



AUDIT

OF

UNDP CYPRUS

SUPPORT TO THE COMMITTEE ON MISSING PERSONS
(Directly Implemented Project Nos. 42860, 78114 and 83801)

Report No. 1171
Issue Date: 25 July 2013

Report on the audit of UNDP Cyprus Support to the Committee on Missing Persons (Project Nos. 42860, 78114 and 83801) Executive Summary

From 18 to 27 March 2013, the Office of Audit and Investigations (OAI) of the United Nations Development Programme (UNDP), through Deloitte Audit s.r.o. (the audit firm), conducted an audit of Support to the Committee on Missing Persons, Project Nos. 42860, 78114 and 83801 (the Project), which is directly implemented and managed by the UNDP Office in Cyprus (the Office). The audit was conducted under the general supervision of OAI in conformance with the *International Standards for the Professional Practice of Internal Auditing*. The last audit of the Office was conducted by OAI in 2011.

The Committee on Missing Persons in Cyprus was established in 1981 by an agreement between the Greek Cypriot and Turkish Cypriot communities under the auspices of the United Nations. It is composed of a member appointed by each of the two communities and a third member, selected by the International Committee of the Red Cross and appointed by the Secretary-General of the United Nations. Decisions are taken by consensus. The Chair is rotated monthly. The Project also included activities financed through the advance of funds modality, where the member offices acted as implementing partners and the payments were processed by the Office after the third member certified that goods were received and services were provided.

The Project reported expenditure totalling \$5.6 million during the period from 1 January 2011 to 31 December 2012. The following donors contributed to the Project: European Commission, Cyprus, the Netherlands, Ireland, Belgium, Greece, Germany, United Kingdom, Turkish Cypriot Member of the Committee on Missing Persons, and Slovak Aid.

Audit scope and objectives

The audit firm conducted a financial audit to express an opinion on whether the financial statements present fairly, in all material aspects, the Project's operations. The audit covered the Project's Statement of Expenditure (Combined Delivery Report) for the period from 1 January to 31 December 2011 (Project Nos. 42860 and 78114) and for the period from 1 January to 31 December 2012 (Project Nos. 42860, 78114 and 83801). An audit opinion on the Statement of Assets was not provided, as the Project did not maintain Statement of Assets, did not assign a person responsible for assets, or carry out any asset verification (refer to Issue 3.2.1).

Audit results

Based on the audit report and corresponding management letter submitted by the audit firm, the results are summarized in the table below:

Project No.	Year	Expenditure (in \$ '000)	Audit Opinion	NFI (in \$ '000)	NFI (in %)
42860	2011	617	Unqualified	-	-
42860	2012	317	Unqualified	-	-
78114	2011	2,113	Qualified	24	1.1%
78114	2012	1,930	Qualified	11	0.6%
83801	2012	593	Unqualified	-	-
Total		5,570		35	0.6%

NFI = Net Financial Impact

The audit firm qualified its opinion on project expenditures due to inclusion of expenditures totalling \$35,000 related to salary payments for time not worked.


Key issues and recommendations

The audit raised 10 issues and resulted in 10 recommendations, of which 3 (30 percent) were ranked high (critical) priority, meaning "Prompt action is required to ensure that UNDP is not exposed to high risks. Failure to take action could result in major negative consequences for UNDP and may affect the organization at the global level." Upon presentation of the audit report, the Office provided additional supporting evidence from the donor and project personnel resulting in the closure of two high (critical) priority recommendations.

Finance (Issue 3.1.2)	<u>Advance payments for non-working employees.</u> The Office accepted requests for advances from the Committee on Missing Persons members totalling EUR 27,000 (\$35,000) for four project personnel that did not work on the project activities during the specific periods. OAI recommends that the Office get refunded for non-eligible financial resources and establish better internal control mechanisms for approval of advance payments, including the preparation of the overview tables and the implementation of the proper segregation of duties.
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Management's comments

The Programme Manager accepted all the recommendations and is in the process of implementing them.



Antoine Khoury
Officer-in-Charge
Office of Audit and Investigations



Auditor's Report

From financial audit of three development projects
implemented by UNDP in Cyprus

21 June 2013

Audit • Tax • Consulting • Financial Advisory •

CONTENT

1.	PART I - EXECUTIVE SUMMARY.....	3
1.1.	Purpose And Scope Of This Report	3
1.2.	Projects Identification Data.....	3
1.3.	Background Information About Projects	4
1.4.	Work Done	4
1.4.1.	Expenditures verified.....	4
1.4.2.	On-the-spot audit	4
1.5.	Conclusions	4
2.	PART II – AUDIT REPORTS WITH OPINIONS	6
2.1.	2011 CDR Project number 42860	6
2.2.	2012 CDR Project number 42860	9
2.3.	2011 CDR Project number 78114	12
2.4.	2012 CDR Project number 78114	15
2.5.	2012 CDR Project number 83801	18
3.	PART III - MANAGEMENT LETTER	21
3.1.	High priority findings.....	22
3.1.1.	Positions with no budget line.....	22
3.1.2.	Advance payments for not working employees.....	24
3.1.3.	Non-compliance of provided documents	26
3.2.	Medium priority findings	27
3.2.1.	Statement of Assets is not prepared	27
3.2.2.	Advance payments are not supported by timesheets	28
3.2.3.	Salary compensations are different from actual salaries.....	30
3.2.4.	Incorrect name in advance requests	31
3.2.5.	Other HR related matters	32
3.2.6.	Quarterly Progress Reports are not updated	34
3.2.7.	Signature date of employee contracts	35
4.	APPENDICES	36
4.1.	Appendix 1 – Combined Delivery Statements.....	36

1. PART I - EXECUTIVE SUMMARY

1.1. Purpose And Scope Of This Report

Based on Contract No. 2013-02 and following our appointment we have performed an audit of three development projects implemented by UNDP in Cyprus named "Support to the Committee on Missing Persons - Project on exhumation identification and return of remains of missing persons in Cyprus" for the financial years 2011 and 2012.

The objective of the financial audit was to express an opinion on a project's financial statements and particularly to express an opinion on whether the statement of expenditure presents fairly the expenditure incurred by the project over a specified period in accordance with UNDP accounting policies and that the expenditures incurred were:

- (i) in conformity with the approved project budgets;
- (ii) for the approved purposes of the project;
- (iii) in compliance with the relevant regulations and rules, policies and procedures of UNDP; and
- (iv) supported by properly approved vouchers and other supporting documents. The Combined Delivery Report (CDR) is the mandatory and official statement of expenditure to be certified.

UNDP Office in Cyprus prepared statement of expenditure (Combined Delivery Report) for each project and each year under the examination. We provided Auditor's opinion on each statement, in total 5 opinions (refer to the Chapter 2 of this Report). There were no Statements of Assets and Statements of Cash Position prepared, therefore our scope was to verify 5 CDRs.

1.2. Projects Identification Data

The following table summarizes the amount of expenditures (in USD) for each year under examination:

Table 1

#	Award number	Project number	Project name	Implementing partner	2011	2012	Total
1	38573	42860	Support to the CMP (Mult-Don.)	UNDP	616,628.49	316,696.31	933,324.80
2	61610	78114	Support to the CMP (EC Funded)	UNDP	2,112,613.30	1,930,012.28	4,042,625.58
3	68906	83801	Support to the CMP (EC-4)	UNDP	-	593,070.93	593,070.93

1.3. Background Information About Projects

The main objective of the above mentioned projects is to support the Committee on Missing Persons (CMP) in continuing its work in terms of identifying and returning as many remains of missing persons as possible in order to close the painful chapter in the history of the island and thus contributing to the process of reconciliation between both communities. The latter is being particularly encouraged by the important participation of bi-communal scientific teams at all stages of the process.

1.4. Work Done

1.4.1. *Expenditures verified*

In average, we verified 88% of all reported expenditures as shown in the following table:

Table 2

Project	Year	No. of samples	Total expenditure as per CDR (in USD)	Total expenditure tested	Percentage
42860	2011	79	616,628.49	573,769.54	93.05%
42860	2012	43	316,696.31	316,473.74	99.93%
78114	2011	61	2,112,613.30	1,693,794.13	80.18%
78114	2012	73	1,930,012.28	1,743,961.82	90.36%
83801	2012	84	593,070.93	578,826.68	97.60%
Total		340	5,569,021.31	4,906,825.91	88.11 %

For 4 CDRs we verified more than 90% of reported expenditures.

1.4.2. *On-the-spot audit*

We performed part of fieldwork directly on-the-spot in the UNDP Cyprus Office premises in Nicosia during the period March 18 - 27, 2013. On the spot audit was followed by testing of certain documents in UNDP Office in Bratislava, Slovakia. The fieldwork was completed in Bratislava.

Overall Audit timeline was as follows:

Table 3

Audit Phase	Timeline
Planning	March 11 – 15, 2013
Fieldwork	March 18 – April 30, 2013
- Of which on the spot audit	March 18 - 27, 2013
Reporting	May 1 – June 30, 2013

1.5. Conclusions

We identified several drawbacks in project management controls and few instances of non-eligible expenditures related to the salary payments for positions not included in the project approved budget and for time not worked. Financial errors originally identified are described in the following table:

Table 4

Project	Year	No. of samples	Total expenditure in CDR (in USD)	Total financial errors	Percentage
42860	2011	79	616,628.49	0	0.00%
42860	2012	43	316,696.31	0	0.00%
78114	2011	61	2,112,613.30	133,781.01	6.33%
78114	2012	73	1,930,012.28	124,571.62	6.45%
83801	2012	84	593,070.93	37,659.15	6.35%
Total		340	5,569,021.31	296,011.78	5.32%

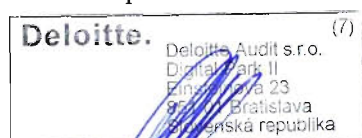
After submission of draft report with our preliminary findings beneficiary provided additional evidence and corrected certain findings what resulted in modified table with financial errors as follows:

Table 5

Project	Year	No. of samples	Total expenditure in CDR	Total financial errors	Percentage
42860	2011	79	616,628.49	0	0.00%
42860	2012	43	316,696.31	0	0.00%
78114	2011	61	2,112,613.30	23,722.87	1.12%
78114	2012	73	1,930,012.28	11,594.16	0.60%
83801	2012	84	593,070.93	0	0.00%
Total		340	5,569,021.31	35,317.03	0.63%

Our opinions on each CDR are included in the Chapter 2 of this Report. CDRs are attached as Annex 1 to this Report.

For more details about particular findings and recommendations refer to the Chapter 3 of this Report.



Marián Hudák
Country Leading Partner and Executive
Deloitte Audit s.r.o

2. PART II – AUDIT REPORTS WITH OPINIONS

2.1. 2011 CDR Project number 42860

REPORT OF THE INDEPENDENT AUDITOR ON THE PROJECT “SUPPORT TO THE COMMITTEE ON MISSING PERSONS PROJECT ON EXHUMATION, IDENTIFICATION AND RETURN OF REMAINS OF MISSING PERSONS IN CYPRUS”

To: Director
UNDP Office of Audit and Investigations
Daily News Building, 23rd Floor
220 East 42nd Street
New York, NY 10017, USA

Report on the Project Financial Statement

We have audited the accompanying Combined Delivery Report (“the statement”) of the UNDP Directly Implemented Project number 42860 named “Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus” for the period 1.1.2011 – 31.12.2011.

Management Responsibility

Management is responsible for the preparation of the statement for project 42860 and for such internal control as management determines is necessary to enable the preparation of a statement that is free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with the International Standards on Auditing applicable for this engagement. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the project’s preparation of the 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 project's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Unmodified Opinion

In our opinion, the attached Combined Delivery Report presents fairly, in all material respects, the expenditure of USD 616,628.49 incurred by the project "Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus" for the period 1.1.2011 – 31.12.2011 in accordance with UNDP accounting policies and were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant regulations and rules, policies and procedures of UNDP; and (iv) supported by properly approved vouchers and other supporting documents.

Bratislava, 21 June 2013



Deloitte Audit s.r.o.
Licence SKAu No. 014



Marián Hudák, CA, FCCA
Responsible Auditor
Licence SKAu No. 856

2.2. 2012 CDR Project number 42860

REPORT OF THE INDEPENDENT AUDITOR ON THE PROJECT “SUPPORT TO THE COMMITTEE ON MISSING PERSONS PROJECT ON EXHUMATION, IDENTIFICATION AND RETURN OF REMAINS OF MISSING PERSONS IN CYPRUS”

To: Director
UNDP Office of Audit and Investigations
Daily News Building, 23rd Floor
220 East 42nd Street
New York, NY 10017, USA

Report on the Project Financial Statement

We have audited the accompanying Combined Delivery Report (“the statement”) of the UNDP Directly Implemented Project number 42860 named “Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus” for the period 1.1.2012 – 31.12.2012.

Management Responsibility

Management is responsible for the preparation of the statement for project 42860 and for such internal control as management determines is necessary to enable the preparation of a statement that is free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with the International Standards on Auditing applicable for this engagement. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the project’s preparation of the 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 project’s internal control. An audit also

includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Unmodified Opinion

In our opinion, the attached Combined Delivery Report presents fairly, in all material respects, the expenditure of USD 316,696.31 incurred by the project "Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus" for the period 1.1.2012 – 31.12.2012 in accordance with UNDP accounting policies and were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant regulations and rules, policies and procedures of UNDP; and (iv) supported by properly approved vouchers and other supporting documents.

Bratislava, 21 June 2013



Deloitte Audit s.r.o.
Licence SKAu No. 014



Marián Hudák, CA, FCCA
Responsible Auditor
Licence SKAu No. 856

2.3. 2011 CDR Project number 78114

**REPORT OF THE INDEPENDENT AUDITOR ON THE PROJECT “SUPPORT
TO THE COMMITTEE ON MISSING PERSONS PROJECT ON EXHUMATION,
IDENTIFICATION AND RETURN OF REMAINS OF MISSING PERSONS IN
CYPRUS”**

To: Director
UNDP Office of Audit and Investigations
Daily News Building, 23rd Floor
220 East 42nd Street
New York, NY 10017, USA

Report on the Project Financial Statement

We have audited the accompanying Combined Delivery Report (“the statement”) of the UNDP Directly Implemented Project number 78114 named “Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus” for the period 1.1.2011 – 31.12.2011.

Management Responsibility

Management is responsible for the preparation of the statement for project 78114 and for such internal control as management determines is necessary to enable the preparation of a statement that is free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with the International Standards on Auditing applicable for this engagement. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the project’s preparation of the 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 project’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and

the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.


Basis for a Qualified Opinion

The statement includes expenditures in the total amount of USD 23,722.87 related to the salary payments for time not worked. As a result such expenditures are considered non eligible. For more details refer to the High priority findings included in the Management Letter

Qualified Opinion

In our opinion, except for the effects of the matters stated in the “Basis for a Qualified Opinion” paragraph, the attached Combined Delivery Report presents fairly, in all material respects, the expenditure of USD 2,112,613.30 incurred by the project “Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus” for the period 1.1.2011 – 31.12.2011 in accordance with UNDP accounting policies and were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant regulations and rules, policies and procedures of UNDP; and (iv) supported by properly approved vouchers and other supporting documents.

Bratislava, 21 June 2013



Deloitte Audit s.r.o.
Auditor's Licence No. 014



Marián Hudák, CA, FCCA
Responsible Auditor
Auditor's Licence No. 856

2.4. 2012 CDR Project number 78114

REPORT OF THE INDEPENDENT AUDITOR ON THE PROJECT “SUPPORT TO THE COMMITTEE ON MISSING PERSONS PROJECT ON EXHUMATION, IDENTIFICATION AND RETURN OF REMAINS OF MISSING PERSONS IN CYPRUS”

To: Director
UNDP Office of Audit and Investigations
Daily News Building, 23rd Floor
220 East 42nd Street
New York, NY 10017, USA

Report on the Project Financial Statement

We have audited the accompanying Combined Delivery Report (“the statement”) of the UNDP Directly Implemented Project number 78114 named “Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus” for the period 1.1.2012 – 31.12.2012.

Management Responsibility

Management is responsible for the preparation of the statement for project 78114 and for such internal control as management determines is necessary to enable the preparation of a statement that is free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with the International Standards on Auditing applicable for this engagement. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the project’s preparation of the 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 project's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for a Qualified Opinion

The statement includes expenditures in the total amount of USD 11,594.16 related to the salary payments for time not worked. As a result such expenditures are considered non eligible. For more details refer to the High priority findings included in the Management Letter

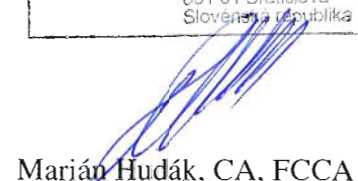
Qualified Opinion

In our opinion, except for the effects of the matters stated in the "Basis for a Qualified Opinion" paragraph, the attached Combined Delivery Report presents fairly, in all material respects, the expenditure of USD 1,930,012.28 incurred by the project "Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus" for the period 1.1.2012 – 31.12.2012 in accordance with UNDP accounting policies and were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant regulations and rules, policies and procedures of UNDP; and (iv) supported by properly approved vouchers and other supporting documents.

Bratislava, 21 June 2013



Deloitte Audit s.r.o.
Auditor's Licence No. 014



Marián Hudák, CA, FCCA
Responsible Auditor
Auditor's Licence No. 856

2.5. 2012 CDR Project number 83801

**REPORT OF THE INDEPENDENT AUDITOR ON THE PROJECT “SUPPORT
TO THE COMMITTEE ON MISSING PERSONS PROJECT ON EXHUMATION,
IDENTIFICATION AND RETURN OF REMAINS OF MISSING PERSONS IN
CYPRUS”**

To: Director
UNDP Office of Audit and Investigations
Daily News Building, 23rd Floor
220 East 42nd Street
New York, NY 10017, USA

Report on the Project Financial Statement

We have audited the accompanying Combined Delivery Report (“the statement”) of the UNDP Directly Implemented Project number 83801 named “Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus” for the period 1.1.2012 – 31.12.2012.

Management Responsibility

Management is responsible for the preparation of the statement for project 83801 and for such internal control as management determines is necessary to enable the preparation of a statement that is free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with the International Standards on Auditing applicable for this engagement. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the project’s preparation of the 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 project's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Unmodified Opinion

In our opinion, the attached Combined Delivery Report presents fairly, in all material respects, the expenditure of USD 593,070.93 incurred by the project "Support to the Committee on Missing Persons Project on Exhumation, Identification and Return of Remains of Missing Persons in Cyprus" for the period 1.1.2012 – 31.12.2012 in accordance with UNDP accounting policies and were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant regulations and rules, policies and procedures of UNDP; and (iv) supported by properly approved vouchers and other supporting documents.

Bratislava, 21 June 2013



Deloitte Audit s.r.o.
Auditor's Licence No. 014



Marián Hudák, CA, FCCA
Responsible Auditor
Auditor's Licence No. 856

3. PART III - MANAGEMENT LETTER

We enclose a letter that documents our observations and provide recommendations on certain matters identified during the performance of our audit of financial statements of three projects described in the previous chapters.

It should be noted that the matters raised in this letter do not result from a specifically targeted review engagement but are only those that came to our attention during the course of our audit. 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.

UNDP Cyprus Office Management is responsible for the design, implementation and maintenance of the internal control system over the projects. To execute this obligation, the UNDP Cyprus Office Management is required to assess the expected risks and rewards of the policies and procedures for management control.


The objectives of the internal control system are, to provide UNDP Directors and Management sufficient assurance that the project assets of the Company are protected from loss resulting from unauthorized use or manipulation, and that the project operations are performed in accordance with the policies adopted and are recorded properly in order to allow for the timely preparation of reliable accounting information in accordance with the applicable accounting principles.

We would like to thank the UNDP Cyprus Office Management for their comments on individual management letter points, which we have considered in completing this letter.

This letter is intended primarily for the information and use of the Office of Audit and Investigation Director and UNDP Cyprus Office Management.

We would be pleased to discuss these comments with you further, and if requested, to assist you in implementing any of the recommendations.

Yours faithfully,


Marian Hudák
Country Leading Partner and Executive
Deloitte Audit s.r.o

Deloitte. (7)
Deloitte Audit s.r.o.
Digital Park II
Einsteinova 23
851 01 Bratislava
Slovenská republika

3.1. High priority findings

3.1.1. *Positions with no budget line*

Priority

High

Observation

There are no budget lines set in the approved budgets for several positions. Identified instances of non-compliance with the approved budgets are as follows:

Psychologist position

There is no budget line set for position of psychologist in contracts for projects CMP III and CMP IV between UNDP and EC, however two psychologists of CMP Member were paid and their salaries were contributed via this budget. During the years 2011-2012 (Q2-Q4/2011, Q1-Q4/2012) their salaries were contributed in total amount of EUR 79,506.- (two experts - each EUR 39,753.-) as follows:

For CMP III 2011 - EUR 34,074.- (USD 44,023.26).

For CMP III 2012 - EUR 34,074.- (USD 45,190.98).

For CMP IV 2012 - EUR 11,358.- (USD 15,063.66).

Since 2013 the position of psychologist is set in budget for CMP V under activity 1.1.1.

Geologist position

There is no budget line set for position of geologist in contracts for projects CMP III and CMP IV between UNDP and EC, however one geologist (that is shown/reported in the requests for advance payment as archaeologist) of CMP Member was paid and his salary was contributed via these budgets. During the years 2011-2012 (Q2-Q4/2011, Q1-Q4/2012) his salary was contributed in total amount of EUR 39,753.- as follows:

For CMP III 2011 - EUR 17,037.- (USD 22,011.63)

For CMP III 2012 - EUR 17,037.- (USD 22,595.49)

For CMP IV 2012 - EUR 5,679.- (USD 7,531.83)

Drivers position

Two persons of CMP Member are shown/reported in the requests for advance payment as archaeologists (taking salary for archaeologist) but in contracts they are stated as Bulldozer drivers. "Bulldozer driver" position is not defined and approved in the budgets for CMP III and CMP IV. During the years 2011 (Q2-Q4) and 2012 (Q1-Q4) they were paid from CMP III and CMP IV budgets in total amount of EUR 79,506.- as follows:

For CMP III 2011 - EUR 34,074.- (USD 44,023.26)

For CMP III 2012 - EUR 34,074.- (USD 45,190.98)

For CMP IV 2012 - EUR 11,358.- (USD 15,063.66)

Recommendation

We recommend the beneficiary to ask for the approval of EC that the money used for advance payments covering the psychologist, geologist and bulldozer drivers wages were used in line with the project objectives. Otherwise the financial resources in the amount of EUR 79,506.- (USD 104,277.9), EUR 39,753.- (USD 52,139.95) and EUR 79,506.- (USD 104,277.90) might not be perceived as eligible.

We also advise to consult and obtain approval from EC for any changes in the project documentation prior to their implementation.

Management Comments

Beneficiary conducted a meeting with EC representatives in Cyprus and eligibility of wages for above stated positions was confirmed in the meeting. The duties performed by geologist are very similar to the archaeologist, eligibility of wages of the 2 psychologists is based on the description of the activities indicated in the project document signed (Annex 1 - Description of Action, Page 5 and Page 13) and wages of the bulldozer drivers are eligible under the budget line "1.1.6 Machine Operators / Workers / Lab Photographer / CMP Field Support". As for bulldozer drivers it is also communicated to the CMP Member's office that any difference in the salary amount between CMP Field Support position and archaeologist position will be refunded to the project.

Written confirmation will be received and finding is requested to be removed after having the written confirmation of the EC on the eligibility of the indicated expenses.

Auditor's response

Auditor received written confirmation from the EC on the eligibility of the indicated expenditures on 18 June 2013, therefore auditor considers respective expenditures as eligible. Any difference between salaries of archaeologist position and CMP Field Support position should be refunded to the project.

3.1.2. *Advance payments for not working employees*

Priority

High

Observation

Three employees of CMP Member did not work on the action during specific periods, however their names were stated on the payment request for advance during these periods:

First team member:

For CMP III 2011 (12/2011) - EUR 2,271.- (USD 2,934.11)

For CMP III 2012 (01-02/2012) - EUR 4,542.- (USD 6,023.87)

Second team member:

For CMP III 2011 (mid-08-10/2011) - EUR 4,732.50 (USD 6,114.34)

Third team member:

For CMP III 2012 (07-09/2011) - EUR 4,200.- (USD 5,570.29)

The amount which cannot be certified as eligible represents EUR 15,745.50 (USD 20,643.61).

One employee of the CMP Member did not work on the action from 07/2011 till 12/2011 (project CMP III 2011). However, her name was stated on the payment requests for advance during the specified period (Q3 and Q4/2011). According to the statement of CMP Member, she was on the maternity leave. She did not figure on the overview table prepared by the financial department of CMP Member in the particular period. This overview is not provided to UNDP for check when reporting the clearance of the advance payment. The amount which cannot be certified as eligible represents EUR 11,358.- (USD 14,674.42).

Recommendation

We recommend the beneficiary to request the non-eligible financial resources to be refunded from the CMP Member. For the future, in order to avoid such irregularities, we recommend 2 actions to be taken:

1. The beneficiary to ask for the overview table prepared by the financial department of CMP Member as a supporting document for the clearance of the advance payment.
2. We also recommend the CMP Members to double check the documentation provided for clearance of the advance payments and implement the four-eye principle during the control of the documents.

Auditor's Report from audit of three development projects implemented by UNDP in Cyprus

Management Comments

Office of the CMP Member accepted to refund the expenses. Offices of the CMP Members will be requested to provide the overview table prepared by their financial departments together with their quarterly expenditure reports and to certify the check/review conducted by a separate person within their offices.

Auditor's response

No further comments.

3.1.3. *Non-compliance of provided documents*

Priority

High

Observation

Four cases of non-compliance/inconsistency with provided documents were identified (related to 4 employees). According to the overview prepared by the financial department of CMP Member in the Q1/2011 they were paid by the CMP Member and also their names were stated in the request for advance payment for Q1/2011. However, according to the confirmation of receipt of salary payments each of these employees declared that they did not receive salary for 1-3/2011 (Q1/2011).

Auditor requires the beneficiary to provide the explanation for non-compliance of the provided documents otherwise advance payments in total amount of EUR 20,970.- (USD 27,093.02) for mentioned employees for Q1/2011 (CMP III) may be considered as non-eligible.

Recommendation

We recommend using project funds only for the approved purpose and approved persons and only for the period actually worked.

Management Comments

Office of the CMP Member indicated that 4 team members received their salaries for 1-3/2011 (Q1/2011) and corrected versions of their salary receipt declarations are obtained. CMP Member Office cannot provide the bank account statement as the wages are paid through central finance department and CMP Member office doesn't have access to the bank account statement which contains also the wage transactions of other offices. Beneficiary requested these 4 salary recipients to provide bank statements of their personal bank accounts as an additional evidence of wages received for 1-3/2011 (Q1/2011).

Auditor's response

Auditor received bank statements from above mentioned salary recipients personal bank accounts as an additional evidence of wages received for 1-3/2011 (Q1/2011). Therefore considers these expenditures eligible and finding is closed.

3.2. Medium priority findings

3.2.1. *Statement of Assets is not prepared*

Priority

Medium

Observation

Beneficiary does not prepare Statement of Assets and Equipment for the project even there are assets purchased during the project and attributable to the project. These assets are not recognized in the accounts either (there is just operational evidence kept). Beneficiary does not assign any person responsible for assets and does not carry out any inventory count.

Recommendation

We recommend preparing Statement of Assets and Equipment separately for each project. We also recommend assigning a person responsible for Asset Management who will be responsible for the following areas:

1. Preparing an inventory list of all assets according to the respective projects
2. Mark all assets with the specific inventory number
3. Maintenance of the assets/inventory including reporting on damages and replacements if needed
4. Performance of inventory/asset counts on a periodical basis (recommended twice a year)

Management Comments

Asset Management is under discussion for almost one year and the beneficiary UNDP needs to transfer the ownership of the assets as they are not under control and use of UNDP. But due to the legal identity problem of the CMP offices; transfer is still pending. CMP Members assigned 2 persons for Asset Management on 19 April 2013 that will be responsible for following duties:

1. Create an inventory list
2. Give each item a number and tag this number on the item with a sticker
3. Service items that need to be serviced
4. Report damage or loss
5. Propose replacement when needed
6. Carry out a bi-annually inspection of all CMP assets and report findings into a specific logbook

Auditor's response

No further comments.

3.2.2. *Advance payments are not supported by timesheets*

Priority

Medium

Observation

Beneficiary submits quarterly requests for advance payment with the names of the staff involved in projects and salary amounts for particular staff. However, there is not enough evidence that staff listed on the requested advance payment is assigned to the action (project) and that he/she worked the whole period for which he/she is paid from the project funds. No timesheets are submitted for control. There are Status reports attached to the Requests with the description of the work performed during the respective period, however, there is no reporting of precise information about particular people's time spent on the project.

Timesheets are prepared by project staff but they are not sent to UNDP for verification. Further, the information stated in timesheets does not indicate project which the person was working on (timesheet indicates just site but not the project).

Recommendation

We recommend to the CMP Members to include the information regarding the project code to the timesheets so it is clearly identifiable. We recommend the beneficiary to check the timesheets as the supporting documentation for the clearance of the advance payment before the next advance payment is released.

Management Comments

Timesheets are not kept for the staff employed by the offices of the CMP Members. Timesheets will be requested from the offices of the CMP Members and UNDP will inform the offices in advance regarding the project number/code to include in their timesheets.

Auditor's response

We still recommend to consider our finding and to implement our recommendation, reason being that this will contribute to better control of the project expenditures. UNDP rule is that the expenditures incurred shall be:

- (i) in conformity with the approved project budgets;
- (ii) for the approved purposes of the project;
- (iii) in compliance with the relevant regulations and rules, policies and procedures of UNDP; and
- (iv) supported by properly approved vouchers and other supporting documents.

**Auditor's Report from audit of three development projects implemented by UNDP in
Cyprus**

Timesheets with project codes and project names is the basic documentation supporting the work performed on particular project and thus eligibility of project salary expense.

3.2.3. *Salary compensations are different from actual salaries*

Priority

Medium

Observation

Salary compensations of CMP Member paid by the project for certain staff is higher than salary stated in their annual employment contracts. As per Art.14.2. of General Contract Conditions (Annex 2 to EU Contribution Agreement with an International Organisation) "Salaries and costs shall not exceed those normally borne by the Organisation or partners". However, for certain other staff it is vice versa (salary compensations paid by the project for certain staff is lower as salary stated in their annual employment contracts) resulting in overall net effect lower as approved budget for salary compensation. There is a risk of breaching a contract and using the difference between contributions and actual salaries where actual salaries are lower than EU contribution improperly. The beneficiary is requested to confirm whether the difference is used to compensate those salaries where the amount received from the project funds is lower as amount stated in the salary contract.

Recommendation

We recommend the adjustment of the amount of the advance payment for particular employee to be made according to the amount stated in the employment contract. The sum actually contracted should be paid up to the agreed amount of the advance payment.

Management Comments

Difference in the salary compensations paid by the project for certain staff that are higher (as salary stated in their employment contracts); is used to compensate those salaries where the amount received from the project funds is lower (as amount stated in the salary contract). Contribution is based on an average amount of the salaries for both offices.

Auditor's response

We still recommend the adjustment of the amount of the advance payment for particular employee to be made according to the amount stated in the employment contract. One of the eligibility requirements is that the cost of staff assigned to the Action corresponds to their actual salaries.

3.2.4. *Incorrect name in advance requests*

Priority

Medium

Observation

The name of the employee (1 team member) appeared in the requests for advance payments for the whole period which was in the scope of this audit even in the time when he was not employed by CMP anymore (since mid-8/2011). According to the statement of CMP Member his name was kept in the request for advance payments by mistake. The employee who replaced this team member never appeared in the request for advance payments.

Recommendation

We recommend the beneficiary to ask for the overview table prepared by the financial department of CMP Member as a supporting document for the clearance of the advance payment.

We also recommend the CMP Members to double check the documentation provided for clearance of the advance payments and implement the four-eyes principle during the control of the documents (four-eyes principle means one person preparing the document or performing the transaction and another person performing check on the work of the first person - 2 positions: preparer, reviewer).

Management Comments

Offices of the CMP Members will be requested to provide the overview table prepared by their financial departments together with their quarterly expenditure reports and to certify the check/review conducted by a separate person within their offices.

Auditor's response

No further comments.

3.2.5. *Other HR related matters*

Priority

Medium

Observation

Non-transparent hiring and salary setting process

Hiring and salary setting process of CMP Member does not meet the requirements for transparency. The vacancies are not published in newspapers nor any other publicly accessible place. For hiring employees there is CV pool created, which is updated continuously - people who are interested in working for CMP come and deliver their CV to the CMP Member office. These CVs are accumulated and if there is any open position they are went through. There are no memorandums or minutes taken about the course of hiring process.

The salaries are set according to the hierarchical position, experience, responsibilities and other factors. However, there are no written policies or rules for setting the salaries as well as no scales are used, therefore we were not able to check the correctness of the process used for setting the salary.

Nonmarket level of salaries

The salaries set on the CMP Member side are according to the statement of CMP Member higher than the salaries offered by the government for the guaranteed positions (positions offered and guaranteed by the government) and as they are on the market generally. As explained, employees are not offered guaranteed jobs as the project is only temporary, and CMP office has to create attractive working environment to retain the employees. Data on average salaries on the market are not available therefore we were not able to check the appropriateness of the salaries of CMP office employees compared to the market rates.

Insufficient maintenance of personal files

The personal files of CMP office employees do not contain all relevant information on the employees. The employments contracts are signed yearly with the day of commence on the Jan 1 and the day of termination on Dec 31. In the case of employees who resigned their positions during the year there was no information on this fact in their personal files.

Recommendation

We recommend the beneficiary to check the conditions under which the employees are hired by CMP Members. HR policy should be in place, including the description of rules for hiring, announcing the vacancy, setting the salary, termination of employment to guarantee the transparent process of hiring new employees.

The policy should also cover the requirements for the completeness of the personal file of the employees. Missing documents should be filed to reflect the real situation and to avoid potential mistakes in respect of current and terminated employees.

Further, we recommend using the scales for setting the salary. These scales should be a part of the hiring policy and should be based on the experience, responsibility, type of work, conditions of work or other factors.

Management Comments

Different HR policies are applicable to the CMP Members' offices. One CMP Member's office depends on the regulations set by the Government of Cyprus and the recruitments are conducted by the related government office. Another CMP Member's office is subject to different procedures since contracts are temporary and local regulations allow the office to grant contract directly without advertising. Additional human resources are needed for the beneficiary to do the recommended check and monitoring of hiring conducted by the offices of the CMP Members including the documentation kept, and processes followed for setting the salary and termination. This issue will be brought up to the attention of the donor and for further discussion with the CMP Members. It is recommended by the beneficiary to have an audit before each project final report submitted to donor for quality assurance.

Auditor's response

CMP Members' offices should use Human Resources policies that are similar to internationally accepted ones and should not be less strict than ones of UNDP.

3.2.6. *Quarterly Progress Reports are not updated*

Priority

Medium

Observation

The annexes of the Quarterly Progress Report submitted by CMP Members are not updated properly - Risk log matrix, Issue log matrix, Lessons learnt log and Monitoring and communication plan. Based on the review of the selected sample these annexes are submitted in the same form with minimal updates.

Recommendation

We recommend to the CMP Members to update the respective matrices every time when the supporting documentation for the clearance of advance payment is prepared. We also recommend the beneficiary to return the supporting documentation to CMP Members for rework, if not sufficient, before the next advance payment is released.

Management Comments

Beneficiary has already highlighted the necessity of updating required tables quarterly during advance report submissions done by the two CMP offices. Recommendation will be shared with the CMP Member offices in writing after receiving the final audit report.

Auditor's response

No further comments.

3.2.7. *Signature date of employee contracts*

Priority

Medium

Observation

The employment contracts of the CMP Member employees are signed in March 2011, although they cover the period from Jan 1, 2011.

Recommendation

We recommend that the employment contracts of the respective employees are signed before the actual employment or at the first day of employment at the latest.

Management Comments

Recommendation will be communicated to the CMP Member offices in writing after receiving the final audit report.

Auditor's response

No further comments.

4. APPENDICES

4.1. Appendix 1 – Combined Delivery Statements



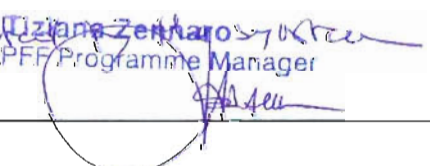
Selection Criteria :

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00042860

Project Id : 00038573 Support to the CMP	Period : Jan-Dec (2012)
Output # : 00042860 Support to the CMP (Mult-Don.)	Impl. Partner : 99999 UNDP
	Location : CYPRUS

	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
Dept: 54901 (UNDP Cyprus PFF - Central)				
Fund : 30000 (PROGRAMME COST SHARING)				
71305 - Local Consult.-Sht Term-Tech	0.00	- 17,236.78	0.00	- 17,236.78
72105 - Svc Co-Construction & Engineer	0.00	270,284.33	0.00	270,284.33
72145 - Svc Co-Training and Educ Serv	0.00	1,449.59	0.00	1,449.59
72210 - Machinery and Equipment	0.00	310.41	0.00	310.41
72220 - Furniture	0.00	2,170.54	0.00	2,170.54
72315 - Food & Textile Products	0.00	874.22	0.00	874.22
72370 - Security related goods and mat	0.00	4,698.63	0.00	4,698.63
72405 - Acquisition of Communic Equip	0.00	21,022.94	0.00	21,022.94
72425 - Mobile Telephone Charges	0.00	0.90	0.00	0.90
72430 - Postage and Pouch	0.00	166.12	0.00	166.12
72505 - Stationery & other Office Supp	0.00	1,767.16	0.00	1,767.16
72805 - Acquis of Computer Hardware	0.00	1,536.59	0.00	1,536.59
73108 - Leased office equip and furnit	0.00	- 1,749.07	0.00	- 1,749.07
73110 - Custodial & Cleaning Services	0.00	8.65	0.00	8.65
73120 - Utilities	0.00	17,176.36	0.00	17,176.36
73310 - Maint & Licencing of Software	0.00	381.71	0.00	381.71
73410 - Maint, Oper of Transport Equip	0.00	982.27	0.00	982.27
74210 - Printing and Publications	0.00	111.73	0.00	111.73
74225 - Other Media Costs	0.00	2,463.98	0.00	2,463.98
74525 - Sundry	0.00	5,121.24	0.00	5,121.24
75115 - Facilities & Admin - OH & Ind	0.00	10,440.10	0.00	10,440.10
76125 - Realized Loss	0.00	49.01	0.00	49.01
76135 - Realized Gain	0.00	- 0.03	0.00	- 0.03
77360 - Med Exams(incl Pre-empl)-TA	0.00	- 4,713.47	0.00	- 4,713.47
Total for Fund 30000	0.00	316,696.31	0.00	316,696.31
Total for Dept : 54901	0.00	316,696.31	0.00	316,696.31
Total for Output : 00042860	0.00	316,696.31	0.00	316,696.31

Project Total :	0.00	316,696.31	0.00	316,696.31
------------------------	-------------	-------------------	-------------	-------------------

Signed By :  Date : 27/03/2013

Signed By : _____ Date : _____



Combined Delivery Report By Project

Selection Criteria :

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00042860

Project Id : ALL		Period : Jan-Dec (2012)		
Output # : ALL		Impl. Partner :		
		Location :		
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
54901 - UNDP Cyprus PFF - Central	0.00	316,696.31	0.00	316,696.31



Funds Utilization

Selection Criteria :

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00042860

Project/Award: 00038573 Support to the CMP

Period : As at Dec 31, 2012

Output #	00042860	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			0.00



**Schedule to Combined Delivery Report
IPSAS Adjustments as at 1 January 2012**

Selection Criteria :

Business Unit : CYP10
Selected Project(s): ALL
Selected Fund Code : ALL
Selected Output(s): 00042860

Project Id: ALL					
Output # :					
Impl. Partner : NONE					
Description	Account	Fund	Donor	Amount	

No Data found for the Selection Criteria

Combined Delivery Report With Encumbrance

UN Development Programme
 ort ID: ungl143a

Page 1 of 2
 Run Time: 05-04-2012 14:04:39

Selection Criteria :

Business Unit : CYP10
 Period : Jan-Dec (2011)
 Selected Award Id : 00038573
 Selected Fund Code : 30000

Award Id : 00038573 Support to the CMP	Period : Jan-Dec (2011)
Object # : 00042860 Support to the CMP (Mult-Don.)	Impl. Partner : 99999 UNDP
	Location : CYPRUS

	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
Fund : 30000 (Programme Cost Sharing)					
63535 - Contribution to Security	0.00	506.06	0.00	0.00	506.06
65135 - Payroll Mgt Cost Recovery ATLA	0.00	32.07	0.00	0.00	32.07
71205 - Intl Consultants-Sht Term-Tech	0.00	24,309.64	0.00	0.00	24,309.64
71210 - Intl Consultants-Sht Term-Supp	0.00	9,112.60	0.00	0.00	9,112.60
71305 - Local Consult.-Sht Term-Tech	157,683.28	40,142.07	0.00	0.00	197,825.35
71605 - Travel Tickets-International	0.00	5,933.75	0.00	0.00	5,933.75
71610 - Travel Tickets-Local	0.00	715.29	0.00	0.00	715.29
71615 - Daily Subsistence Allow-Intl	0.00	20,213.07	0.00	0.00	20,213.07
71635 - Travel - Other	0.00	3,921.53	0.00	0.00	3,921.53
72105 - Svc Co-Construction & Engineer	0.00	3,458.49	0.00	0.00	3,458.49
72120 - Svc Co-Trade and Business Serv	0.00	166,171.38	0.00	0.00	166,171.38
72125 - Svc Co-Studies & Research Serv	0.00	- 34.87	0.00	0.00	- 34.87
72130 - Svc Co-Transportation Services	0.00	11,623.10	0.00	0.00	11,623.10
72140 - Svc Co-Information Technology	0.00	2,259.75	0.00	0.00	2,259.75
72145 - Svc Co-Training and Educ Serv	0.00	3,909.59	0.00	0.00	3,909.59
72205 - Office Machinery	0.00	- 195.19	0.00	0.00	- 195.19
72210 - Machinery and Equipment	0.00	22,249.77	0.00	0.00	22,249.77
72220 - Furniture	0.00	- 322.14	0.00	0.00	- 322.14
72315 - Food & Textile Products	0.00	0.00	0.00	0.00	0.00
72405 - Acquisition of Communic Equip	0.00	1,759.89	0.00	0.00	1,759.89
72410 - Acquisition of Audio Visual Eq	0.00	2,094.73	0.00	0.00	2,094.73
72420 - Land Telephone Charges	0.00	1,019.14	0.00	0.00	1,019.14
72425 - Mobile Telephone Charges	0.00	8,635.79	0.00	0.00	8,635.79
72430 - Postage and Pouch	0.00	23.23	0.00	0.00	23.23
72440 - Connectivity Charges	0.00	678.82	0.00	0.00	678.82
72505 - Stationery & other Office Supp	0.00	932.62	0.00	0.00	932.62
72710 - Hospitality-Vouchered Expenses	0.00	379.71	0.00	0.00	379.71
72805 - Acquis of Computer Hardware	0.00	- 333.10	0.00	0.00	- 333.10
72810 - Acquis of Computer Software	0.00	1,364.26	0.00	0.00	1,364.26
72815 - Inform Technology Supplies	0.00	2,381.30	0.00	0.00	2,381.30
73108 - Leased office equip and furnit	0.00	14,375.00	0.00	0.00	14,375.00
73110 - Custodial & Cleaning Services	0.00	3,322.04	0.00	0.00	3,322.04
73120 - Utilities	0.00	30,888.97	0.00	0.00	30,888.97
73310 - Maint & Licencing of Software	0.00	466.46	0.00	0.00	466.46
73405 - Rental & Maint-Other Office Eq	0.00	1,043.05	0.00	0.00	1,043.05
73410 - Maint, Oper of Transport Equip	0.00	4,691.08	0.00	0.00	4,691.08
74220 - Translation Costs	0.00	262.76	0.00	0.00	262.76
74225 - Other Media Costs	0.00	683.76	0.00	0.00	683.76
74230 - Audio & Visual Equipment	0.00	- 1,214.31	0.00	0.00	- 1,214.31
74415 - Compensation Payment	0.00	321.13	0.00	0.00	321.13
74505 - Insurance	0.00	3,861.64	0.00	0.00	3,861.64
74525 - Sundry	0.00	10,505.74	0.00	0.00	10,505.74
75115 - Facilities & Admin - OH & Ind	0.00	5,105.00	0.00	0.00	5,105.00
76125 - Realized Loss	0.00	208.92	0.00	0.00	208.92
76130 - Unrealized Gain	0.00	- 1,255.19	0.00	0.00	- 1,255.19
76135 - Realized Gain	0.00	- 103.45	0.00	0.00	- 103.45
77105 - Salaries - NP Staff-TA	0.00	9,933.50	0.00	0.00	9,933.50
77110 - Contrib to UNSSPF-NP-TA	0.00	2,572.57	0.00	0.00	2,572.57
77115 - Contrib-Med,SocIns-NP Staff-TA	0.00	392.20	0.00	0.00	392.20
77145 - Dependency Allow-NP Staff-TA	0.00	87.56	0.00	0.00	87.56
77360 - Med Exams(incl Pre-empl)-TA	0.00	39,854.43	0.00	0.00	39,854.43
Total for Fund 30000	157,683.28	458,945.21	0.00	0.00	616,628.49
Total for Project : 00042860	157,683.28	458,945.21	0.00	0.00	616,628.49

Combined Delivery Report With Encumbrance

Development Programme
ID: ungl143a

Page 2 of 2
Run Time: 05-04-2012 14:04:39

ward Id : 00038573 Support to the CMP	Period :	Jan-Dec (2011)			
oject # : 00042860 Support to the CMP (Mult-Don.)	Impl. Partner :	99999 UNDP			
	Location :	CYPRUS			
	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp

ard Total :	157,683.28	458,945.21	0.00	0.00	616,628.49
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Deloitte.
Deloitte Audit s.r.o.
Digital Park II
Einsteinova 23
851 01 Bratislava
Slovenská republika

igned By :

Date :

5/4/2012


Graziana Zennaro
OFF Programme Manager



Selection Criteria :

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00078114

Project Id : 00061610 Support to the Committee on MI		Period :	Jan-Dec (2012)	
Output # : 00078114 Support to the CMP (EC-3)		Impl. Partner :	99999 UNDP	
		Location :	CYPRUS	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

Dept: 54901 (UNDP Cyprus PFF - Central)

Fund : 30079 (EUROPEAN COMMISSION)

61105 - Salaries - NP Staff	0.00	21,476.30	0.00	21,476.30
62105 - Dependency Allowance-NP Staff	0.00	422.24	0.00	422.24
62110 - Contrib Joint Staff Pension-NP	0.00	1,736.78	0.00	1,736.78
62115 - Contrib to Med,SocIns-NP Staff	0.00	625.21	0.00	625.21
62140 - Annual Leave Expense - NO	0.00	-287.82	0.00	-287.82
63530 - Contribution to EOS Benefits	0.00	215.59	0.00	215.59
63535 - Contribution to Security	0.00	344.96	0.00	344.96
63545 - Contribution to ICT	0.00	129.36	0.00	129.36
63550 - Contributions to MAIP	0.00	17.23	0.00	17.23
63555 - Contribution to UN JFA	0.00	155.21	0.00	155.21
63560 - Contributions to Appendix D	0.00	25.87	0.00	25.87
65115 - Contributions to ASHI Reserve	0.00	560.55	0.00	560.55
65135 - Payroll Mgt Cost Recovery ATLA	0.00	40.34	0.00	40.34
71205 - Intl Consultants-Sht Term-Tech	0.00	25,609.71	0.00	25,609.71
71305 - Local Consult.-Sht Term-Tech	984,781.76	66,555.33	0.00	1,051,337.09
71405 - Service Contracts-Individuals	0.00	23,069.12	0.00	23,069.12
71605 - Travel Tickets-International	0.00	23,146.39	0.00	23,146.39
71615 - Daily Subsistence Allow-Intl	0.00	9,071.32	0.00	9,071.32
71620 - Daily Subsistence Allow-Local	0.00	3,456.00	0.00	3,456.00
71635 - Travel - Other	0.00	1,597.89	0.00	1,597.89
72105 - Svc Co-Construction & Engineer	0.00	257,946.33	0.00	257,946.33
72120 - Svc Co-Trade and Business Serv	0.00	910.39	0.00	910.39
72130 - Svc Co-Transportation Services	0.00	1,541.99	0.00	1,541.99
72140 - Svc Co-Information Technology	0.00	514.80	0.00	514.80
72145 - Svc Co-Training and Educ Serv	0.00	1,797.43	0.00	1,797.43
72210 - Machinery and Equipment	0.00	119,733.19	0.00	119,733.19
72215 - Transportation Equipment	0.00	41,359.05	0.00	41,359.05
72315 - Food & Textile Products	0.00	4,305.34	0.00	4,305.34
72370 - Security related goods and mat	0.00	-2,265.67	0.00	-2,265.67
72410 - Acquisition of Audio Visual Eq	0.00	172.70	0.00	172.70
72420 - Land Telephone Charges	0.00	1,325.20	0.00	1,325.20
72425 - Mobile Telephone Charges	0.00	5,301.18	0.00	5,301.18
72430 - Postage and Pouch	0.00	51.33	0.00	51.33
72440 - Connectivity Charges	0.00	181.34	0.00	181.34
72505 - Stationery & other Office Supp	0.00	6,878.92	0.00	6,878.92
72815 - Inform Technology Supplies	0.00	92.53	0.00	92.53
73110 - Custodial & Cleaning Services	0.00	8,407.95	0.00	8,407.95
73120 - Utilities	0.00	14,047.23	0.00	14,047.23
73216 - Construction Cost	0.00	149,102.39	0.00	149,102.39
73405 - Rental & Maint-Other Office Eq	0.00	1,846.79	0.00	1,846.79
73410 - Maint, Oper of Transport Equip	0.00	4,792.48	0.00	4,792.48
74205 - Audio Visual Productions	0.00	3,410.55	0.00	3,410.55
74210 - Printing and Publications	0.00	1,750.41	0.00	1,750.41
74220 - Translation Costs	0.00	1,049.53	0.00	1,049.53

UN
DP

UN Development Programme

Report ID: unglcdrp

Combined Delivery Report By Project

Page 2 of 5

Run Time: 26-03-2013 17:03:57

Project Id : 00061610 Support to the Committee on MI		Period :	Jan-Dec (2012)	
Output # : 00078114 Support to the CMP (EC-3)		Impl. Partner :	99999 UNDP	
		Location :	CYPRUS	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
74225 - Other Media Costs	0.00	55.87	0.00	55.87
74415 - Compensation Payment	0.00	2,392.14	0.00	2,392.14
74505 - Insurance	0.00	43,506.30	0.00	43,506.30
74525 - Sundry	0.00	10,315.05	0.00	10,315.05
75110 - Facilities & Admin - Services	0.00	66,244.18	0.00	66,244.18
75705 - Learning costs	0.00	9,296.36	0.00	9,296.36
76120 - Unrealized Loss	0.00	25,025.22	0.00	25,025.22
76125 - Realized Loss	0.00	1,063.90	0.00	1,063.90
76130 - Unrealized Gain	0.00	- 14,751.26	0.00	- 14,751.26
76135 - Realized Gain	0.00	- 138.20	0.00	- 138.20
Total for Fund 30079	984,781.76	945,230.52	0.00	1,930,012.28
Total for Dept : 54901	984,781.76	945,230.52	0.00	1,930,012.28
Total for Output : 00078114	984,781.76	945,230.52	0.00	1,930,012.28
Project Total :	984,781.76	945,230.52	0.00	1,930,012.28

Signed By :

Date :

Signed By :

Date :

Deloitte

(7)
Deloitte Audit s.r.o.
Digital Park A
Einsteinova 23
851 01 Bratislava
Slovenska republika



Page 3 of 5
Run Time: 26-03-2013 17:03:58

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00078114

Project Id : ALL		Period : Jan-Dec (2012)		
Output # : ALL		Impl. Partner :		
		Location :		
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
54901 - UNDP Cyprus PFF - Central	984,781.76	945,230.52	0.00	1,930,012.28



Funds Utilization

Selection Criteria :

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00078114

Project/Award: 00061610 Support to the Committee on Mi

Period : As at Dec 31, 2012

Output #	00078114	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			0.00



**Schedule to Combined Delivery Report
IPSAS Adjustments as at 1 January 2012**

Selection Criteria :

Business Unit : CYP10
Selected Project(s): ALL
Selected Fund Code : ALL
Selected Output(s): 00078114

Project Id : ALL

Output # :

Impl. Partner : NONE

Description	Account	Fund	Donor	Amount
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No Data found for the Selection Criteria

Combined Delivery Report With Encumbrance

UN Development Programme
 ort ID: ungl143a

Page 1 of 1
 Run Time: 05-04-2012 14:04:06

Action Criteria :

Business Unit : CYP10
 Period : Jan-Dec (2011)
 Selected Award Id : 00061610
 Selected Fund Code : 30079

Award Id : 00061610 Support to the Committee on MI		Period :	Jan-Dec (2011)		
Project # : 00078114 Support to the CMP (EC Funded)		Impl. Partner :	99999 UNDP		
		Location :	CYPRUS		
	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp

Fund : 30079 (EUROPEAN COMMISSION)

63535 - Contribution to Security	0.00	260.51	0.00	0.00	260.51
65135 - Payroll Mgt Cost Recovery ATLA	0.00	16.03	0.00	0.00	16.03
71205 - Intl Consultants-Sht Term-Tech	0.00	64,833.33	0.00	0.00	64,833.33
71210 - Intl Consultants-Sht Term-Supp	0.00	50,960.96	0.00	0.00	50,960.96
71305 - Local Consult.-Sht Term-Tech	1,280,204.45	40,978.89	0.00	0.00	1,321,183.34
71310 - Local Consult.-Short Term-Supp	0.00	7,155.11	0.00	0.00	7,155.11
71405 - Service Contracts-Individuals	0.00	34,603.69	0.00	0.00	34,603.69
71605 - Travel Tickets-International	0.00	7,465.85	0.00	0.00	7,465.85
71615 - Daily Subsistence Allow-Intl	0.00	9,380.28	0.00	0.00	9,380.28
71620 - Daily Subsistence Allow-Local	0.00	3,851.88	0.00	0.00	3,851.88
71635 - Travel - Other	0.00	952.94	0.00	0.00	952.94
72105 - Svc Co-Construction & Engineer	0.00	70,518.74	0.00	0.00	70,518.74
72120 - Svc Co-Trade and Business Serv	0.00	83,062.30	0.00	0.00	83,062.30
72130 - Svc Co-Transportation Services	0.00	7,889.99	0.00	0.00	7,889.99
72145 - Svc Co-Training and Educ Serv	0.00	1,513.60	0.00	0.00	1,513.60
72210 - Machinery and Equipment	0.00	119,529.06	0.00	0.00	119,529.06
72215 - Transportation Equipment	0.00	14,717.62	0.00	0.00	14,717.62
72315 - Food & Textile Products	0.00	0.00	0.00	0.00	0.00
72350 - Medical Kits	0.00	429.18	0.00	0.00	429.18
72370 - Security related goods and mat	0.00	19,922.40	0.00	0.00	19,922.40
72420 - Land Telephone Charges	0.00	1,307.42	0.00	0.00	1,307.42
72440 - Connectivity Charges	0.00	1,893.00	0.00	0.00	1,893.00
72505 - Stationery & other Office Supp	0.00	3,931.01	0.00	0.00	3,931.01
72815 - Inform Technology Supplies	0.00	1,968.86	0.00	0.00	1,968.86
73110 - Custodial & Cleaning Services	0.00	4,030.16	0.00	0.00	4,030.16
73115 - Moving Expenses	0.00	219.48	0.00	0.00	219.48
73120 - Utilities	0.00	6,850.24	0.00	0.00	6,850.24
73405 - Rental & Maint-Other Office Eq	0.00	753.81	0.00	0.00	753.81
73410 - Maint, Oper of Transport Equip	0.00	7,110.56	0.00	0.00	7,110.56
74210 - Printing and Publications	0.00	668.78	0.00	0.00	668.78
74225 - Other Media Costs	0.00	355.68	0.00	0.00	355.68
74230 - Audio & Visual Equipment	0.00	699.93	0.00	0.00	699.93
74525 - Sundry	0.00	4,483.67	0.00	0.00	4,483.67
75115 - Facilities & Admin - OH & Ind	0.00	212,465.00	0.00	0.00	212,465.00
75705 - Learning costs	0.00	1,018.52	0.00	0.00	1,018.52
76120 - Unrealized Loss	0.00	38,480.27	0.00	0.00	38,480.27
76125 - Realized Loss	0.00	8,549.52	0.00	0.00	8,549.52
76130 - Unrealized Gain	0.00	-12,827.54	0.00	0.00	-12,827.54
76135 - Realized Gain	0.00	-108.05	0.00	0.00	-108.05
77105 - Salaries - NP Staff-TA	0.00	10,944.89	0.00	0.00	10,944.89
77110 - Contrib to UNSSPF-NP-TA	0.00	1,324.31	0.00	0.00	1,324.31
77115 - Contrib-Med,SocIns-NP Staff-TA	0.00	201.90	0.00	0.00	201.90
77145 - Dependency Allow-NP Staff-TA	0.00	45.07	0.00	0.00	45.07
tal for Fund 30079	1,280,204.45	832,408.85	0.00	0.00	2,112,613.30
tal for Project : 00078114	1,280,204.45	832,408.85	0.00	0.00	2,112,613.30

ard Total :	1,280,204.45	832,408.85	0.00	0.00	2,112,613.30
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igned By : _____ Date : 5/4/2012

Tiziana Zennaro
 UNDP-PFF Programme Manager

Deloitte.
 Deloitte Audit s.r.o.
 Digital Park II
 Einsteinova 23
 851 01 Bratislava
 Slovenská republika



Selection Criteria :

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00083801

Project Id : 00068906 Support to the Committee on MI	Period :	Jan-Dec (2012)		
Output # : 00083801 Support to the CMP (EC-4)	Impl. Partner :	99999 UNDP		
	Location :	CYPRUS		
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

Dept: 54901 (UNDP Cyprus PFF - Central)

Fund : 30079 (EUROPEAN COMMISSION)

61105 - Salaries - NP Staff	0.00	18,374.33	0.00	18,374.33
62105 - Dependency Allowance-NP Staff	0.00	510.78	0.00	510.78
62110 - Contrib Joint Staff Pension-NP	0.00	2,100.91	0.00	2,100.91
62115 - Contrib to Med,SocIns-NP Staff	0.00	756.29	0.00	756.29
62140 - Annual Leave Expense - NO	0.00	874.65	0.00	874.65
63530 - Contribution to EOS Benefits	0.00	260.80	0.00	260.80
63535 - Contribution to Security	0.00	417.25	0.00	417.25
63545 - Contribution to ICT	0.00	156.46	0.00	156.46
63550 - Contributions to MAIP	0.00	20.85	0.00	20.85
63555 - Contribution to UN JFA	0.00	187.75	0.00	187.75
63560 - Contributions to Appendix D	0.00	31.30	0.00	31.30
65115 - Contributions to ASHI Reserve	0.00	678.06	0.00	678.06
65135 - Payroll Mgt Cost Recovery ATLA	0.00	47.06	0.00	47.06
71205 - Inil Consultants-Sht Term-Tech	0.00	90,400.31	0.00	90,400.31
71305 - Local Consult.-Sht Term-Tech	182,539.51	13,080.85	0.00	195,620.36
71405 - Service Contracts-Individuals	0.00	9,996.90	0.00	9,996.90
71410 - MAIP Premium SC	0.00	23.35	0.00	23.35
71415 - Contribution to Security SC	0.00	0.00	0.00	0.00
71605 - Travel Tickets-International	0.00	12,390.85	0.00	12,390.85
71615 - Daily Subsistence Allow-Intl	0.00	20,328.00	0.00	20,328.00
71635 - Travel - Other	0.00	319.79	0.00	319.79
72105 - Svc Co-Construction & Engineer	0.00	139,234.50	0.00	139,234.50
72120 - Svc Co-Trade and Business Serv	0.00	1,106.81	0.00	1,106.81
72145 - Svc Co-Training and Educ Serv	0.00	2,175.22	0.00	2,175.22
72210 - Machinery and Equipment	0.00	0.00	0.00	0.00
72215 - Transportation Equipment	0.00	2,278.64	0.00	2,278.64
72405 - Acquisition of Communic Equip	0.00	3,853.63	0.00	3,853.63
72410 - Acquisition of Audio Visual Eq	0.00	1,503.86	0.00	1,503.86
72420 - Land Telephone Charges	0.00	291.90	0.00	291.90
72425 - Mobile Telephone Charges	0.00	956.46	0.00	956.46
72505 - Stationery & other Office Supp	0.00	853.71	0.00	853.71
72510 - Publications	0.00	4,432.47	0.00	4,432.47
72805 - Acquis of Computer Hardware	0.00	257.59	0.00	257.59
72810 - Acquis of Computer Software	0.00	863.40	0.00	863.40
73110 - Custodial & Cleaning Services	0.00	1,891.63	0.00	1,891.63
73120 - Utilities	0.00	4,042.74	0.00	4,042.74
73310 - Maint & Licencing of Software	0.00	567.43	0.00	567.43
73405 - Rental & Maint-Other Office Eq	0.00	1,292.52	0.00	1,292.52
73406 - Maintenance of Equipment	0.00	600.45	0.00	600.45
73410 - Maint, Oper of Transport Equip	0.00	2,095.76	0.00	2,095.76
74220 - Translation Costs	0.00	1,514.47	0.00	1,514.47
74225 - Other Media Costs	0.00	193.05	0.00	193.05
74505 - Insurance	0.00	530.93	0.00	530.93
74525 - Sundry	0.00	5,984.28	0.00	5,984.28



Project Id : 00068906 Support to the Committee on MI		Period :	Jan-Dec (2012)	
Output # : 00083801 Support to the CMP (EC-4)		Impl. Partner :	99999 UNDP	
		Location :	CYPRUS	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
75110 - Facilities & Admin - Services	0.00	69,770.99	0.00	69,770.99
75705 - Learning costs	0.00	2,600.00	0.00	2,600.00
76125 - Realized Loss	0.00	8.29	0.00	8.29
76130 - Unrealized Gain	0.00	- 9,325.84	0.00	- 9,325.84
76135 - Realized Gain	0.00	- 0.01	0.00	- 0.01
Total for Fund 30079	182,539.51	410,531.42	0.00	593,070.93
Total for Dept : 54901	182,539.51	410,531.42	0.00	593,070.93
Total for Output : 00083801	182,539.51	410,531.42	0.00	593,070.93
Project Total :	182,539.51	410,531.42	0.00	593,070.93

Tiziana Zennaro
UNDP-PFF Programme Manager

as generated by the system

Signed By :  Date : 27/03/2013

Signed By : _____ Date : _____

Deloitte.
Deloitte Audit s.p.o.
Digital Park II
Elnačipova 23
851 01 Bratislava
Slovenská republika



Selection Criteria :

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00083801

Project Id : ALL	Period : Jan-Dec (2012)			
Output # : ALL	Impl. Partner : Location :			
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
54901 - UNDP Cyprus PFF - Central	182,539.51	410,531.42	0.00	593,070.93



Funds Utilization

Selection Criteria :

Business Unit : CYP10
Period : Jan-Dec (2012)
Selected Project Id : ALL
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : 00083801

Project/Award: 00068906 Support to the Committee on Mi

Period : As at Dec 31, 2012

Output #	00083801	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			399,974.80
Undepreciated Fixed Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			0.00



Schedule to Combined Delivery Report
IPSAS Adjustments as at 1 January 2012

Selection Criteria :

Business Unit : CYP10
Selected Project(s): ALL
Selected Fund Code : ALL
Selected Output(s): 00083801

Project Id : ALL

Output # :

Impl. Partner : NONE

Description	Account	Fund	Donor	Amount
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No Data found for the Selection Criteria