place to ensure that computation of wages and salaries are done correctly.

Fuel and Lubricants: \$9,997,000

9. The amount of \$9.997M was expended on fuel and lubricants for the year under review. A list of vehicles was submitted by the Authority which indicated 15 serviceable vehicles were owned by CH&PA and 3 were owned by Ministry of Housing and Water and which were used by the Authority. However, examination of the Authority's records and related payment vouchers revealed the following:-

- a) Ten log books were not presented for audit verification. See Appendix VII.
- b) Eight log books were presented for the year under review; however these books were not properly maintained to reflect the journeys undertaken and the fuel consumption as per vehicle.
- c) There were 37 instances totalling \$445,220 where fuel and lubricants purchased were not recorded in log books. See Appendix VIII.
- d) There were 58 instances totalling \$590,001 where fuel purchased could not be traced to 8 log books, since these were not presented for audit examination. See Appendix IX.
- e) There were 14 instances totalling \$233,469 where fuel was purchased in containers to be use for the generator, however, a log book was not maintained by the Authority to reflect the consumption. See Appendix X.

10. As a result of the above, the accuracy and validity of the amount expended for the purchase of fuel and lubricants could not be easily verified.

Recommendation: The Audit Office recommends that the Management of the Authority complies with the Stores Regulations of 1993.

Management's Response:

- a. Acknowledged. Systems will be put in place to ensure that logbooks are maintained and presented for future audits.
- b. Acknowledged. Systems will be put in place to ensure that logbooks are maintained and presented for future audits.
- d, e, Acknowledged.

Other Administrative Expenses: \$39,793,219

11. The amount of \$39.793M was shown as Other Administrative Expenses. Included in this figure are amounts totalling \$5.302M which were expended for vehicle spares. An analysis of vehicle spares revealed the following observations:-

- a) PJJ 7718 and PNN 2486 incurred a cost of \$318,961 and 516,004 respectively which is considered high when compared to the net book value of \$904,110 and \$1,080,000 respectively as at 31December 2013, which represents 35.3% and 47.8% of its net book value. See Appendix XI.
- b) The sum of \$468,183 was expended on supplies for vehicles, however it could not be determined which vehicle the items were purchased for nor could it be traced to the records of the Authority. As a result it could not be determined if the item were received and utilized for the purposes intended.
- c) The Authority did not maintain historical records for the vehicles, hence the cost expended on each vehicle could not easily be determined. This matter was highlighted in my previous report.

Recommendation: The Audit Office recommends that the Management of the Authority (a) reconsidered the high maintenance cost and whether it would be more economical to dispose of these vehicles and acquire new ones and (b) put measures in place to ensure compliance with the Stores Regulation of 1993.

Management's Response:

- a. Management has acknowledge that these maintenance cost were necessary in order to bring the vehicles into workable condition. Management will put the necessary steps in place to ensure that all unserviceable vehicles are disposed in a timely manner.
- b. Management acknowledge this shortcoming in (b) and (c) and will take the necessary steps to ensure that a vehicles register is maintained and updated in a timely manner.

B. Statement of Financial Position

Fixed Assets: \$66,342,000

12. The amount of \$66.342M was shown as net book value of fixed assets. Examination of the Fixed Assets Register, payment vouchers and physical verification of assets purchased in 2013 valued at \$27,384,000 revealed the following:-

- a) One Digital Camera valued at \$67,627 was found to be damaged and 2 instances whereby assets totalling \$171,000 were not found. As a result, the fixed assets register did not reflect the true value of the Authority's assets.
- b) Assets identification numbers were not recorded in the Fixed Assets Register. In addition, assets were not recorded individually to reflect its value. Instead, assets were recorded in bulk as purchased on the voucher. As a result, it was a tedious exercise to trace assets to the register and asset values could not be determined from the Register.

Recommendation: The Audit Office recommends that the Management of the Authority takes the necessary steps to update the Fixed Assets Register to reflect the values per asset.

Management's Response: The necessary steps will be taken to write off the digital camera from the list of assets as at 31/12/2013.

13. An examination of the Fixed Assets Register, payment vouchers and other related records in relation to existing Fixed Assets revealed the following observations:

- a) There were 10 instances where items were obsolete or unserviceable but were however still recorded in the Fixed Assets Register. See Appendix XII. This matter was highlighted in my previous report.
- b) One KIA minivan valued at \$602,740 and one pressure washer valued at \$22,333 were not in working condition. Further, the KIA minivan is parked in front of CH&PA building in a deplorable state and has no protection from weather elements. This matter was raised in my previous report, however as at 30 April 2014 the items were not disposed of by the Authority.
- c) In addition, the Fixed Assets Register reflected a number of assets with nil values. The Authority did not carry out an impairment review nor was a revaluation done contrary to IAS 36. As a result, it could not be determined if the values stated in the Asset Register reflected a true and fair view of the Assets held by the Authority as at 31 December 2013.
- d) The financial statement reflected a net book value of \$22,610,000 for office equipment as at 31 December 2013. However, audit checks revealed an amount of \$23,219,000 resulting in a difference of \$609,000. As a result, office equipment was overstated by this amount.

Recommendation: The Audit Office recommends that the Management of the Authority (a) put measures in place to ensure strict compliance with Stores Regulations and existing procuring procedures (b) put systems in place to ensure that assets are properly recorded in the records of the Authority, and (c) take the necessary measures to have a revaluation done on all assets that reflect nil values if they are still beneficial to the Authority.

Management's Response:

- a. The necessary steps will be taken to dispose of all unserviceable items from the Fixed Asset Register.
- b. The KIA motor van will be disposed by the end of July 2014.
- c. Action will be taken to remove and dispose of these items immediately.
- d. No response received

Bank and Cash Balances: \$2,324,493,000

14. The amount of \$2.324B was shown as bank and cash balances as at 31 December 2013. An examination of the bank reconciliation statement for December 2013 for Bank Account No. 0118-012-110 held at Citizens Bank and Bank Account No. 688-106-4 held at Republic bank revealed the following observations:

- a) Two adjustments totalling \$62,189 were made to the cash book from the previous year.
- b) Two amounts totalling \$118,826 were recorded as adjustments made to the cash book since 2007. This matter was highlighted in my previous report.
- c) Six cheques totalling \$1,554,874 had become staled dated but was shown as un-presented cheques as at 31 December 2013. See Appendix XIII.
- d) Bank reconciliation for the year under review was not signed "Checked By" and "Prepared By".
- e) Bank reconciliation for account no. 688-106-4 for the month of December 2013 revealed 4 adjustments totalling \$394,094 which were made to the bank statement balance brought forward from the previous year.
- f) In relation to cash balances, the amount of \$20,000 was stated as stamp imprest in the notes to the financial statement. However, an amount of \$50,000 was recorded on the cash survey conducted on the 2nd January 2014. As a result, the amount was understated by \$30,000.

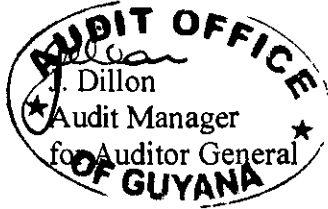
Recommendation: The Audit Office recommends that the Management of the Authority take the necessary steps to have these adjustments made and cheques written back in the cash book and have the balances adjusted accordingly so as to reflect the true position of its bank and cash balances.

Management's Response: Management acknowledges this shortcoming.

D. General

18. The Audit Office wishes to express its sincere gratitude for the cooperation given during the course of the audit. In keeping with the Audit Office's policies, a reply is expected within thirty (30) days of the receipt of this letter.

Yours sincerely,



Appendix I

Instances where deposits were not made daily by the CH & PA
Act Paragraph 47(5)

Date Of Receipt	Amount \$	Date of Deposit
19-Apr-13	1,250,000	22-Apr-13
17-Apr-13	1,000,000	18-Apr-13
24-May-13	850,000	28-May-13
16-May-13	1,500,000	17-May-13
18-Jun-13	1,000,000	20-June-13
17-Jun-13	1,200,000	20-June-13
14-Jun-13	1,800,000	17-June-13
4-Jul-13	1,500,000	09-July-13
7-Jul-13	300,000	09-July-13
2-Dec-13	1,000,000	03-Dec-13
Total	11,400,000	

Appendix II

Providence- A total of 80 homes

Date	Lot #	Name	Cost \$	Paid \$	Balance \$
25/9/2013	784	Ray Amjad	4,100,000	100,000	4,000,000
24/9/2013	785	Tanisha Perters	4,100,000	100,000	4,000,000
12/7/2013	787	Leia Sankar	4,100,000	100,000	4,000,000
02/08/2013	788	Camille Archer	4,100,000	100,000	4,000,000
02/08/2013	789	Noel & Aliceia Mendonca	4,100,000	100,000	4,000,000
05/08/2013	791	Lloyd Stanton	4,100,000	100,000	4,000,000
02/08/2013	793	Maudene Davidson	4,100,000	100,000	4,000,000
04/03/2013	795	Adrian Dutchin	4,100,000	100,000	4,000,000
26/04/2013	798	Julia Kurtziou & QuanProta	4,100,000	100,000	4,000,000
04/04/2013	800	Vanessa Cosbert	4,100,000	100,000	4,000,000
26/02/2013	801	Alecia Morris	4,100,000	100,000	4,000,000
31/10/2013	803	Dianne Amos	4,100,000	100,000	4,000,000
24/09/2013	804	Latoya Thom	4,100,000	100,000	4,000,000
30/05/2013	818	Mark David & Barbara Sootoo	4,100,000	100,000	4,000,000
30/05/2013	819	Fizul Mohamed & Zaleema Baksh	4,100,000	100,000	4,000,000
22/05/2013	865	Kathy Marcie Vyphous	4,100,000	100,000	4,000,000
22/05/2013	866	Fiona Nalini Vyphous	4,100,000	100,000	4,000,000
30/05/2013	871	Kanini Smith & Derwayne Hinds	4,100,000	100,000	4,000,000
26/02/2013	872	Deborah Roxanne Locke	4,100,000	100,000	4,000,000
05/02/2013	873	Shiela Davis	4,100,000	100,000	4,000,000

Date	Lot #	Name	Cost \$	Paid \$	Balance \$
12/02/2013	877	Althea Scipio	4,100,000	100,000	4,000,000
05/02/2013	878	Claudette Moore	4,100,000	100,000	4,000,000
05/02/2013	880	Seelouchnee Persaud	4,100,000	600,000	3,500,000
03/12/2013	859	Vivika & Nokraj Doobay	4,100,000	100,000	4,000,000
04/12/2013	824	Michelle Richards	4,100,000	100,000	4,000,000
06/12/2013	827	Michelle Harper	4,100,000	100,000	4,000,000
10/12/2013	861	Deslyn Bess	4,100,000	100,000	4,000,000
17/12/2013	860	Cheryl Williams	4,100,000	100,000	4,000,000
27/12/2013	821	Shendlle Alert	4,100,000	100,000	4,000,000
27/12/2013	825	Bishnu Doolall & Mohin Singh	4,100,000	100,000	4,000,000
Total				3,500,000	119,500,000

Appendix III
Cheques cashed at the cashier

Date	Payee	Particulars	Amount \$	Cheque No.
15/02/2013	Harold Veersammy	Repairs to PNN 2486	273,000	36703
27/02/2013	Bibi Mohamed	Refund on Lot 1618 Belle West	62,000	36838
19/02/2013	A.Hunte	Rental of Portable toilet	210,000	36801
20/02/2013	F. Fernandes	Catering for Mash 2013	89,400	36809
13/02/2013	D. Montauth	Beverages & other items for Mash 2013	212,000	36683
22/02/2013	S. Khan	Two - three drawer desk with slides	168,200	36818
27/02/2013	Ramdeo Omran	Refund on Lot 495 Sec D Non Pariel	465,000	36842
5/02/2013	F. Juman	1 Nissan frontier wind shield	220,000	36633
28/03/2013	Mellisa Gordon	Reallocation from Parfaite to Enmore	67,000	37126
09/04/2013	M. Ahamad Construction	Pure water network at Zeelugt	416,925	37193
29/05/2013	Chevon Singh	Articles written from April - May, 2013	64,500	37660
21/05/2013	A. Hunte	Removal & disposal of waste for April	60,000	37577
14/06/2013	A.Juman	Sand and paint generator exhaust	33,000	37767
9/07/2013	M.Yansen	Take staff to Berbice	10,000	37989
28/08/2013	Syndie Botherson	Refund on Lot 909 Providence	900,000	38430
03/09/2013	Haseeb Yusuf & Bibi Ali	Refund on lot 1094 De Groot EnKlyne	340,000	38473
02/10/2013	Shane & Ronella Samuels	Refund on Lot 2251 Onderneeming	87,000	38696

Date	Payee	Particulars	Amount \$	Cheque No.
30/12/2013	K. Persaud	Gardening works at Parliament Square	18,000	39396
Total		Eighteen (18) cheques	3,696,025	

Appendix IV

List of cheques cashed without approval

Date	Payee	Particulars	Amount (\$)	Cheque No.	Authorization to pay from revenue seen
15/02/2013	Harold Veersammy	Repairs to PNN 2486	273,000	36703	No
27/02/2013	Bibi Mohamed	Refund on Lot 1618 Belle West	62,000	36838	No
19/02/2013	A. Hunte	Rental of Portable toilet	210,000	36801	No
20/02/2013	F. Fernandes	Catering for Mash 2013	89,400	36809	No
22/02/2013	S. Khan	Two – three drawer desk with slides	168,200	36818	No
5/02/2013	F. Juman	1 Nissan frontier wind shield	220,000	36633	No
28/03/2013	Mellisa Gordon	Reallocation from Parfaite to Enmore	67,000	37126	No
21/05/2013	A. Hunte	Removal & disposal of waste for April	60,000	37577	No
14/06/2013	A. Juman	Sand and paint generator exhaust	33,000	37767	No
9/07/2013	M.Yansen	Take staff to Berbice	10,000	37989	No
02/10/2013	Shane & Ronella Samuels	Refund on Lot 2251 Onderneeming	87,000	38696	No
30/12/2013	K. Persaud	Gardening works at Parliament Square	18,000	39396	No
Total		Twelve (12) cheques	1,297,600		

Appendix V

List of cheques without identification

Date	Payee	Particulars	Amount	Cheque No.	Payee ID No. seen
15/02/2013	Harold Veersammy	Repairs to PNN 2486	273,000	36703	No
27/02/2013	Bibi Mohamed	Refund on Lot 1618 Belle West	62,000	36838	No
19/02/2013	A. Hunte	Rental of Portable toilet	210,000	36801	No

Date	Payee	Particulars	Amount	Cheque No.	Payee ID No. seen
20/02/2013	F. Fernandes	Catering for Mash 2013	89,400	36809	No
13/02/2013	D. Montauth	Beverages & other items for Mash 2013	212,000	36683	No
22/02/2013	S. Khan	Two – three drawer desk with slides	168,200	36818	No
5/02/2013	F. Juman	1 Nissan frontier wind shield	220,000	36633	No
09/04/2013	M. Ahamad Construction	Pure water network at Zeelugt	416,925	37193	No
14/06/2013	A. Juman	Sand and paint generator exhaust	33,000	37767	No
Total		Ten (9) cheques	1,684,525		

Appendix VI (a)
Understatement of Employees Salaries

No	Name	Designation	Basic Pay (\$)	PAYE (\$)	NIS (\$)	Total (\$)	Net Pay (\$)	Under payment
1	Wayne Francis	Clerk Of Works	100,000				100,000	80,000
2	Noel Caitan	Clerk of Works	100,000				100,000	73,333
3	Paul Wilson	Vehicle Driver	45,702		2,377	2,377	43,325	4,508
4	Deron Mckinnon	Clerk Of Works	77,075	8,123	4,316	12,439	133,013	17,500
5	Paula McKenzie	Head of Internal Control & Audit	191,409	42,423	10,719	53,142	138,267	34,000
Total								209,341

Appendix VI (b)
Understatement of NIS

No	Name	Designation	Basic Pay (\$)	PAYE (\$)	NIS (\$)	Total (\$)	Net Pay (\$)	Under payment (\$)
1	Taima David	Executive Assistant	204,390	46,317	8,435	54,752	149,638	3,011
2	Paula McKenzie	Head of Internal Control & Audit	210,263	42,423	10,719	53,142	157,121	2,284
Total								5,295

Appendix VII

List of vehicles where no log books were presented for audit

Sequence	Registration Number
1	PJJ 5451
2	PNN 246
3	PMM 1165
4	PPP 5610
5	PJJ 5487
6	PJJ 5488
7	PJJ 6673
8	PNN 5571
9	PHH 3798
10	PRR 6111

Appendix VIII

Instances where fuel purchased was not recorded in the vehicle log book

Date	Vehicle #	Quantity (Litres)	Amount (\$)	Payee Details
21/05/2013	PJJ 5936	63.336	13,655	Payee: Guyoil Cheque #: 37926 Total amount paid: \$780,893 PV #: 177/6/2013
28/05/2013	PJJ 5936	52.47	11,313	
03/05/2013	PJJ 5936	54.86	11,828	
13/05/2013	PJJ 5936	50.482	10,884	
13/05/2013	PNN 2486	65.359	14,091	
31/05/2013	PNN 2486	53.17	11,463	
23/05/2013	PNN 2486	58.931	12,706	
13/05/2013	PNN 7685	60.607	13,067	
19/05/2013	PNN 7685	62.255	13,422	
13/05/2013	PNN 7685	46.357	9,995	
07/05/2013	PNN 7685	44.825	9,664	
03/05/2013	PNN 7685	51.497	11,103	
16/05/2013	PNN 7685	64.752	13,961	
20/05/2013	PNN 7685	59.637	12,858	
22/05/2013	PMM 1665	1 - 10/30 Edge oil 1 - gas treatment	3,700	
17/05/2013	PMM 1665	36.14	7,792	
06/11/2013	PMM 1664	59.963	12,928	
22/11/2013	PMM 1664	69.234	14,927	
28/11/2013	PMM 1664	69.544	14,994	
29/11/2013	PNN 7686	61.981	13,363	
02/11/2013	PJJ 7718	2 - RX viscus	11,697	

Date	Vehicle #	Quantity (Litres)	Amount (\$)	Payee Details
22/11/2013	PJJ 7718	55.931	12,059	
21/11/2013	PRR 5384	53.705	11,579	
25/11/2013	PRR 5384	64.881	13,988	
05/11/2013	PRR 5384	64.595	13,927	
27/11/2013	PRR 5384	48.202	10,392	
08/11/2013	PRR 5384	64.223	13,846	
22/11/2013	PNN 7685	60.62	13,070	
28/11/2013	PNN 7685	41.564	8,961	
27/11/2013	PNN 7685	41.607	8,971	
05/11/2013	PNN 7685	62.157	13,401	
9/11/2013	PMM 1665	2 - Edge 10/30 2- air freshner	6,429	
21/11/2013	PMM 1665	68.311	14,728	
26/11/2013	PMM 1665	70	15,092	
09/11/2013	PMM 1665	70.025	15,097	
27/11/2013	PJJ 5936	50.775	10,947	
05/11/2013	PJJ 5936	61.792	13,322	
Total			445,220	

Appendix IX

Instances where fuel purchased could not be traced to log books as no log books were presented.

Date	Vehicle #	Quantity (Litres)	Amount (\$)	Payee Details
22/05/2013	PMM 1165	68.771	14,827	Payee: Guyoil Cheque #: 37926 Total amount paid: \$780,893 PV #: 177/6/2013
30/05/2013	PJJ 6673	61.687	13,300	
23/05/2013	PJJ 6673	59.865	12,907	
28/05/2013	PJJ 6673	64.682	13,945	
03/05/2013	PJJ 6673	60.1	12,958	
04/05/2013	PJJ 6673	55.749	12,019	
09/05/2013	PJJ 6673	54.712	11,796	
10/05/2013	PJJ 6673	55.202	11,902	
14/05/2013	PJJ 6673	58.514	12,616	
13/05/2013	PJJ 6673	48.22	10,396	
21/05/2013	PJJ 6673	58.108	12,528	
18/05/2013	PJJ 6673	60.597	13,065	
30/05/2013	PNN 5571	56.31	12,140	
27/05/2013	PNN 5571	51.275	11,055	
02/05/2013	PNN 5571	58.58	12,630	
27/05/2013	PNN 5571	1 - Gas treatment	625	
10/05/2013	PNN 5571	56.125	12,101	
18/05/2013	PNN 5571	61.105	13,174	

Date	Vehicle #	Quantity (Litres)	Amount (\$)	Payee Details
21/05/2013	PNN 5571	60.18	12,975	
03/05/2013	PNN 5571	44.885	9,677	
13/05/2013	PNN 5571	53.927	11,627	
07/05/2013	PNN 5571	45	9,702	
15/05/2013	PJJ 5487	64.032	13,805	
10/05/2013	PJJ 5487	46.206	9,962	
12/05/2013	PHH 3798	64.68	13,945	
09/05/2013	PHH 3798	1 - fuel injector 1 - gas treatment	1,604	
18/05/2013	PHH 3798	1 10w/30 oil	3,075	
02/05/2013	PHH 3798	1 10w/30 oil	3,075	
09/05/2013	PHH 3798	57.078	12,306	
13/05/2013	PHH 3798	58.515	12,616	
10/5/2013	PPP 5610	1 - fuel injector 1 - gas treatment	1,604	
13/05/2013	PPP 5610	2 - fuel injector 1 - gas treatment	1,604	
31/05/2013	PPP 5610	40.715	8,778	
10/05/2013	PPP 5610	46.025	9,923	
06/11/2013	PRR 6111	60.406	13,024	
24/11/2013	PRR 6111	48.92	10,547	
13/11/2013	PRR 6111	54.675	11,788	
01/11/2013	PHH 3798	2-10/30 edge oil	6,150	
30/11/2013	PHH 3798	2-10/30 edge oil	6,150	
01/11/2013	PHH 3798	49.676	10,710	
08/11/2013	PHH 3798	65.663	14,157	
30/11/2013	PHH 3798	29.246	6,305	
23/11/2013	PNN 5571	66.282	14,290	
10/11/2013	PNN 5571	67.867	14,632	
27/11/2013	PNN 5571	64.64	13,936	
04/11/2013	PNN 5571	58.735	12,663	
19/11/2013	PNN 5571	67.162	14,480	
19/11/2013	PJJ 5487	64.636	13,936	
14/11/2013	PJJ 5487	70.007	15,094	
08/11/2013	PJJ 5487	66.789	14,400	
09/11/2013	PJJ 5451	1 - edge 10/30 1 - fuel injector	4,083	
30/11/2013	PJJ 5451	2 - 10/30 edge oil	6,150	
30/11/2013	PJJ 5451	1 - 10/30 edge oil	3,075	
09/11/2013	PJJ 5451	42.428	9,147	
30/11/2013	PJJ 5451	22.006	4,744	
30/11/2013	PJJ 5451	38.858	8,378	

Payee: Guyoil
Cheque #: 3457
Total amount paid:
\$870,666
PV #:

Date	Vehicle #	Quantity (Litres)	Amount (\$)	Payee Details
19/11/2013	PPP 5610	1-Gas treatment	962	
19/11/2013	PPP 5610	50.734	10,938	
Total			590,001	

Appendix X

Instances where fuel was purchased in a container for use in a generator

Date	Vehicle #	Quantity (Litres)	Amount (\$)	Payee Details
7/5/2013	Generator	64.742	13,958	Payee: Guyoil Cheque #: 37926 Total amount paid: \$780,893 PV #: 177/6/2013
15/05/2013	Generator	84.092	18,130	
20/05/2013	Container	140	30,184	
13/05/2013	Container	85.01	18,328	
8/5/2013	Container	82.525	17,792	
9/5/2013	Container	84.13	18,138	
11/5/2013	Container	80	17,248	
9/11/2013	Generator	1-pail 25/60 viscus	23,111	Payee: Guyoil Cheque #: 3457 Total amount paid: \$870,666 PV #:
9/11/2013	Generator	88.02	18,977	
5/11/2013	Container	65.408	14,102	
22/11/2013	Container	83.698	18,045	
30/11/2013	Container	53.334	11,499	
19/11/2013	Container	20.71	4,465	
19/11/2013	Container	44.026	9,492	
Total			233,469	

Appendix XI

Vehicles with high maintenance cost

Date	PV #	Payee	Particulars	Cheque #	Amount (\$)
02/08/2013	43/02/2013	Fas Grafix	Tinting of vehicles PJJ 7718	36672	15,000
05/08/2013	18/05/2013	R Singh	Servicing Vehicle # PJJ 7718	37448	57,455
08/21/2013	88/08/2013	Dans Auto Electrical	Electrical works done on vehicles PJJ 7718	38375	75,000
09/10/2013	42/09/2013	R Singh	Servicing of vehicles PJJ 7718	38482	71,108
09/03/2013	16/09/2013	NP Electronics International	One CD Deck for vehicle # PJJ 7718	38456	24,000
10/31/2013	168/10/2013	R Singh	Servicing vehicle PJJ 7718	38899	35,380
12/30/2013	197/12/2013	R. Singh	Servicing vehicle PJJ7718	39418	41,018
Total for PJJ 7718					318,961

Date	PV #	Payee	Particulars	Cheque #	Amount (\$)
14/03/2013	75/02/2013	Harold Veerasammy	Supply computer box, ignition card & remove and install in PNN 2486	36703	273,000
07/03/2013	27/03/2013	R Singh	Servicing of PNN 2486	36916	20,532
04/19/2013	146/04/2013	Parts Plus-	Purchase one battery for PNN 2486	37289	33,000
04/29/2013	210/04/2013	JetdudraNauthJ aikarran	Backing and re-assembling 2 broken engine mounts on PNN 2486	37411	15,000
08/09/2013	32/08/2013	H. Veerasammy	Supplying parts & repairing vehicle # PNN2486	38249	158,000
08/19/2013	65/08/2013	R. Singh	Servicing vehicles PNN2486	38282	16,472
Total for PNN 2486					516,004

Appendix XII

List of obsolete or unserviceable items

Date	ID No.	Description	Cost (\$)	NBV as at 31/12/2013	Remarks
Not Stated	215	1 Pair Speakers	4,500	0	Not Working
Not Stated	308	1 CPU	50,000	0	Not Working
Not Stated	Not stated	1 Compac Presario Lap top Computer	95,000	0	Not Working
14.08.2001	428	4 Guest Chair	38,000	0	Damaged
Not stated	430	1 Complete Computer system	150,000	0	Damaged
Not Stated	153	2 Power strips	5,000	0	Not in Use
Not Stated	141	1 HP Printer	15,000	0	Not In Service
06.03.2002	507	2 Secretarial Chairs	36,000	0	Damaged
11.07.2001	511	1 Desk with 2 Drawer 24*48	30,000	0	Not in Use
11.07.2001	511	1 Desk with 1 Drawer 24*48	26,000	0	Not in Use

Appendix XIII

Stale dated cheques as at 31st December, 2013

Date	Cheque No	Payee	Amount \$
13/01/2011	31123	D. Bacchus	15,600
15/11/2011	33257	G. Samaroo	1,170,000
29/06/2012	34878	Dependent Pension Fund	200
20/08/2012	35261	M. Mangal	1,074
20/12/2012	36320	R. Persaud	361,500
30/04/2013	37430	E.Networks	6,500
Total			1,554,874

Appendix XIV

There were 8 instances where receipts books were uplifted without any Signature

Receipt Book Sequence	Period Of Usage	Remarks
448501- 448750	4- Mar-13 to 13-May-13	One Stop Shop
448751- 449000	4-Mar-13 to 09-Sept-13	One Stop Shop
189501- 189750	30-Dec-13to 06- Jan-14	Housing Fund
189751- 188000		Housing Fund
190001- 190250		Housing Fund
439001- 439250		Housing Fund
438501- 438750		Housing Fund
438751- 439000		Housing Fund