

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**Office of Audit and Investigations**



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**AUDIT OF UNDP HAITI**  
**APPUI AU PROCESSUS ÉLECTORAL**  
**(Directly Implemented Project No. 76471, Output No. 87841)**  
**Report No. 1661/Corr. 1**  
**Issue Date: 9 November 2016**

**Corrigendum**  
**Executive Summary, page i**

**Existing text**

Project Expenditure*			Project Assets		
Amount (in \$ '000)	Opinion	NFI** (in \$ '000)	Amount (in \$ '000)	Opinion	NFI (in \$ '000)
25,551	Qualified	1,607	44	Unqualified	-

The audit firm qualified its opinion on financial findings totalling \$1,606,940, which represents amounts included in the CDR and Funds Utilization statement that were either (i) not in conformity with the approved budget; (ii) not for the approved purposes of the project; (iii) not in compliance with the relevant regulations and rules, policies and procedures of UNDP; or (iv) not supported by properly approved vouchers and other supporting documents. These findings represent 6.3 percent of the total expenditure amount reported and are therefore considered material in the context of this audit.

**Should read**

Project Expenditure*			Project Assets		
Amount (in \$ '000)	Opinion	NFI** (in \$ '000)	Amount (in \$ '000)	Opinion	NFI (in \$ '000)
25,551	Qualified	1,483	44	Unqualified	-

The audit firm qualified its opinion on financial findings totalling \$1,483,243, which represent amounts included in the CDR and Funds Utilization statement that were either (i) not in conformity with the approved budget; (ii) not for the approved purposes of the project; (iii) not in compliance with the relevant regulations and rules, policies and procedures of UNDP; or (iv) not supported by properly approved vouchers and other supporting documents. These findings represent 5.8 percent of the total expenditure amount reported and are therefore considered material in the context of this audit.

**Corrigendum**  
**Executive Summary, page ii**

***Existing text***

Weak cash advance  
monitoring system  
(Issue 1)

The Office recorded advances to third parties in the CDR amounting to \$937,769 as expenditure, at the point of voucher approval and transaction posting in the system. Furthermore, the audit found that transactions amounting to \$669,371 were not adequately supported by documentation. Therefore, expenditure totalling \$1,606,940 was either unspent or not adequately documented at the level of the third party as at year-end. These advances constituted direct cash transfers and therefore, the amount of \$1,606,940 should not have been recorded as expenditure in the 2015 CDR. In addition, Funding Authorization and Certificate of Expenditure (FACE) forms were not used as provided for by UNDP financial regulations, and financial reporting was not in accordance with the Letter of Agreement (LoA) requirements.

***Should read***

Weak cash advance  
monitoring system  
(Issue 1)

The Office recorded advances to third parties in the CDR amounting to \$937,569 as expenditure, at the point of voucher approval and transaction posting in the system. Furthermore, the audit found that transactions amounting to \$545,674 were not adequately supported by documentation. Therefore, expenditure totalling \$1,483,243 was either unspent or not adequately documented at the level of the third party as at year-end. These advances constituted direct cash transfers and therefore, the amount of \$1,483,243 should not have been recorded as expenditure in the 2015 CDR. In addition, Funding Authorization and Certificate of Expenditure (FACE) forms were not used as provided for by UNDP financial regulations, and financial reporting was not in accordance with the Letter of Agreement (LoA) requirements.

UNITED NATIONS DEVELOPMENT PROGRAMME  
Office of Audit and Investigations



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AUDIT

OF

UNDP HAITI

APPUI AU PROCESSUS ÉLECTORAL  
(Directly Implemented Project No. 76471, Output No. 87841)

Report No. 1661

Issue Date: 7 October 2016

Report on the Audit of UNDP Haiti  
Appui au Processus Électoral  
(Project No. 76471, Output No. 87841)  
Executive Summary

The UNDP Office of Audit and Investigations (OAI), through Moore Stephens LLP (the audit firm), from 27 June to 8 July 2016, conducted an audit of *Appui au Processus Électoral* (Project No. 76471, Output No. 87841) (the Project), which is directly implemented and managed by the UNDP Country Office in Haiti (the Office). This was the first audit of the Project.

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 Combined Delivery Report (CDR)**, which includes expenditure for the period from 1 January to 31 December 2015 and the accompanying Funds Utilization statement<sup>1</sup> as well as Statement of Assets as of 31 December 2015. The audit did not include **activities and expenses incurred or undertaken at the "responsible party" level**, or expenses processed and approved in locations outside of the country (such as UNDP Regional Centres and UNDP Headquarters), or where supporting documentation was not retained at the Office level. In addition, the audit did not cover the Statement of Cash Position as no separate bank account was established and maintained for the Project.

The audit was conducted under the general supervision of OAI in conformance with the *International Standards for the Professional Practice of Internal Auditing*.

## 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 Expenditure*			Project Assets		
Amount (in \$ '000)	Opinion	NFI** (in \$ '000)	Amount (in \$ '000)	Opinion	NFI (in \$ '000)
25,551	Qualified	1,607	44	Unqualified	-

\* Expenditures recorded in the Combined Delivery Report were \$39,282,800. Excluded from the audit scope were transactions that related to expenditures of other United Nations agencies (\$922,921) and expenditures not processed or approved by the Office (\$12,779,360 related to payroll and material costs, and \$29,656 related to travel and consultancy fees).

\*\*NFI = Net Financial Impact

The audit firm qualified its opinion on financial findings totalling \$1,606,940, which represents amounts included in the CDR and Funds Utilization statement that were either (i) not in conformity with the approved budget; (ii) not for the approved purposes of the project; (iii) not in compliance with the relevant regulations and rules, policies and procedures of UNDP; or (iv) not supported by properly approved vouchers and other supporting documents. These findings represent 6.3 percent of the total expenditure amount reported and are therefore considered material in the context of this audit.

<sup>1</sup> The Funds Utilization statement includes the balance, as at a given date, of five items: (a) outstanding advances received by the project; (b) depreciated fixed assets used at the project level; (c) inventory held at the project level; (d) prepayments made by the project; and (e) outstanding commitments held at the project level.

Key recommendations: Total = 1, high priority = 1

The audit resulted in one high (critical) priority recommendation. The recommendation aims to ensure the reliability and integrity of financial and operational information.

For high (critical) priority recommendations, 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. The high (critical) priority recommendation is presented below:

Weak cash advance  
monitoring system  
(Issue 1)

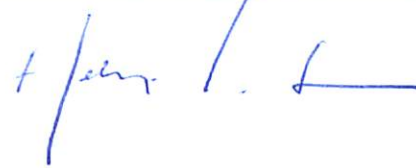
The Office recorded advances to third parties in the CDR amounting to \$937,769 as expenditure, at the point of voucher approval and transaction posting in the system. Furthermore, the audit found that transactions amounting to \$669,371 were not adequately supported by documentation. Therefore, expenditure totalling \$1,606,940 was either unspent or not adequately documented at the level of the third party as at year-end. These advances constituted direct cash transfers and therefore, the amount of \$1,606,940 should not have been recorded as expenditure in the 2015 CDR. In addition, Funding Authorization and Certificate of Expenditure (FACE) forms were not used as provided for by UNDP financial regulations, and financial reporting was not in accordance with the Letter of Agreement (LoA) requirements.

As a result of the issues highlighted above, it was difficult to determine the exact amount of expenditure incurred by third parties and the balance of funds available at the quarterly cut-off dates. This made adequate oversight by the Office over the efficiency of the budget and cash management systems difficult.

Recommendation: The monitoring of cash advances should be improved by ensuring compliance with the LoA reporting requirements and increasing the oversight over advances. Specifically, the Office and the responsible party should prepare quarterly financial reports, accompanied by the required supporting documentation. Any transactions questioned by the Office should be listed separately, and expenditure should not be recorded by the Office until it has been reported through a FACE form.

#### Management comments and action plan

The UN Resident Coordinator/UNDP Resident Representative accepted the recommendation and is in the process of implementing it. Comments and/or additional information provided have been incorporated into the report, where appropriate. The audit opinion on the project expenditure has been changed after the acceptance of the recommendation, reflecting the material impact of the issue raised.

A handwritten signature in blue ink, which appears to read 'H. Osttveiten', is enclosed within a rectangular box.

Helge S. Osttveiten  
Director  
Office of Audit and Investigations

**UNITED NATIONS DEVELOPMENT PROGRAMME  
(UNDP)**

**AUDIT REPORT**

**4 November 2016**

**FINANCIAL AUDIT OF THE UNDP DIRECTLY  
IMPLEMENTED (DIM) PROJECT**

**Appui au Processus Electoral**

<b>Project name:</b>	<b>Appui au Processus Electoral</b>
<b>UNDP Country Office:</b>	<b>Haiti</b>
<b>Atlas Project ID:</b>	<b>00076471</b>
<b>Atlas Output number:</b>	<b>00087841</b>
<b>Auditor:</b>	<b>Moore Stephens LLP</b>
<b>Period subject to audit:</b>	<b>1 January to 31 December 2015</b>

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### Table of acronyms and abbreviations

CDR	Combined Delivery Report
DIM	Direct Implementation Modality
HACT	Harmonized Approach to Cash Transfers
HTG	Haitian Gourde
ISA	International Standards on Auditing
UNDP	United Nations Development Programme
USD	United States Dollars



## EXECUTIVE SUMMARY

Moore Stephens LLP conducted the financial audit of 'Appui au Processus Electoral' ('Support to the Electoral Process', Project ID 00076471 and Output 00087841) ('the project'), directly implemented by UNDP Haiti ('the Office') for the year ended 31 December 2015. The audit was undertaken on behalf of UNDP, Office of Audit and Investigations.

We have issued audit opinions as summarised in the table below and as detailed in the next section:

<b>Statement of Expenditure</b>	Qualified
<b>Statement of Fixed Assets</b>	Unqualified
<b>Statement of Cash Position</b>	Not applicable

As a result of our audit, we have raised two audit findings, with a financial impact of \$ 1,483,243 as summarised below:

No.	Description	Priority	Net financial impact \$
1	Weak cash advances monitoring system resulting in advances reported as expenditure	High	1,483,243
2	Lack of assessment and insufficient financial reporting arrangements	High	-
<b>Total</b>			<b>1,483,243</b>

The project was not audited in the prior year.



Mark Henderson  
Partner

Moore Stephens LLP  
150 Aldersgate Street  
London EC1A 4AB

4 November 2016

## THE AUDIT ENGAGEMENT

### **Audit Objectives and Scope**

The objective of the financial audit was to express an opinion on the DIM project's financial statements which include:

- Expressing an opinion on whether the financial expenses incurred by the project between 1 January and 31 December 2015 and the funds utilization as at 31 December 2015 are fairly presented in accordance with UNDP accounting policies and that the expenses 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.
- Expressing an opinion on whether the statement of fixed assets presents fairly the balance of assets of the UNDP project as at 31 December 2015. This statement must include all assets available as at 31 December 2015 and not only those purchased in a given period. Where a DIM project does not have any assets or equipment, it will not be necessary to express such an opinion.
- Expressing an opinion on whether the statement of cash held by the project presents fairly the cash and bank balance of UNDP project as at 31 December 2015.

The scope of the audit relates only to transactions concluded and recorded against the UNDP DIM project between 1 January and 31 December 2015. The scope of the audit did not include:

- Activities and expenses incurred or undertaken at the level of "responsible parties", unless the inclusion of these expenses is specifically required in the request for proposal; and
- Expenses processed and approved in locations outside the country such as UNDP Regional Centres and UNDP Headquarters and where the supporting documentation is not retained at the level of the UNDP Country Office.

## Independent Auditor's Report to UNDP

### Appui au Processus Electoral

### Statement of Expenditure

### Qualified Opinion

We have audited the accompanying Combined Delivery Report (CDR) and Funds Utilization statement totalling \$39,282,800.43 ("the statement") of the UNDP project 00076471 'Appui au Processus Electoral' for the period from 1 January to 31 December 2015. CDR expenditure totalling \$13,731,936.78 was not within the scope of our audit. This total is comprised of consultancy and travel expenditure incurred by other UNDP Offices (\$29,655.57), grants and service contract expenditure incurred by other UN agencies (\$922,920.78) and payroll, contracting, equipment, materials and depreciation expenditure not processed or approved by UNDP Country Office (\$12,779,360.43).

Management is responsible for the preparation of the statement for 'Appui au Processus Electoral' 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.

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statement is 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 statement 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 Qualified Opinion**

We have made financial findings totalling \$1,483,243 as set out in the Management Letter section of our report, which represent amounts included in the Combined Delivery Report (CDR) and Funds Utilization statement presented to us for audit which, in our opinion, were either (i) not in conformity with the approved budget; (ii) not for the approved purposes of the project; (iii) not in compliance with the relevant regulations and rules, policies and procedures of UNDP; or (iv) not supported by properly approved vouchers and other supporting documents. These findings represent 5.8% of the total expenditure amount reported and are therefore considered material in the context of our audit.

**Qualified opinion**

In our opinion, the attached Combined Delivery Report (CDR) and Funds Utilization statement, except for the matter described in the Basis for Qualified Opinion paragraph, presents fairly, in all material respects, the expenses of \$25,550,863.65 incurred by the project 00076471 'Appui au Processus Electoral' for the period 1 January to 31 December 2015 in accordance with UNDP accounting policies..



Mark Henderson  
Partner

Moore Stephens LLP  
150 Aldersgate Street  
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4 November 2016

**Independent Auditor's Report to UNDP**  
**Appui au Processus Electoral**  
**Statement of Assets and Equipment**  
**Unqualified Opinion**

We have audited the accompanying Statement of Fixed Assets ('the statement') prepared for the UNDP project 00076471 'Appui au Processus Electoral' as at 31 December 2015.

Management is responsible for the preparation of the statement 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.

Our responsibility is to express an opinion on the statement based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statement is 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 schedule 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.

**Unqualified Opinion**

In our opinion, the attached Statement of Assets presents fairly, in all material respects, the balance of inventory of the UNDP project 00076471 'Appui au Processus Electoral' amounting in total to \$ 43,595.14 as at 31 December 2015 in accordance with UNDP accounting policies.



Mark Henderson  
Partner

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4 November 2016

## Independent Auditor's Report to UNDP

### Appui au Processus Electoral

#### Statement of Cash Position

We noted that the UNDP project 'Appui au Processus Electoral' did not have a dedicated bank account for DIM project activities subject to audit and accordingly a Statement of Cash Position was not produced.

## MANAGEMENT LETTER

The findings related to the audit of the financial statements are discussed in our management letter below:

<b>Finding n°: 1</b>	<b>Title:</b> Weak cash advances monitoring system resulting in advances reported as expenditure
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### Observation:

#### Non-compliance with LoA reporting requirements

Article 8 of the Letter of Agreement between the Office and the Responsible Party entrusted with implementing a significant amount of project activities states that the Responsible Party 'shall submit a cumulative financial report each quarter (31 March, 30 June, 4 November and 31 December)'.

However, as at the date of the audit, only the first financial report dated May 2016 had been received, with additional supporting documents being received on 5 July 2016. The narrative report had not been submitted to the Office. We found no evidence that the Office had been chasing the missing reports.

#### Inadequate oversight over cash advances

Appendix 3 of the Letter of Agreement between the Office and the Responsible Party states that 'In order to realise any advance or any subsequent payment, it will be necessary that at least 80% of the prior payment will have to be disbursed. As a result, a payment request letter will have to be addressed by the Responsible Party to the Office with the amount of the new payment request by activity in compliance with Appendix 3. The financial report and the supporting documents of the previous report will accompany the new request for payment.'

We noted that the Office recorded a series of advances to third parties in the CDR, but some of these advances had only been partly justified, as shown by the table below. This means that the requirements set out above had not been met.

Date	UNDP Voucher	Description	Amount reported in the CDR HTG	Amount reported by third parties HTG	Unspent advances HTG	Unspent advances USD
2-Jul-15	90179	1 <sup>st</sup> instalment to Responsible Party	37,588,100.00	30,669,448.36*	6,918,651.64	<b>121,358.78</b>
12-Oct-15	92854	Advance to the Responsible Party for polling station tents	22,500,000.00	21,994,702.61*	505,297.39	<b>8,863.33</b>
12-Oct-15	92854	Advance to the Responsible Party for polling station rent	8,553,000.00	3,897,000.00*	4,656,000.00	<b>81,670.03</b>
19-Oct-15	93079	Advance to the Responsible Party for two months working capital	8,200,000.00	2,800,000.00*	5,400,000.00	<b>94,720.39</b>
Oct-Dec 2015	Various vouchers	Advances to the supplier entrusted with making salary payments for electoral personnel	513,302,774.00	477,332,003.80	35,970,770.20+	<b>630,956.56</b>
<b>Total</b>			<b>590,143,874.00</b>	<b>533,893,154.77</b>	<b>53,450,719.23</b>	<b>937,569.08</b>

\* Amount reported by the Responsible Party as at May 2016.

+ Amount reported by the supplier as at 31 December 2015.

The Office explained that payments to the supplier, which represented a largest share of the cash advances pending to be liquidated as of 31 December 2015, were destined to be used for the payroll of electoral personnel (55,000 personnel) for the polling dates in October and December 2015, and were supported with complete lists of all of the beneficiaries as well as the exact amount per beneficiary. The balance with the supplier was intended to cover the cost of the personnel for the elections of 27 December 2015 which were postponed (this was announced on 21 December) until 16 January 2016. This postponement made it impractical to require the return and retransfer of the balance between UNDP and the supplier, taking into consideration the short timeframe between 21 December and 16 January, banking holidays and transaction costs. The Office explained that these

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funds were used by the supplier in part as of March 2016 for the payroll backlog of electoral personnel.

The Office noted that this was an extraordinary event beyond Office's control that although impacted project financial report as at 31 December 2015 was corrected in March 2016 according to the Offices comments. However, we were not able to validate the corrections based on the cash advance information provided by the Office during the audit.

#### **Advances reported as expenditure**

The advances noted above were recorded as expenditure in the project CDR at the point of voucher approval and posting. This resulted in US\$ 937,569 of advances being reported as expenditure at the year end.

Furthermore, we found that a series of transactions reported by third parties, amounting to US\$ 640,394, were not adequately supported by documentation. These transactions (detailed in Annex 4 of this report) had already been recorded as expenditure at the point of advance payment as explained above. Therefore, adjusting for voucher 93079 which appears in both tables (HTG 5,400,000, US\$ 94,720) we identified expenditure totalling US\$ 1,483,243 that was either unspent or not adequately documented at the level of the third party as at the year end.

According to UNDP policy, expenditure should not be recorded until the utilisation of the advance is reported through a FACE form. In the case of this project, FACE forms were not used and financial reporting was not in accordance with LoA requirements. The advances identified above constitute direct cash transfers and therefore, due to non-utilisation or inadequate supporting documents, the amount of \$1,483,243 should not have been recorded as expenditure in the 2015 CDR.

As a result of the issues highlighted above, it is difficult to determine the exact amount of expenditure incurred by third parties and the balance of funds available at the quarterly cut-off dates. This makes adequate oversight by the Office over the efficiency of the budget and cash management systems difficult. In combination with the lack of financial reports received, the monitoring of cash advances is not considered strong.

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**Priority:** High

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#### **Recommendation:**

The monitoring of cash advances could be improved by ensuring compliance with the LoA reporting requirements and increasing the oversight over advances. Specifically, we recommend that the Office and the Responsible Party prepare quarterly financial reports summarising the following information:

- Expenditure incurred by the entities presented by budget lines;
- Expenditure accepted by the Country Office;
- Statement of advances.

Use the 'Funding Authorisation and Certificate of Expenditures (FACE)' form. This report should be accompanied by:

- A reconciliation to the accounting records;
- The list of the individual expenditure accepted;
- A statement of cash flow.

Transactions that are questioned by the Office should be listed separately. Expenditure should not be recorded by the Office until it has been reported through a FACE form.

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#### **Management comments:**

##### **AGREE, however we would like to make the following points:**

- 1) Reconsideration of the level of priority given to this finding given that UNDP has ceased all advances to the Responsible Party as of August 2016.
  - 2) Reformulation of the finding as included in the first draft report ("Advance recorded as expenditure") given that UNDP rigorously monitored the advances given the challenging context and timeframe available for the organization of elections which obliged UNDP to undertake a
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- number of activities directly with the Responsible Party.
- 3) Consideration that after observing a number of difficulties in the justification of the first advance made to the Responsible Party in the context of the LOA in July 2015, UNDP treated the subsequent payments on a case-by-case basis for specific and ad hoc requests following written requests and justifications from the Responsible Party and formal approval from UNDP.
  - 4) Revision of the total amount in question in USD taking into account the exchange rate of 31 December 2015 which was 55.3869 HTG/US \$1, which brings the balance to US \$887,251.12.
  - 5) Consideration of the fact that UNDP undertook a number of visits to Responsible Party headquarters and to the field in order to help the Responsible Party in collecting and preparing supporting documents. UNDP also wrote to the Responsible Party on a number of occasions requesting reports and supporting documents for the unjustified balances. On August 7, 2015, UNDP wrote to the President of the Responsible Party informing that the unjustified funds would be considered as balances to be applied to future activities.
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**Further auditor comments:**

With regards to comments 1) and 2), the delays encountered by Responsible Party to justify expenditure appropriately are excessive and reveal important weaknesses in their internal control system. Despite the actions detailed in comments 3) and 5), we consider that it is urgent that a clear and well-designed financial reporting mechanism is established. This system should clearly identify transactions that are accepted from transactions that are pending. With regard to point 4), we have recalculated the amount of the unspent balance as at 31 December 2015, using the rate of 57.0099 HTG/USD as per the UN Treasury as at that date.

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<b>Finding n°: 2</b>	<b>Title:</b> Lack of assessment and insufficient financial reporting arrangements
<p><b>Observation:</b></p> <p>UNDP procedures requires the organisational capacity and financial management capacity of the Responsible Party to be assessed in order to ensure that adequate risk mitigation measures and assurance plans are undertaken by the Office.</p> <p>We noted that the Office launched a request for quotation for an organisational assessment of Responsible Party. We were told that this assessment was not performed. We also noted that the Office selected an international firm to perform a micro-assessment of Responsible Party. However, this assignment was not performed either. Therefore, the Office entered into a partnership with Responsible Party without the required assessments taking place.</p> <p>However, the Office took several measures to mitigate the potential risks linked to the financial management process at Responsible Party. The main measures were as follows:</p> <ul style="list-style-type: none"> <li>• Financial and narrative reports to be submitted every quarter with copies of supporting documents;</li> <li>• Annex 3 of the agreement between the Office and Responsible Party provides a schedule of payments by activities. It explains that a payment cannot be realised if 80% of the previous payment is not disbursed by Responsible Party;</li> <li>• The requirement of a financial audit within 12 months after the end of the activities;</li> <li>• The provision of the Responsible Party procedures manual;</li> <li>• Regular visits by staff from the Office to assist Responsible Party staff in the financial reporting process;</li> <li>• Training of Responsible Party staff.</li> </ul> <p>However, in the light of the weaknesses found and the important staff turnover at the Responsible Party, we consider that these measures are not sufficient and need to be strengthened.</p>	
<b>Priority:</b> High	
<p><b>Management comments:</b></p> <p>Measures have been taken to improve the financial management of the Responsible Party, particularly with the development in 2015 of a procedures manual which was finalized with the Responsible Party in April 2016. The manual takes into consideration recommendations 3.1, 3.3 and 3.5.</p> <p>Regarding the evaluation of Responsible Party capacities, it is to be noted that the purpose of this evaluation was to determine the partner's risk level to identify quality assurance measures to be implemented. Despite UNDP efforts to conduct a HACT micro-assessment, the Responsible Party was not open to this proposal during the period under review. Given that the Responsible Party is the only mandated national partner for the organization of elections, UNDP considered and managed this partnership as high-risk in the absence of the HACT micro-assessment.</p> <p>Regarding activities reports, the Responsible Party refused to report to a third party. Therefore, reporting on progress and activities took place in the context of regular meetings among all stakeholders to the process (Government, donors, and technical partners).</p> <p>Regarding the use of a specific bank account for UNDP advances to the Responsible Party, Haitian regulations do not allow such an approach. The use of the Responsible Party's only account was therefore an obligation, and UNDP regulations do not prevent such an approach.</p> <p>In light of the anticipated finalization of project activities, and the recent substantive revision of the Project Document whereby activities implemented directly by the Responsible Party will no longer be financed via the Basket Fund, the risks associated with transferring funds from UNDP to the Responsible Party should no longer manifest. Instead, the Government of Haiti will directly finance the Responsible Party for its activities.</p>	
<b>Recommendation:</b>	

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No recommendation is made because the project will be closed and the financing of Responsible Party will no longer occur through UNDP but instead through the Government of Haiti.

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Mark Henderson  
Partner

Moore Stephens LLP  
150 Aldersgate Street  
London EC1A 4AB

4 November 2016

## **Annexes**

**Annex 1:    Combined Delivery Report**



# Combined Delivery Report By Project

UN Development Programme

Report ID: unglcdrp

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Run Time: 18-03-2016 18:03:01

## Selection Criteria :

Business Unit : HTI10  
Period : Jan-Dec (2015)  
Selected Project Id : 00076471  
Selected Fund Code : ALL  
Selected Dept. IDs : ALL  
Selected Outputs : 00087841,00089071,00089072

Project Id : 00076471 Appui au Processus Electoral		Period :	Jan-Dec (2015)	
Output # : 00087841 Opérations électorales		Impl. Partner :	99999 UNDP	
		Location :	Haiti	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

Dept: 50801 (Haiti - Central)

Fund : 30000 (PROGRAMME COST SHARING)

61305 - Salaries - IP Staff	0.00	0.00	0.00	0.00
61310 - Post Adjustment - IP Staff	0.00	0.00	0.00	0.00
62310 - Contrib to Jt Staff Pens Fd-IP	0.00	0.00	0.00	0.00
62315 - Contrib. to medical, social in	0.00	0.00	0.00	0.00
62320 - Mobility, Hardship, Non-remova	0.00	0.00	0.00	0.00
62330 - Rental Supplements - IP Staff	0.00	0.00	0.00	0.00
62340 - Annual Leave Expense - IP	0.00	0.00	0.00	0.00
63365 - Special Oper Living Allow-IP	0.00	0.00	0.00	0.00
63515 - Security-related Costs	0.00	0.00	0.00	0.00
63530 - Contribution to EOS Benefits	0.00	0.00	0.00	0.00
63535 - Contribution to Security	0.00	0.00	0.00	0.00
63540 - Contribution to Training	0.00	0.00	0.00	0.00
63545 - Contribution to ICT	0.00	0.00	0.00	0.00
63550 - Contributions to MAIP	0.00	0.00	0.00	0.00
63555 - Contribution to UN JFA	0.00	0.00	0.00	0.00
63560 - Contributions to Appendix D	0.00	0.00	0.00	0.00
65115 - Contributions to ASHI Reserve	0.00	0.00	0.00	0.00
65135 - Payroll Mgt Cost Recovery ATLA	0.00	0.00	0.00	0.00
75105 - Facilities & Admin - Implement	0.00	0.01	0.00	0.01

Total for Fund 30000	0.00	0.01	0.00	0.01
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Total for Dept : 50801	0.00	0.01	0.00	0.01
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Dept: 50804 (Haiti - Dem. Governance)

Fund : 30000 (PROGRAMME COST SHARING)

61205 - Salaries - GS Staff	0.00	8,199.45	0.00	8,199.45
61305 - Salaries - IP Staff	0.00	159,402.83	0.00	159,402.83
61310 - Post Adjustment - IP Staff	0.00	75,572.78	0.00	75,572.78
62205 - Dependency Allow - GS Staff	0.00	339.60	0.00	339.60
62210 - Contrib to Jt Staff Pens Fd-GS	0.00	1,522.60	0.00	1,522.60
62215 - Contrib. to Medical, social In	0.00	678.86	0.00	678.86
62240 - Annual Leave Expense - GS	0.00	23.92	0.00	23.92
62305 - Dependency Allowances-IP Staff	0.00	7,078.44	0.00	7,078.44
62310 - Contrib to Jt Staff Pens Fd-IP	0.00	50,246.58	0.00	50,246.58
62315 - Contrib. to medical, social in	0.00	4,457.90	0.00	4,457.90
62320 - Mobility, Hardship, Non-remova	0.00	34,898.39	0.00	34,898.39
62340 - Annual Leave Expense - IP	0.00	12,897.04	0.00	12,897.04
63330 - Ed Grt Incl Trvl&Allow-IP Stf	0.00	9,919.02	0.00	9,919.02
63335 - Home Leave Trvl & Allow-IP Stf	0.00	4,162.54	0.00	4,162.54
63340 - Proc trips/Rest & Recup-IP Stf	0.00	6,080.00	0.00	6,080.00

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Project Id : 00076471 Appui au Processus Electoral		Period :	Jan-Dec (2015)	
Output # : 00087841 Opérations électorales		Impl. Partner :	99999 UNDP	
		Location :	Haiti	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
63360 - Medical Exams(incl Pre-empl)	0.00	230.25	0.00	230.25
63365 - Special Oper Living Allow-IP	0.00	31,241.00	0.00	31,241.00
63520 - Personal Security Measures	0.00	20,400.00	0.00	20,400.00
63530 - Contribution to EOS Benefits	0.00	9,119.07	0.00	9,119.07
63535 - Contribution to Security	0.00	15,806.37	0.00	15,806.37
63540 - Contribution to Training	0.00	2,819.68	0.00	2,819.68
63545 - Contribution to ICT	0.00	3,647.65	0.00	3,647.65
63550 - Contributions to MAIP	0.00	972.69	0.00	972.69
63555 - Contribution to UN JFA	0.00	7,295.24	0.00	7,295.24
63560 - Contributions to Appendix D	0.00	729.52	0.00	729.52
64306 - Appointment-Ticket Costs	0.00	960.10	0.00	960.10
64309 - Appointment-Shipments	0.00	10,500.00	0.00	10,500.00
64398 - Direct Project Cost-Staff	0.00	86,760.96	0.00	86,760.96
65115 - Contributions to ASHI Reserve	0.00	19,454.04	0.00	19,454.04
65135 - Payroll Mgt Cost Recovery ATLA	0.00	2,046.30	0.00	2,046.30
66105 - Overtime & Night Differential	0.00	2,834.05	0.00	2,834.05
71205 - Intl Consultants-Sht Term-Tech	0.00	428,899.08	0.00	428,899.08
71305 - Local Consult.-Sht Term-Tech	0.00	105,542.42	0.00	105,542.42
71405 - Service Contracts-Individuals	0.00	220,952.53	0.00	220,952.53
71410 - MAIP Premium SC	0.00	872.80	0.00	872.80
71415 - Contribution to Security SC	0.00	10,640.61	0.00	10,640.61
71505 - UN Volunteers-Stipend & Allow	0.00	11,563.77	0.00	11,563.77
71510 - UNV Settling-In-Grant	0.00	4,665.00	0.00	4,665.00
71520 - UNV-Language Allowance	0.00	258.06	0.00	258.06
71525 - UNV-Hazard Pay	0.00	2,580.65	0.00	2,580.65
71530 - UNV-Rest and Recuperation	0.00	2,656.50	0.00	2,656.50
71535 - UNV-Medical Insurance	0.00	612.43	0.00	612.43
71540 - UNV-Global Charges	0.00	590.76	0.00	590.76
71541 - UNVs-Contribution to security	0.00	789.39	0.00	789.39
71545 - UNV-Home Leave Travel & Allowa	0.00	41.29	0.00	41.29
71550 - UNV-Resettlement Allowance	0.00	1,032.26	0.00	1,032.26
71560 - UNV-Intl Appoint/Sep incl Trvl	0.00	2,000.00	0.00	2,000.00
71590 - UNV Development Effectiveness	0.00	2,993.55	0.00	2,993.55
71605 - Travel Tickets-International	0.00	50,403.06	0.00	50,403.06
71615 - Daily Subsistence Allow-Intl	0.00	30,975.00	0.00	30,975.00
71620 - Daily Subsistence Allow-Local	0.00	107,538.17	0.00	107,538.17
71630 - Shipment	0.00	800.00	0.00	800.00
71635 - Travel - Other	0.00	2,470.10	0.00	2,470.10
71810 - Contractual Svcs-indiv ImpPtr	0.00	2,426,892.65	0.00	2,426,892.65
72105 - Svc Co-Construction & Engineer	0.00	460,341.00	0.00	460,341.00
72125 - Svc Co-Studies & Research Serv	0.00	1,702,568.54	0.00	1,702,568.54
72126 - Svc Co-Security blast assessme	0.00	20,207.63	0.00	20,207.63
72130 - Svc Co-Transportation Services	0.00	818.79	0.00	818.79
72145 - Svc Co-Training and Educ Serv	0.00	571,173.06	0.00	571,173.06
72205 - Office Machinery	0.00	1,301.08	0.00	1,301.08
72210 - Machinery and Equipment	0.00	221,688.47	0.00	221,688.47
72215 - Transporation Equipment	0.00	251,735.04	0.00	251,735.04
72220 - Furniture	0.00	167,757.33	0.00	167,757.33
72305 - Agri & Forestry Products	0.00	175,598.89	0.00	175,598.89
72311 - Fuel, petroleum and other oils	0.00	25,653.09	0.00	25,653.09
72315 - Food & Textile Products	0.00	576,141.79	0.00	576,141.79
72320 - Wood & Paper Products	0.00	31,728.46	0.00	31,728.46
72325 - Chemical,Glass,NonMetallic Prd	0.00	1,661.81	0.00	1,661.81
72350 - Medical Kits	0.00	1,991.04	0.00	1,991.04

Project Id : 00076471 Appui au Processus Electoral		Period :	Jan-Dec (2015)	
Output # : 00087841 Opérations électorales		Impl. Partner :	99999 UNDP	
		Location :	Haiti	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

72399 - Other Materials and Goods	0.00	3,680,797.64	0.00	3,680,797.64
72402 - Building Maintenance	0.00	2,233.82	0.00	2,233.82
72405 - Acquisition of Communic Equip	0.00	113,270.14	0.00	113,270.14
72410 - Acquisition of Audio Visual Eq	0.00	3,029.08	0.00	3,029.08
72415 - Courier Charges	0.00	2,075.00	0.00	2,075.00
72425 - Mobile Telephone Charges	0.00	37,791.43	0.00	37,791.43
72430 - Postage and Pouch	0.00	47.50	0.00	47.50
72440 - Connectivity Charges	0.00	202,741.58	0.00	202,741.58
72445 - Common Services-Communications	0.00	371,145.85	0.00	371,145.85
72505 - Stationery & other Office Supp	0.00	217,451.26	0.00	217,451.26
72510 - Publications	0.00	3,065.48	0.00	3,065.48
72515 - Print Media	0.00	2,854.80	0.00	2,854.80
72605 - Grants to Instit & other Benef	0.00	0.00	0.00	0.00
72615 - Micro Capital Grants-Other	0.00	0.00	0.00	0.00
72620 - Joint Programming Expenditure	0.00	0.00	0.00	0.00
72630 - Capital Grants - Local GOVT	0.00	0.00	0.00	0.00
72715 - Hospitality Catering	0.00	0.00	0.00	0.00
72805 - Acquis of Computer Hardware	0.00	4,799.49	0.00	4,799.49
72810 - Acquis of Computer Software	0.00	40,641.03	0.00	40,641.03
72815 - Inform Technology Supplies	0.00	2,046.33	0.00	2,046.33
73104 - Leased Building	0.00	12,000.00	0.00	12,000.00
73105 - Rent	0.00	3,679.20	0.00	3,679.20
73107 - Rent - Meeting Rooms	0.00	7,178.46	0.00	7,178.46
73115 - Moving Expenses	0.00	1,500,000.00	0.00	1,500,000.00
73120 - Utilities	0.00	5,751.31	0.00	5,751.31
73125 - Common Services-Premises	0.00	473,202.22	0.00	473,202.22
73305 - Maint & Licensing of Hardware	0.00	16,167.26	0.00	16,167.26
73405 - Rental & Maint-Other Office Eq	0.00	1,794.34	0.00	1,794.34
73406 - Maintenance of Equipment	0.00	7,933.85	0.00	7,933.85
73410 - Maint, Oper of Transport Equip	0.00	8,383.00	0.00	8,383.00
73420 - Leased Vehicles	0.00	13,046.00	0.00	13,046.00
74205 - Audio Visual Productions	0.00	65,094.67	0.00	65,094.67
74210 - Printing and Publications	0.00	393,058.07	0.00	393,058.07
74215 - Promotional Materials and Dist	0.00	14,957.08	0.00	14,957.08
74220 - Translation Costs	0.00	3,205.16	0.00	3,205.16
74510 - Bank Charges	0.00	292.82	0.00	292.82
74525 - Sundry	0.00	5,993.56	0.00	5,993.56
74530 - Staff Welfare	0.00	1,183.53	0.00	1,183.53
74598 - Direct Project Costs - GOE	0.00	37,183.28	0.00	37,183.28
74710 - Land Transport	0.00	24,293.69	0.00	24,293.69
74725 - Other L.T.S.H.	0.00	38,960.66	0.00	38,960.66
75105 - Facilities & Admin - Implement	0.00	1,205,997.27	0.00	1,205,997.27
75705 - Learning costs	0.00	20,887.51	0.00	20,887.51
75710 - Participation of counterparts	0.00	8,936.10	0.00	8,936.10
75711 - TrnWrkshp&Conf - Stipends	0.00	59,383.24	0.00	59,383.24
76125 - Realized Loss	0.00	2,069.99	0.00	2,069.99
76135 - Realized Gain	0.00	-4,221.12	0.00	-4,221.12
77630 - Dep Exp Owned - ITC	0.00	638.48	0.00	638.48
77670 - Dep Exp-Hvy Mac & Equip	0.00	687.65	0.00	687.65

<b>Total for Fund 30000</b>	<b>0.00</b>	<b>16,828,160.68</b>	<b>0.00</b>	<b>16,828,160.68</b>
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Fund : 30071 (Programme Cost Sharing GOV1)

Project Id : 00076471 Appui au Processus Electoral	Period :	Jan-Dec (2015)
Output # : 00087841 Opérations électorales	Impl. Partner :	99999 UNDP
	Location :	Haiti

	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
71205 - Intl Consultants-Sht Term-Tech	0.00	570.00	0.00	570.00
71305 - Local Consult.-Sht Term-Tech	0.00	5,377,060.65	0.00	5,377,060.65
71605 - Travel Tickets-International	0.00	197,041.70	0.00	197,041.70
71615 - Daily Subsistence Allow-Intl	0.00	27,821.00	0.00	27,821.00
71620 - Daily Subsistence Allow-Local	0.00	135,663.08	0.00	135,663.08
71630 - Shipment	0.00	54,208.00	0.00	54,208.00
71635 - Travel - Other	0.00	556.00	0.00	556.00
71810 - Contractual Svcs-indiv ImpPtnr	0.00	2,553,014.25	0.00	2,553,014.25
72120 - Svc Co-Trade and Business Serv	0.00	364,962.22	0.00	364,962.22
72125 - Svc Co-Studies & Research Serv	0.00	29,407.58	0.00	29,407.58
72126 - Svc Co-Security blast assessme	0.00	12,641.75	0.00	12,641.75
72130 - Svc Co-Transportation Services	0.00	252,881.71	0.00	252,881.71
72135 - Svc Co-Communications Service	0.00	109,778.74	0.00	109,778.74
72145 - Svc Co-Training and Educ Serv	0.00	1,634,116.48	0.00	1,634,116.48
72205 - Office Machinery	0.00	4,531.46	0.00	4,531.46
72210 - Machinery and Equipment	0.00	36,589.31	0.00	36,589.31
72220 - Furniture	0.00	750.83	0.00	750.83
72305 - Agri & Forestry Products	0.00	663,695.19	0.00	663,695.19
72311 - Fuel, petroleum and other oils	0.00	237,584.69	0.00	237,584.69
72315 - Food & Textile Products	0.00	44,602.50	0.00	44,602.50
72320 - Wood & Paper Products	0.00	670.63	0.00	670.63
72325 - Chemical,Glass,NonMetallic Prd	0.00	1,296.76	0.00	1,296.76
72399 - Other Materials and Goods	0.00	1,475,058.65	0.00	1,475,058.65
72405 - Acquisition of Communic Equip	0.00	362,514.06	0.00	362,514.06
72440 - Connectivity Charges	0.00	36,603.73	0.00	36,603.73
72505 - Stationery & other Office Supp	0.00	48,277.36	0.00	48,277.36
72515 - Print Media	0.00	785.40	0.00	785.40
72605 - Grants to Instit & other Benef	0.00	0.00	0.00	0.00
72615 - Micro Capital Grants-Other	0.00	0.00	0.00	0.00
72630 - Capital Grants - Local GOVT	0.00	0.00	0.00	0.00
72815 - Inform Technology Supplies	0.00	94,906.39	0.00	94,906.39
73107 - Rent - Meeting Rooms	0.00	5,730.00	0.00	5,730.00
73115 - Moving Expenses	0.00	1,345,153.90	0.00	1,345,153.90
73120 - Utilities	0.00	3,035.83	0.00	3,035.83
73125 - Common Services-Premises	0.00	3,657.08	0.00	3,657.08
73305 - Maint & Licensing of Hardware	0.00	46,331.63	0.00	46,331.63
73410 - Maint, Oper of Transport Equip	0.00	6,860.00	0.00	6,860.00
74210 - Printing and Publications	0.00	21,053.86	0.00	21,053.86
74215 - Promotional Materials and Dist	0.00	1,326.48	0.00	1,326.48
74220 - Translation Costs	0.00	3,105.29	0.00	3,105.29
74510 - Bank Charges	0.00	727.17	0.00	727.17
74710 - Land Transport	0.00	1,575.33	0.00	1,575.33
74720 - Distribution Cost	0.00	1,691.59	0.00	1,691.59
74725 - Other L.T.S.H.	0.00	787,333.23	0.00	787,333.23
75105 - Facilities & Admin - Implement	0.00	491,129.15	0.00	491,129.15
75710 - Participation of counterparts	0.00	385,800.00	0.00	385,800.00
76125 - Realized Loss	0.00	1,813.24	0.00	1,813.24
76135 - Realized Gain	0.00	- 57,276.28	0.00	- 57,276.28
<b>Total for Fund 30071</b>	<b>0.00</b>	<b>16,806,637.62</b>	<b>0.00</b>	<b>16,806,637.62</b>
<b>Fund : 30079 (EUROPEAN COMMISSION)</b>				
33003 - IPSAS adj for Fixed Assets	0.00	- 54,214.34	0.00	- 54,214.34





# Combined Delivery Report By Project

UN Development Programme

Report ID: unglcdrp

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Run Time: 18-03-2016 18:03:02

Project Id : 00076471 Appui au Processus Electoral		Period :	Jan-Dec (2015)	
Output # : 00087841 Opérations électorales		Impl. Partner :	99999 UNDP	
		Location :	Haiti	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
61305 - Salaries - IP Staff	0.00	81,944.47	0.00	81,944.47
61310 - Post Adjustment - IP Staff	0.00	39,003.74	0.00	39,003.74
62310 - Contrib to Jt Staff Pens Fd-IP	0.00	28,080.89	0.00	28,080.89
62315 - Contrib. to medical, social in	0.00	280.80	0.00	280.80
62320 - Mobility, Hardship, Non-remova	0.00	13,316.74	0.00	13,316.74
62340 - Annual Leave Expense - IP	0.00	12,989.63	0.00	12,989.63
63335 - Home Leave Trvl & Allow-IP Stf	0.00	1,695.87	0.00	1,695.87
63365 - Special Oper Living Allow-IP	0.00	7,344.34	0.00	7,344.34
63530 - Contribution to EOS Benefits	0.00	4,535.56	0.00	4,535.56
63535 - Contribution to Security	0.00	7,861.65	0.00	7,861.65
63540 - Contribution to Training	0.00	1,451.37	0.00	1,451.37
63545 - Contribution to ICT	0.00	1,814.23	0.00	1,814.23
63550 - Contributions to MAIP	0.00	483.80	0.00	483.80
63555 - Contribution to UN JFA	0.00	3,628.43	0.00	3,628.43
63560 - Contributions to Appendix D	0.00	362.83	0.00	362.83
64306 - Appointment-Ticket Costs	0.00	3,681.00	0.00	3,681.00
64307 - Appointment-Subsistence Allow	0.00	7,140.00	0.00	7,140.00
64308 - Appointments-Lump Sum	0.00	10,952.00	0.00	10,952.00
64309 - Appointment-Shipsments	0.00	10,500.00	0.00	10,500.00
65115 - Contributions to ASHI Reserve	0.00	9,675.85	0.00	9,675.85
65135 - Payroll Mgt Cost Recovery ATLA	0.00	708.18	0.00	708.18
71205 - Intl Consultants-Sht Term-Tech	0.00	135,483.00	0.00	135,483.00
71405 - Service Contracts-Individuals	0.00	9,656.67	0.00	9,656.67
71410 - MAIP Premium SC	0.00	30.88	0.00	30.88
71415 - Contribution to Security SC	0.00	501.98	0.00	501.98
71605 - Travel Tickets-International	0.00	35,041.30	0.00	35,041.30
71615 - Daily Subsistence Allow-Intl	0.00	8,436.00	0.00	8,436.00
71620 - Daily Subsistence Allow-Local	0.00	4,522.40	0.00	4,522.40
71810 - Contractual Svcs-indiv ImpPtr	0.00	67.77	0.00	67.77
72125 - Svc Co-Studies & Research Serv	0.00	1,305,384.45	0.00	1,305,384.45
72126 - Svc Co-Security blast assessme	0.00	34,666.00	0.00	34,666.00
72205 - Office Machinery	0.00	2,520.68	0.00	2,520.68
72210 - Machinery and Equipment	0.00	1,920.00	0.00	1,920.00
72215 - Transporation Equipment	0.00	275,000.00	0.00	275,000.00
72311 - Fuel, petroleum and other oils	0.00	7,868.45	0.00	7,868.45
72315 - Food & Textile Products	0.00	5,120.47	0.00	5,120.47
72399 - Other Materials and Goods	0.00	1,764,338.39	0.00	1,764,338.39
72402 - Building Maintenance	0.00	417,017.21	0.00	417,017.21
72405 - Acquisition of Communic Equip	0.00	926,324.92	0.00	926,324.92
72425 - Mobile Telephone Charges	0.00	2,015.70	0.00	2,015.70
72505 - Stationery & other Office Supp	0.00	16,650.56	0.00	16,650.56
72515 - Print Media	0.00	0.00	0.00	0.00
72715 - Hospitality Catering	0.00	0.00	0.00	0.00
72805 - Acquis of Computer Hardware	0.00	7,186.90	0.00	7,186.90
72810 - Acquis of Computer Software	0.00	83,833.00	0.00	83,833.00
72815 - Inform Technology Supplies	0.00	425.22	0.00	425.22
73104 - Leased Building	0.00	11,880.00	0.00	11,880.00
73106 - Leased premises alterations	0.00	391.60	0.00	391.60
73120 - Utilities	0.00	8,335.75	0.00	8,335.75
73125 - Common Services-Premises	0.00	8,196.98	0.00	8,196.98
73405 - Rental & Maint-Other Office Eq	0.00	760.68	0.00	760.68
73406 - Maintenance of Equipment	0.00	1,088.08	0.00	1,088.08
73410 - Maint, Oper of Transport Equip	0.00	1,994.00	0.00	1,994.00
73420 - Leased Vehicles	0.00	2,371.20	0.00	2,371.20

Project Id : 00076471 Appui au Processus Electoral		Period :	Jan-Dec (2015)	
Output # : 00087841 Opérations électorales		Impl. Partner :	99999 UNDP	
		Location :	Haiti	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

74210 - Printing and Publications	0.00	- 2,499.53	0.00	- 2,499.53
74696 - PP&E Expensed Items	0.00	3,177.49	0.00	3,177.49
74725 - Other L.T.S.H.	0.00	737.34	0.00	737.34
75105 - Facilities & Admin - Implement	0.00	373,389.04	0.00	373,389.04
75711 - TrnWrkshp&Conf - Stipends	0.00	27.46	0.00	27.46
76125 - Realized Loss	0.00	1,932.68	0.00	1,932.68
76135 - Realized Gain	0.00	- 8,609.42	0.00	- 8,609.42
77630 - Dep Exp Owned - ITC	0.00	361.30	0.00	361.30
77660 - Dep Exp Owned -Vehicle	0.00	5,843.38	0.00	5,843.38
<b>Total for Fund 30079</b>	<b>0.00</b>	<b>5,646,627.02</b>	<b>0.00</b>	<b>5,646,627.02</b>
<b>Total for Dept : 50804</b>	<b>0.00</b>	<b>39,281,425.32</b>	<b>0.00</b>	<b>39,281,425.32</b>
<b>Dept: 50805 (Haiti - Energy &amp; Envrnmnt)</b>				
<b>Fund : 30000 (PROGRAMME COST SHARING)</b>				
73107 - Rent - Meeting Rooms	0.00	765.00	0.00	765.00
75105 - Facilities & Admin - Implement	0.00	53.55	0.00	53.55
76135 - Realized Gain	0.00	0.00	0.00	0.00
<b>Total for Fund 30000</b>	<b>0.00</b>	<b>818.55</b>	<b>0.00</b>	<b>818.55</b>
<b>Total for Dept : 50805</b>	<b>0.00</b>	<b>818.55</b>	<b>0.00</b>	<b>818.55</b>
<b>Dept: 50806 (Haiti - HIV/AIDS)</b>				
<b>Fund : 30000 (PROGRAMME COST SHARING)</b>				
72440 - Connectivity Charges	0.00	520.14	0.00	520.14
75105 - Facilities & Admin - Implement	0.00	36.41	0.00	36.41
<b>Total for Fund 30000</b>	<b>0.00</b>	<b>556.55</b>	<b>0.00</b>	<b>556.55</b>
<b>Total for Dept : 50806</b>	<b>0.00</b>	<b>556.55</b>	<b>0.00</b>	<b>556.55</b>
<b>Total for Output : 00087841</b>	<b>0.00</b>	<b>39,282,800.43</b>	<b>0.00</b>	<b>39,282,800.43</b>

Output # : 00089071 Renforcement des capacités CEP		Impl. Partner : 99999 UNDP		
		Location : Haiti		
Dept: 50804 (Haiti - Dem. Governance)				
Fund : 30000 (PROGRAMME COST SHARING)				
71505 - UN Volunteers-Stipend & Allow	0.00	0.00	0.00	0.00
71520 - UNV-Language Allowance	0.00	0.00	0.00	0.00
71525 - UNV-Hazard Pay	0.00	0.00	0.00	0.00

Project Id : 00076471 Appui au Processus Electoral	Period : Jan-Dec (2015)
Output # : 00089071 Renforcement des capacités CEP	Impl. Partner : 99999 UNDP
	Location : Haiti

	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
71535 - UNV-Medical Insurance	0.00	0.00	0.00	0.00
71540 - UNV-Global Charges	0.00	0.00	0.00	0.00
71541 - UNVs-Contribution to security	0.00	- 37.74	0.00	- 37.74
71545 - UNV-Home Leave Travel & Allowa	0.00	0.00	0.00	0.00
71550 - UNV-Resettlement Allowance	0.00	0.00	0.00	0.00
71560 - UNV-Intl Appoint/Sep incl Trvl	0.00	0.00	0.00	0.00
71590 - UNV Development Effectiveness	0.00	0.00	0.00	0.00
71605 - Travel Tickets-International	0.00	5,091.00	0.00	5,091.00
75105 - Facilities & Admin - Implement	0.00	404.64	0.00	404.64
<b>Total for Fund 30000</b>	<b>0.00</b>	<b>5,457.90</b>	<b>0.00</b>	<b>5,457.90</b>
<b>Fund : 30079 (EUROPEAN COMMISSION)</b>				
63515 - Security-related Costs	0.00	- 500.00	0.00	- 500.00
63520 - Personal Security Measures	0.00	- 2,500.00	0.00	- 2,500.00
71205 - Intl Consultants-Sht Term-Tech	0.00	- 5,266.00	0.00	- 5,266.00
71605 - Travel Tickets-International	0.00	1,117.20	0.00	1,117.20
71615 - Daily Subsistence Allow-Intl	0.00	1,190.00	0.00	1,190.00
71635 - Travel - Other	0.00	152.00	0.00	152.00
72405 - Acquisition of Communic Equip	0.00	2,768.22	0.00	2,768.22
72410 - Acquisition of Audio Visual Eq	0.00	1,646.13	0.00	1,646.13
72505 - Stationery & other Office Supp	0.00	861.23	0.00	861.23
72815 - Inform Technology Supplies	0.00	518.12	0.00	518.12
73107 - Rent - Meeting Rooms	0.00	8,974.22	0.00	8,974.22
74210 - Printing and Publications	0.00	2,706.96	0.00	2,706.96
75105 - Facilities & Admin - Implement	0.00	2,731.30	0.00	2,731.30
75705 - Learning costs	0.00	27,350.48	0.00	27,350.48
75711 - TrnWrkshp&Conf - Stipends	0.00	0.00	0.00	0.00
76125 - Realized Loss	0.00	0.02	0.00	0.02
76135 - Realized Gain	0.00	0.00	0.00	0.00
<b>Total for Fund 30079</b>	<b>0.00</b>	<b>41,749.88</b>	<b>0.00</b>	<b>41,749.88</b>
<b>Total for Dept : 50804</b>	<b>0.00</b>	<b>47,207.78</b>	<b>0.00</b>	<b>47,207.78</b>
<b>Total for Output : 00089071</b>	<b>0.00</b>	<b>47,207.78</b>	<b>0.00</b>	<b>47,207.78</b>

<b>Project Total :</b>	<b>0.00</b>	<b>39,330,008.21</b>	<b>0.00</b>	<b>39,330,008.21</b>
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Mark Henderson  
Partner  
Moore Stephens LLP  
04 November 2016

MOORE STEPHENS

Philippe de Bard  
Principal Technical Advisor

Signed By : \_\_\_\_\_ Date : \_\_\_\_\_

Signed By : \_\_\_\_\_ Date : \_\_\_\_\_

Yvonne Helle  
Country Office Director

21 03 2016

28/03/2016



# Combined Delivery Report By Project

UN Development Programme

Report ID: unglcdrp

Page 8 of 9

Run Time: 18-03-2016 18:03:03

## Selection Criteria :

Business Unit : HTI10

Period : Jan-Dec (2015)

Selected Project Id : 00076471

Selected Fund Code : ALL

Selected Dept. IDs : ALL

Selected Outputs : 00087841,00089071,00089072

Project Id : ALL

Output # : ALL

Period :

Jan-Dec (2015)

Impl. Partner :

Location :

Govt Exp

UNDP Exp

UN Agencies Exp

Total Exp

50801 - Haiti - Central	0.00	0.01	0.00	0.01
50804 - Haiti - Dem. Governance	0.00	39,328,633.10	0.00	39,328,633.10
50805 - Haiti - Energy & Environment	0.00	818.55	0.00	818.55
50806 - Haiti - HIV/AIDS	0.00	556.55	0.00	556.55



## Funds Utilization

## Selection Criteria :

Business Unit : HTI10  
Period : Jan-Dec (2015)  
Selected Project Id : 00076471  
Selected Fund Code : ALL  
Selected Dept. IDs : ALL  
Selected Outputs : 00087841,00089071,00089072

Project/Award: 00076471 Appui au Processus Electoral

Period : As at Dec 31, 2015

Output # 00087841 Impl. Partner :99999 UNDP

## UNDP AMOUNT

Outstanding NEX advances	0.00
Undepreciated Fixed Assets	43,595.14
Inventory	152,919.85
Prepayments	0.00
Commitments	827,922.48

Output # 00089071 Impl. Partner :99999 UNDP

## UNDP AMOUNT

Outstanding NEX advances	0.00
Undepreciated Fixed Assets	0.00
Inventory	0.00
Prepayments	0.00
Commitments	2,510.91

**Annex 2: Statement of Assets and Equipment**



## Attachment 5\_Pre-2012 Project Asset Template

## UNDP COUNTRY OFFICE HAITI PRE-2012 PROJECT APPUI AU PROCESSUS ELECTORAL ASSETS PHYSICAL VERIFICATION AS OF DECEMBER 2015

BUSINESS UNIT	OPERATING UNIT	PROFILE ID (Please indicate profile as per list in next worksheet)	TAG NUMBER	SERIAL ID	DESCRIPTION	LOCATION (physical)	CUSTODIAN NAME	ACQUISITION DATE	Quantity (should always be 1)	Acquisition Cost (US\$)	Net book Value	FUND CODE	Implementing Agent	Donor	PROJECT ID	DEPTID (expenditure)	Activity	PO Ref	Voucher Ref
HTI 10	HTI	Vehicles	PNUD / 91	JTEEB71J307009116	TOYOTA LAND CRUISER HARD TOP	UNDP Musseau Projct Elections	Projct Elections	Novembre 2010	1	34,829.00	22,735.58	30000	1981	78	00087841	50804	2	7202	48135
HTI 10	HTI	Imprimante	752.82/002	GNX253495	Phaser 6180 MFP/D	UNDP Musseau Projct Elections	Projct Elections	Novembre 2010	1	3,313.00	1,745.28	30000	1981	10480	00087841	50804	9	S/O	48503
HTI 10	HTI	Diesel Generator	000000002331	G8CU06023289	Diesel Generator	UNDP Musseau Projct Elections	Projct Elections	Octobre 2013	1	13,752.98	12,205.77	30000	1981	10480	00087841	50805	9	S/O	
HTI 10	HTI	Digital Sender	01649	44265832	Kodak scan Station 500	Musseau Projct Elections	Projct Elections	Septembre 2013	1	1,849.98	1,361.25	30000	1981	10480	00087841	50804	15	1271273	75367
HTI 10	HTI	A Computer printers	2	LX7-363195	Printers	Musseau Projct Elections	Projct Elections	jun 2015	1	5,921.00	5,526.27	30000	1981	71	00087841	50804	9	59422	15076
										60,065.98	43,595.15								

Example  
Profile Type      Description      See Atlas Profiles in next worksheet tab and use those profiles to complete the template before submission

Physical Verification by (Project Staff selected for Inventory Check): Miriane Joseph and [Signature]

Submitted by (Project Manager) Philippe de Bard

Prepared by (Asset Focal Point) Alain Emmanuel [Signature]

Cleared by (Team Leader) [Signature]

21 March 2016

Mark Henderson  
Partner  
Moore Stephens LLP  
04 November 2016

MOORE STEPHENS

### Annex 3: Audit finding priority ratings

The following categories of priorities are used:

<b>High (Critical)</b>	Action is considered imperative to ensure that UNDP is not exposed to high risks. Failure to take action could result in major consequences and issues.
<b>Medium (Important)</b>	Action is considered necessary to avoid exposure to significant risks. Failure to take action could result in significant consequences.
<b>Low</b>	Action is considered desirable and should result in enhanced control or better value for money. Low priority recommendations, if any, are dealt with by the Auditors directly with the Office management, during the exit meeting and through a separate memo subsequent to the fieldwork. <b>Therefore, low priority recommendations are not included in the audit report.</b>



## Annex 4: Finding 1

### Details of expenditure insufficiently documented

Voucher	Payment date	Amount HTG	Amount USD	Details
93079	19/10/2015	6,046,340	106,057	Transaction relates to a payment transfer from the Responsible Party to an electoral bureau. The supporting document was incomplete for the following reasons: Advance of HTG 5,400,000 (US\$ 94,720) not justified. Lack of supporting documents for HTG 470 085 (US\$ 8,246). Insufficient supporting document for HTG 163 755 (US\$ 2,872). Expenditure for which we could not see how it relates to the project (Christmas decorations, a bonus, loan to a security agent) for HTG 12,500 (US\$ 219).
90903	24/07/2015	5,785,115	101,476	Insufficient supporting documentation to demonstrate that costs have actually been incurred. In particular, terms of reference and summary of the training were missing as well as participants lists and invoices from suppliers.
94605	09/12/15	260,000	4,561	This transaction is related to transportation costs and restoration costs. Insufficient documentation was provided to support these costs.
91094	01/08/15	222,923	3,910	This transaction relates to the payment of an advance to the Responsible Party for the payment of per diems for a training activity. We found that there was no evidence that the training had been performed or that the beneficiaries had received the per diems.
91094	01/08/15	21,500,943	377,144	This transaction relates to payment of per diems to supervisors and deputy supervisors in election centre. We were not provided with any evidence of the performance of this training activity took place or that the persons paid were present.
92854	12/10/2015	1,916,500	33,617	Lack of supporting documents for an amount of HTG 1 746 000 (US\$ 30,626). Lack of proof of payment to beneficiary for HTG 6,000 (US\$ 105, receipts not signed). An amount of HTG 159,500 (US\$ 2,798) is not supported by payment receipts Inconsistent signature on supporting documents for an amount of HTG 5,000 (US\$ 88).
92854	01/09/2015	18,000	316	This transaction is related to the payment of handlers of equipment, tents and furniture to and from the electoral bureau. We were not provided with proof of payment to individuals as required per appendix 6 of the relevant LoA.
92854	03/12/2015	15,000	263	We were not provided with proof of payment to individuals as required per appendix 6 of the relevant LoA.
92854	30/12/2015	743,960	13,050	We were not provided with proof of payment to individuals as required per appendix 6 of the relevant LoA.
<b>Total</b>		<b>36,508,781</b>	<b>640,394</b>	