

**AUDITED FINANCIAL STATEMENTS Of THE
GOVERNMENT INFORMATION AGENCY**

**FOR THE YEAR ENDED
31 DECEMBER 2005**

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

AUDITED FINANCIAL STATEMENTS OF THE
GOVERNMENT INFORMATION AGENCY
FOR THE YEAR ENDED TO 31 DECEMBER 2005

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Audit Office of Guyana

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153/SO: 31/2/2011

31 August 2011

Mr. Neaz Subhan
Director
Government Information Agency
Area 'B' Homestretch Avenue
Durban Backlands
Georgetown.

Dear Mr. Subhan,

RE: AUDIT OF THE FINANCIAL STATEMENTS OF THE
GOVERNMENT INFORMATION AGENCY (GINA)
FOR THE YEAR ENDED 31 DECEMBER 2005

We wish to inform you that we have completed the audit of the above-mentioned Agency for the year ended 31 December 2005. Accordingly, we are pleased to forward two (2) copies of the audited financial statements, together with the Report of the Auditor General and Management Letter thereon.

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

With kind regards.

Yours sincerely,





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AG: 64/2011

31 August 2011

REPORT OF THE AUDITOR GENERAL
ON THE FINANCIAL STATEMENTS
GOVERNMENT INFORMATION AGENCY
FOR THE YEAR ENDED 31 DECEMBER 2005

I have audited the accompanying financial statements of the Government Information Agency (GINA) as of 31 December 2005, and the income and expenditure statement and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

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

Qualified Opinion Arising from Limitation in Scope and Uncertainties

The amount of \$156,399,758 was shown as total expenditure for the year under review. An examination of a sample of this expenditure revealed that twenty-eight payment vouchers totalling \$7,434,886 were not presented. In addition, five payment vouchers totalling \$3,067,045 were not recorded in the Cash Book. Further, the 3 quotes system was not used for 11 payments totalling \$1,977,374 and 9 payments totalling \$3,817,507 were not forwarded to the Permanent Secretary of the Office of the President for approval as required by the Agency's procedures. As a result, of the foregoing the completeness, accuracy and validity shown as expenditure could not be verified.

The amount of \$20,589,937 was shown as fixed assets. However, a Fixed Assets Register was not maintained for the year under review. As a result, the completeness, accuracy and validity shown as fixed assets could not be verified.

The amount of \$643,397 was shown as the value of stocks as at 31 December 2005. A certified list of stock with values, as at 31 December 2005 was not produced for examination. As a result, the completeness, accuracy and validity of the amount shown as stock could not be verified.

The amount of \$16,870.932 represents debtors as at 31 December 2005. Included in this figure is an amount of \$1,769,830 which represents amount outstanding by GINA. It could not be determined what this amount represented and as such the accuracy of this figure could not be ascertained.

The amount of \$5,000,000 was shown as Capital Subvention as at 31 December 2005. However, documentation such as payment vouchers and the details of the expenditure were not presented. As a result, the completeness, accuracy and validity shown as Capital Subvention could not be verified.

Except for any adjustments which might have been shown to be necessary as a result of the matters referred to in the preceding paragraphs, in my opinion the financial statements present fairly in all material respects the net deficit and cash flows of the Government Information Agency as of 31 December 2005, in conformity with International Financial Reporting Standards.



AUDIT OFFICE
63 HIGH STREET
KINGSTON
GEORGETOWN
GUYANA

**GOVERNMENT INFORMATION AGENCY
BALANCE SHEET
AS AT THE YEAR ENDED DECEMBER 31, 2005**

<u>2004</u>		<u>Notes</u>	<u>2005</u>
<i>Adjusted</i>			
20,530,732	<u>FIXED ASSETS</u>		
	Vehicle		3,459,212
	Furniture & Equipment		<u>17,130,725</u>
		1	20,589,937
	<u>CURRENT ASSETS</u>		
643,397	Stocks		643,397
49,650	Debtors	12	16,870,932
-	Bank		(19,637,258)
-	Cash		<u>125,000</u>
<u>693,047</u>	TOTAL CURRENT ASSET		(1,997,929)
<u><u>21,223,779</u></u>	TOTAL ASSETS		<u><u>18,592,008</u></u>
	FINANCED BY		
8,754,155	Gov't Capital Contribution		11,260,562
9,538,765	Incorporated Reserve (MOI)		9,538,765
399,185	Acc. Surplus/(Deficit)		<u>(2,505,170)</u>
<u>18,692,105</u>			18,294,157
	CURRENT LIABILITIES		
2,531,674	Creditors (other)	13	<u>297,851</u>
	TOTAL CURRENT LIABILITY		297,851
<u><u>21,223,779</u></u>			<u><u>18,592,008</u></u>

Accountant *[Signature]*

Director: *[Signature]*

**GOVERNMENT INFORMATION AGENCY
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2005**

<u>2004</u>	<u>Notes</u>	<u>2005</u>
\$		
	INCOME	
61,769,957	Subvention	81,485,858
-	Other Income	3,092,594
-	Sales for GINA ADS UNIT	56,511,413
2,314,221	Defer Income	2,493,593
503,000	Proceeds from asset disp. paid to OP	-
20,000	Surcharge	-
<u>64,607,178</u>	TOTAL INCOME	<u>143,583,458</u>
	EXPENDITURE:	
32,687,642	Employment Cost 3	39,184,680
10,629,696	Material, Equipment and Supplies 4	87,378,651
1,638,814	Fuel and Lubricant	2,722,798
1,328,956	Rental & Maintenance of Building 5	1,090,755
654,637	Transport, Traveling and Postage 6	866,386
760,860	Security charges	96,000
580,992	Maintenance of Equipment 7	1,724,868
3,921,453	Utility charges 8	5,141,684
1,358,983	Vehicle Spares and services	2,153,952
1,151,193	Other Service Purchased 9	1,788,055
3,090,132	Other Operating Expenses 10	11,460,485
2,314,221	Depreciation 1	2,493,593
531,674	Provision for Other Operating Exp.	297,851
25,050	Loss on disposal of equipment	-
20,000	Surcharge on equip. paid to OP 2	-
503,000	Proceeds from asset disp. Pd. to O 2	-
124,957	Suspense Account 2	-
<u>61,322,260</u>	TOTAL EXPENDITURE	<u>156,399,758</u>
<u>3,284,918</u>	Net Surplus/(Deficit)	<u>(12,816,300)</u>
(2,885,733)	Accumulative Surplus/(Deficit) Jan 01	10,311,130
-	Prior Year Adjustment	-
<u>(2,885,733)</u>	Adjusted Accum. Surplus/(Deficit)	<u>10,311,130</u>
<u>3,284,918</u>	Surplus/(Deficit) for Current Year	<u>(12,816,300)</u>
<u>399,185</u>	Accumulative Surplus Dec 31	<u>(2,505,170)</u>

**GOVERNMENT INFORMATION AGENCY
CASH FLOW STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2005**

Net Cash Flow from Operating Activities		
Net Income		(12,816,300)
Add	Depreciation Charges	2,493,593
Add	Loss on Equipment	
Less	Gain on disposal of asset	
Less	Decrease in Creditor	(2,233,823)
Less	Increase in Stock	-
Less	Defer Income	(179,372)
Less	Increase in Debtors	(16,870,932)
Net Income from Operating Activities		(29,606,834)
Investment Activities		
	Payment to Acquire Furniture & Equipment	(2,552,798)
	Payment to Acquire Vehicle	
	Proceeds from sale of Asset	
Total Cash Outflow form Investing Activities		(2,552,798)
Total Cash Flow before Financing		(32,159,632)
Financed by:		
	Gov't Capital Contribution	5,000,000
Inc./Dec. in cash & cash equivlents at Dec 31, 2005		<u>(27,159,632)</u>

**GOVERNMENT INFORMATION AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2005**

Note 1

FIXED ASSET SCHEDULE 2005

Details	Vehicle	Furniture & Equipment	Total \$
	\$	\$	
Cost/Val Jan 1, 2005	4,455,000	21,708,227	26,163,227
Addition (9161 A/c)		672,611	672,611
Addition		1,880,187	1,880,187
Disposal			-
Revaluation Reserve Realised		-	-
Cost/Val Dec 31, 2005	4,455,000	24,261,025	28,716,025
Acc. Dep Jan 1, 2005	627,774	5,004,721	5,632,495
Depreciation Current Year	368,014	2,125,579	2,493,593
Disposal	-	-	-
Acc. Depn @ Dec 31, 05	995,788	7,130,300	8,126,088
NBV @ Dec 31, 2005	3,459,212	17,130,725	20,589,937

Note 2

BACKGROUND

Gina was established on October 1, 2001 by a Cabinet Decision.

The vision of the Government Information Agency is to present vital and significant contribution with the Government for an enhanced quality of life for all Guyanese through fulfilling the Government and Public's information needs

SIGNIFICANT ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Government Accounting framework and Policies

Depreciation is calculated by using the "Straight Line Method" and is calculated base on the following rates per annum.

Motor Vehicle	10%
Office Furniture/PBX System	5%
Office Equipment/ Editing Equipment	10%
Vedio Equipment/ Cleaning Equipment	20%
Mini Recorders	25%

Stock is valued using the FIFO method

Office materials stock at January 1, 2005 valued \$643,397.

Office materials stock at December 31, 2005 valued \$643,397

Note 3

EMPLOYMENT COST

Expenditure under this head comprises of the following:

Description	Amount \$
Salaries	23,618,154
Gratuity	4,515,299
Stipend	1,566,992
Honorarium	901,159
NIS Employer	2,448,876
PAYE	5,989,220
Other Deductions	144,980
Total	39,184,680

Note 4

MATERIALS, EQUIPMENT AND SUPPLIES

Expenditure under this head comprises of the following:

Description	Amount \$
Medical Supplies	18,130
Office Supplies:	4,807,406
Printing & Non - Printing Materials	82,553,115
Advertising	
Total	87,378,651

Note 5

RENTAL AND MAINTENANCE OF BUILDING

Expenditure under this head comprises of the following:

Description	Amount \$
Rental of building	820,570
Cleaning Supplies	270,185
Total	1,090,755

Note 6

TRANSPORT, TRAVELING AND POSTAGE

Expenditure under this head comprises of the following:

Description	Amount \$
Traveling and subsistence	484,890
Postage	381,496
Total	866,386

Note 7

MAINTENANCE OF EQUIPMENT

Expenditure under this head comprises of the following:

Description	Amount \$
Maintenance of Other Equipment	1,724,868
Total	1,724,868

Note 8

UTILITY CHARGES

Expenditure under this head comprises of the following:

Description	Amount \$
Telephone Charges	1,644,708
Water Charges	106,438
Electricity Charges	3,390,538
Total	5,141,684

Note 9

OTHER SERVICES PURCHASED

Expenditure under this head comprises of the following:

Description	Amount \$
Other Cleaning Services	191,426
Other Services Purchased	1,596,629
Total	1,788,055

Note 10

OTHER OPERATING EXPENSES

Expenditure under this head comprises of the following:

Description	Amount \$
National & Other event	8,505,192
Meals and Refreshment	2,192,883
Others	623,870
Training	138,540
Total	11,460,485

Note 11

CHANGES IN CASH AND CASH EQUIVALENT

	<u>31-Dec-04</u>	<u>31-Dec-05</u>	<u>Change</u>
CASH AT BANK	7,647,374	(19,637,258)	(27,284,632)
PETTY CASH	0	125,000	125,000
TOTAL CHANGE IN CASH AND CASH EQUIVALENT			<u>(27,159,632)</u>

Note 12

LIST OF DEBTORS

<u>Names</u>	<u>Balance</u>
Guyana Revenue Authority	176,600
Government Information Agenc	1,769,830
Guyana National Blood Transft	121,800
GO- INVEST	49,000
Health Sector Development Un	115,200
Hydrometeorological Division	233,600
Lands Registry Management C	100,800
Ministry of Agriculture - PS	404,860
Ministry of Amerindian Affairs	138,000
Ministry of Culture	1,084,330
Ministry of Finance	140,400
Ministry of Lab. Human Serv &	342,000
Ministry of Health	2,830,175
Minsity of Home Affairs	310,800
Ministry of Housing	283,121
Ministry of Local Government	830,061
Ministry of Public Works	1,425,100
Ministry of Tourism	409,600
Ministry of Education - PS	812,500
National Youth Parliament	574,400
Office of the President	2,285,600
Public Service Ministry	198,300
Parliament Office	417,200
Region 5	979,200
Region 6	556,500
Transport & Harbours Departm	281,955
Total Debtors	<u>16,870,932</u>

Note 13

LIST OF CREDITORS

<u>Names</u>	<u>Balance</u>
GT&T	72,791.00
NIS	225,060.00
	<u>297,851.00</u>



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155/SO: 31/2/2011

31 August 2011

Mr. Neaz Subhan
Director
Government Information Agency
Area 'B' Homestretch Avenue
D'Urban Backlands
Georgetown.

Dear Mr. Subhan,

**RE: AUDIT OF THE FINANCIAL STATEMENTS
OF THE GOVERNMENT INFORMATION AGENCY
FOR THE YEAR ENDED 31 DECEMBER 2005**

Following the audit of the Financial Statements of the Government Information Agency (GINA) for the year ended 31 December 2005, the findings hereunder were discussed with your Accountant and are now forwarded for your 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 were free of material misstatements.

3. The main purpose of the audit was to evaluate the operations of the GINA to ascertain whether:

- (i) The Financial Statements were properly prepared, in accordance with applicable law, and properly present the operations and affairs of GINA;
- (ii) The accounts were faithfully and properly kept;
- (iii) The rules, procedures and internal management controls were sufficient to secure effective control on the assessment, collection, and proper allocation of revenue;
- (iv) All monies expended and charged to the accounts were applied to the purpose or purposes for which they were intended; and

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

FINDINGS AND RECOMMENDATIONS

A. Income and Expenditure Statement

Income: \$143,583,458

4. The amount of \$143.583M was shown as income received. This figure includes amounts totalling \$81.486M received as current subventions for the year under review from Office of the President. The amounts were verified as having been received and properly brought to account in the records of GINA. The income from the Sales for the GINA Ads Unit totalled \$56.511M and receipts were verified with deposits slips. During the verification of receipts and deposits it was revealed that deposits for 12 receipts totalling \$2.800M were not found. In addition, of the 12 receipts, 3 totalling \$141,600 were for cash received by the Agency. See Appendix I.

Recommendation: The Audit Office recommends that the Management of the Agency locate the missing receipts and submit them for audit verification.

Expenditure: \$156,399,758

5. The amount of \$156.400M represents total expenditure for the year under review excluding depreciation charges. An examination of a sample of the payment vouchers and related records revealed the following observations:

- A General Ledger and General Journals were not presented for audit examination.

Recommendation: The Audit Office recommends that the Management of the Agency locate and submit the General Ledger and General Journals for audit examination.

- The Cash Books for Bank Accounts Nos. 8827 and 9161 were not written up properly, in that there were payment vouchers which were not recorded, the totals were written in pencil and the Receipts column for the Account No. 8827 had no receipts entered for the year under review, however, totals were written in this column instead.

Recommendation: The Audit Office recommends that the Management of the Agency take steps to ensure that the cash books are properly maintained and written up.

- Cheque and voucher numbers were not always quoted on the payment vouchers. Also, the payment vouchers did not at all times have accommodation for the payee's signature.

Recommendation: The Audit Office recommends that the Management of the Agency put systems in place to ensure that all payment vouchers are of a standardised format so that they are properly written up with all the relevant information.

- Twenty-eight payment vouchers totalling \$7,434,886 were not presented for audit scrutiny. See Appendix II.

Recommendation: The Audit Office recommends that the Management of the Agency locate these payment vouchers and present them for audit examination, so that the payments made can be substantiated and also put systems in place to have all payment vouchers properly secured for audit examination.

- Five payment vouchers totalling \$3,067,045 were not recorded in the Cash Book as having been paid. See Appendix III.

Recommendation: The Audit Office recommends that the Management of the Agency take the necessary steps to have these vouchers recorded in the cash book so as to reflect its true position.

- Ten payment vouchers totalling \$ 698,389 had no receipts attached, nor payee's signature as the payee's acknowledgement of having received the payment. However, a cheque register was maintained where it was compulsory for the persons receiving cheques to sign as having uplifted same. See Appendix IV.

Recommendation: Although, the maintenance of a cheque register is in place, the Audit Office recommends that the Management of the Agency put systems in place to ensure that there is acknowledgement from all payees.

- The 3 quotes system was not used for 11 payments totalling \$1,977,374 and 9 payments totalling \$3,817,507 were not forwarded to the Permanent Secretary of the Office of the President for approval as required by the Agency's procedures. See Appendix V.

Recommendation: The Audit Office recommends that the Management of the Agency ensure strict compliance with existence procedures in place in relation to payments.

- Receipts were not presented for audit perusal for salaries' deductions PAYE for the months April, August and September and NIS for the months January through May and December. As a result, it could not be easily determined whether all deductions were paid over promptly.

Recommendation: The Audit Office recommends that the Management of the Agency locate the acknowledgement receipts and submit them for audit verification.

- There were 2 vehicles under the control of the Agency for the period under review, however, logs books were presented for only 2 months of the year for each vehicle.

Recommendation: The Audit Office recommends that the Management of the Agency put systems in place to ensure that log books are maintained for each vehicle so that there is proper monitoring of the use of these vehicles.

B. Balance Sheet

Fixed Assets: \$20,589,937

6. The amount of \$20.590M was shown as fixed assets as at 31 December 2005. Included in this figure are amounts totalling \$2.553M which were expended for items including electronic equipment such as cameras, fax machine, printer, vacuum cleaner, kettles, and furniture such as chairs, panel and desk. Audit examination and physical verification of the assets purchased during the period under review revealed the following observations:

- A Fixed Assets register with relevant information such as the description of the item, location, serial number, etc. was not maintained for the year under review.
- The letters "GINA" would usually be engraved on all acquisitions, however, an asset identification number do not accompany this marking. As a result the acquisitions for the year under review totalling \$2.553M could not be verified as those being purchased in 2005, thus the true existence of the assets purchased could not be determined.

Recommendation: The Audit Office recommends that the Management of the Agency address the issues raised during the course of the audit of assets so that the Agency would comply with the Stores Regulations.

Current Assets: (\$1,997,929)

Stocks: \$643,397

7. The amount of \$643,397 was shown as the value of stocks as at 31 December 2005. A certified list of stock with values, as at 31 December 2005 was not produced for examination, thus the accuracy of this amount could not be verified.

Recommendation: The Audit Office recommends that the Management of the Agency produce the certified list of stock so that the amount representing the stocks in the financial statements can be verified.

Cash at Bank: (\$19,637,258)

8. The amount of (\$19.637M) represents the cash at bank as at 31 December 2005. Bank confirmation letters were not produced for audit examination. However, alternative checks with the bank statements verified the amounts as being correct. It should be noted also that a perusal of the bank statements revealed that bank accounts were not overdrawn.

Recommendation: The Audit Office recommends that the Management of the Agency investigate this amount shown as a negative balance in the financial statements so as to ensure the correct amount is disclosed.

Debtors: \$16,870,932

9. The amount of \$16.871M represents debtors as at 31 December 2005. Included in this figure is an amount of \$1.770M which represents amount outstanding by GINA. It could not be determined what this amount represented and as such the accuracy of this figure could not be ascertained.

Recommendation: The Audit Office recommends that the Management of the Agency produce the supporting documentations to substantiate this amount outstanding with a view of having it cleared.

Capital Subvention: \$5,000,000

10. The amount of \$5M was shown as Capital Subvention as at 31 December 2005. The estimate of the Office of the President for the year 2005 reveals the subvention was for the purchase of office and communication equipment. However, documentation such as payment vouchers and details of the expenditure were not presented by the Agency to substantiate this fact.

Recommendation: The Audit Office recommends that the Management of the Agency produce the supporting documentations to substantiate the amount expended.

Accumulated Deficit: \$(2,505,170)

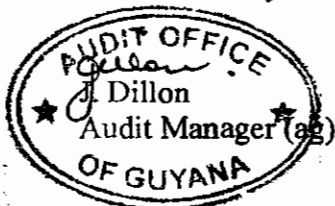
11. The amount of (\$2.505M) was shown as the accumulated deficit as at 31 December 2005. Included in this figure is the amount of (\$12.816M) representing the net deficit incurred for the year under review. The amount was verified with the Income and Expenditure Statement. An examination of the opening balance for the accumulated deficit revealed a difference of \$9,911,945.

Recommendation: The Audit Office recommends that the Management of the Agency investigate this deficit with a view of having it cleared. Also, it should be noted that a continuous deficit does not reflect good for the ongoing operations of the Agency.

C. General

12. The Audit Office wishes to express its sincere appreciation for the cooperation given to its officers 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

Deposit Slips not seen for the following receipts.

Date	Receipt #	Cheque #	Payee	Amount \$
16/09/05	247	03-255242	Ministry Of Finance	136,000
07/11/05	301	Cash	Ministry Of Culture	93,600
09/11/05	304	Cash	Ministry Of Home Affairs	28,800
09/11/05	307	Cash	Ministry Of Home Affairs	19,200
14/11/05	317	275084	Ministry Of Tourism	200,000
20/12/05	367	286654	Office Of the President	652,000
20/12/05	368	286654	Office Of the President	54,000
20/12/05	369	281073	Office Of the President	122,000
20/12/05	370	281073	Office Of the President	612,000
22/12/05	376	291007	Public Service Ministry	54,000
22/12/05	377	293405	Ministry Of Health	694,400
22/12/05	378	293405	Ministry Of Health	134,400
Total				2,800,400

Appendix II

Payment Vouchers not seen

Date	PV #	Cheque #	Payee	Particulars	Amount \$
20/01/05	-	48	Survival	Relief Package	30,700
20/01/05	-	49	Survival	Relief Package	4,000
25/01/05	-	50	-	Advance to GINA(Reimbursement to PS Webster)	100,000
03/02/05	-	55	Anthony Cauder	Advance	20,000
01/04/05	30	82	HBTv Ch.9	-	180,000
01/04/05	-	83	Starr Computers	-	2,856
01/04/05	-	84	Digicom	-	62,000
01/04/05	-	85	Central Electronic	-	36,795
07/04/05	-	90	Brandsite Variety	-	25,000
07/04/05	-	91	R.Sookdeo	Work done for GINA.	58,000
07/04/05	-	92	Jackie's Electronic	PGG 8680.	9,000
23/05/05	-	109	Office of the President	Refund of cheque for invoice paid twice.	42,000
24/06/05	73	133	Little Rock Television Station	-	13,600
22/07/05	-	152	General Industrial & office Supplies	-	8,000
27/07/05	-	159	MTV	-	118,020
02/08/05	-	165	Karen Persaud	Advance on salary(Loan to GINA)	75,000
01/09/05	-	169	MTV	-	133,660
01/09/05	-	170	NTN	-	12,750
01/09/05	-	171	New Guyana Company Ltd.	-	276,030
01/09/05	-	172	CNS Ch.6	-	12,283
07/09/05	-	175	National Media & Publishing Inc.	-	1,040,400
13/10/05	-	203	GNNL	-	713,200
28/10/05	-	209	Little Rock Television Station	-	29,750
10/11/05	-	213	GNNL	-	1,000,000
24/11/05	-	224	Guyana Publications Inc.	-	1,358,300
16/12/05	-	235	GWTV-2	-	25,000
16/12/05	-	236	GNNL	-	2,008,542
30/12/05	-	239	C. Meghoo	-	40,000
Total					7,434,886

Appendix III

Payment Vouchers Not Recorded In Cash Book.

Date	Cheque #	Payee	Particulars	Amount \$
31/12/05	240	NTN	Ads For Nov. & Dec. 05.	185,880
31/12/05	241	MTV	Airtime for November,05.	100,000
31/12/05	242	RCA TV	Airtime for November,05.	295,000
31/12/05	243	Guyana Publications Inc.	Ads for November,05.	1,033,345
31/12/05	244	National Media & Publications	Ads for November,05.	1,452,820
Total				3,067,045

Appendix IV

Payment vouchers without payee acknowledgement.

Date	PV #	Particulars	Amount \$	Cheque #
21/03/05	141	Metro-Paper,toner,envelopes,etc.	75,425	2804
27/09/05	-	R. Sookdeo-build shelves, re-route 4' lamp,etc.	84,975	3289
20/12/05	-	M.Yacoob-12'x15' store room(build)	90,700	3507
22/12/05	-	M.Yacoob-cost to move materials & work etc.	72,350	3517
03/05/05	277	USA Global-Freight for JVC-DV, etc.	79,963	-
01/09/05	-	USA Global-Freight for one recorder.	40,334	-
19/09/05	-	USA Global-Freight for VHS tapes.	103,075	-
09/05/05	228	GT&T-Charges for March, 05.	62,563	2906
30/11/05	-	R.Dukhran-Spray paint to PJJ 7129, PHH 1150.	47,000	3429
28/03/05	164	B&H Photo-two (2) Sony batteries.	42,004	-
Total			698,389	

Appendix V

Three Quotations Not Seen

Date	PV #	Cheque #	Particulars	Amount \$
10/06/05	289/05	3000	Metro-Audio & micro cassettes, ink cartridge, etc.	420,560
16/08/05	-	3165	Metro-lamination, envelopes, portfolio, CDs, etc.	253,870
15/09/05	-	3240	Metro-Papers, toners, cassettes, inks, etc.	259,055
14/10/05	-	3327	Metro-Lamination, badge, clips, toners, etc.	127,170
31/12/05	-	3527	Metro-Cartridges, envelopes, toners, staplers, etc.	215,380
07/07/05	-	3070	Advantage Grafix-545 New Year's Cards & 560 envelopes.	152,825
12/07/05	-	3090	President & PM Portrait, 5000 brochures.	687,510
15/06/05	297/05	3012	Pavnik Press-Symbols of Nationhood, booklets.	130,000
22/06/05	305/05	3036	GNNL-5000 full colour brochures.	340,636
24/06/05	314/05	-	Pavnik Press-Symbols of nationhood, Productivity, etc.	442,000
17/08/05	-	3169	Pressy-Processing of films.	208,395
25/08/05	-	3197	GNNL-Printing of 5,000 brochures.	233,959
01/09/05	-	3211	GNNL-Hinterland Highlights & development Digest.	566,973
14/09/05	-	3238	Pressy-Processing of films.	143,645
14/10/05	-	3328	Pressy-Processing of films.	262,505
10/11/05	-	3384	GNNL-Hinterland Highlights & development Digest.	584,348
24/11/05	-	3421	Pressy-Processing of films.	213,495
21/10/05	-	3346	Broad Band-Network Cameras, Hubs, Installation.	204,180
28/05/05	248/05	-	Action Tyre-Work done on PJJ 3119.	206,185
20/01/05	21/05	2626	Starcomm-Customized desk with counter.	142,140
Total				5,794,831