



AUDIT

OF

POLITICAS MUNICIPALES DE JUVENTUD DE LA MUNICIPALIDAD DE GUATEMALA
(Nationally Implemented Project No. 59882, Output Nos. 75092 and 110506)

IN

UNDP GUATEMALA

Report No. 2496
Issue Date: 28 June 2022

Report on the Audit of UNDP Guatemala
Políticas Municipales de Juventud de la Municipalidad de Guatemala
(Project No. 59882, Output Nos. 75092 and 110506)
Executive Summary

The UNDP Office of Audit and Investigations (OAI), through PKF Littlejohn LLP (the audit firm), from 23 May to 8 June 2022, conducted an audit of *Políticas Municipales de Juventud de la Municipalidad de Guatemala* (Project No. 59882, Output Nos. 75092 and 110506) (the Project), which is nationally implemented with support services provided by the UNDP Country Office in Guatemala. This was the first audit of the Project.

The audit firm conducted a financial audit in accordance with the International Standards of Auditing (ISA), the 700 series, 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, which includes expenses for the period from 1 January to 31 December 2021 and the accompanying Funds Utilization statement¹ as of 31 December 2021. The audit did not cover the Statement of Assets as no assets were held by the Project. 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 submitted by the audit firm, the results are summarized in the table below:

Project Expenses*	
Amount (in \$ '000)	Opinion
6,375	Unmodified

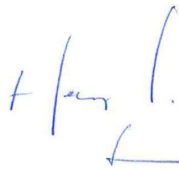
*Expenses recorded in the Combined Delivery Report were \$8,513,337. Excluded from the audit scope were transactions amounting to \$2,137,496 that related to expenses incurred by the responsible party.

The audit did not result in any recommendations.

Management comments and action plan

¹ The Funds Utilization statement includes the balance, as at a given date, of five items: (a) outstanding advances received by the project; (b) undepreciated 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.

Comments and/or additional information provided have been incorporated into the report, where appropriate.

A handwritten signature in blue ink, appearing to read 'Helge S. Osttveiten', is located to the left of the printed text.

Helge
Osttveiten
2022.06.28
14:27:39
+02'00'
Helge S. Osttveiten
Director
Office of Audit and Investigations

FINAL

AUDIT

OF

**UNITED NATIONS DEVELOPMENT PROGRAMME
GUATEMALA**

**POLITICAS MUNICIPALES DE JUVENTUD DE LA MUNICIPALIDAD DE
GUATEMALA**

**(CO Support to National Implemented Project No. 59882, Outputs No. 75092 and
110506)**

Issue Date: 23 June 2022

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Report on the Audit of UNDP GUATEMALA

POLITICAS MUNICIPALES DE JUVENTUD DE LA MUNICIPALIDAD DE GUATEMALA

(Project ID 59882, Output IDs 75092 and 110506)

The UNDP Office of Audit and Investigations (OAI) from 23 May to 8 June 2022, through PKF Littlejohn (the audit firm) conducted an audit of project “Políticas Municipales de Juventud de la Municipalidad de Guatemala” (Project ID 59882, Output IDs 75092 and 110506 (the Project), which is nationally implemented¹ with support services provided by UNDP Guatemala (the Country Office). This was the first audit of the Project. The duration of the audit was from 23 May to 8 June 2022.

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 Delivered Report, which includes expenses for the period from 1 January to 31 December 2021 and the accompanying Funds Utilization statements² as at 31 December 2021.

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 Centers and UNDP Headquarters) or expenses of other United Nations. 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 submitted by the audit firm, the results are summarized in the table below:

Project Expenses *		Project Assets	
Amount (in USD ‘000)	Opinion	Amount (in USD ‘000)	Opinion
6,375	Unmodified	-	Not Applicable

* Expenses recorded in the Combined Delivery Report amounted to USD 8,513,336.66. Excluded from the audit scope were transactions that relate to expenses incurred at the “responsible party” level (USD 2,137,495.60).

The audit did not result in any recommendations.

Management comments and action plan

Comments and/or additional information provided by the Management of the Country Office has been incorporated into the report, where appropriate.

¹ The responsible units in UNDP facilitate the audits of nationally implemented (NIM) projects. However, this NIM project was audited by OAI due to the significant involvement of the Country Office in its implementation, and the subsequent materiality of the amount expended by UNDP.

² The Funds Utilization statement includes the balance, as at a given date, of five items: (a) outstanding advances received by the project; (b) undepreciated 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.

**United Nations Development Programme
(UNDP)**

Report of the Independent Auditor on
the United Nations Development Programme (UNDP)
National Implemented (NIM) Project – Implemented by UNDP as CO support to NIM

Project name:	Políticas Municipales de Juventud de la Municipalidad de Guatemala
Output name:	Promoción Derechos de Jóvenes Fortalecimiento Gestión Municipal
UNDP Country Office:	Guatemala
Atlas Project ID:	59882
Atlas Output ID:	75092 and 110506
Auditor:	PKF Littlejohn
Period subject to audit:	1 January to 31 December 2021

EXECUTIVE SUMMARY

PKF Littlejohn conducted the financial audit of UNDP NIM Project ID 59882, “Políticas Municipales de Juventud de la Municipalidad de Guatemala”- Output No. 75092 and 110506 implemented by UNDP Guatemala following the CO Support to NIM Modality for the period from 1 January to 31 December 2021. The audit was undertaken on behalf of the Office of Audit and Investigations (OAI) United Nations Development Programme (UNDP).

Audit opinions

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

Project Financial Position	Unmodified
Statement of Fixed Assets	Not applicable because the project did not keep any assets
Statement of Cash	Not applicable because the project did not maintain a separate bank account.

Management letter summary

There were no reportable findings raised during our audit, consequently we have not issued a management letter.

Prior year audit

The project ID 59882 “Políticas Municipales de Juventud de la Municipalidad de Guatemala” - Output IDs 75092 and 110506 was not audited in the prior year and therefore there were no recommendations to follow up on.



PKF Littlejohn LLP

23 June 2022

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THE AUDIT ENGAGEMENT

Audit Objectives and Scope

The objective of the financial audit was to express an opinion on the NIM project's financial position which includes:

- Expressing an opinion on whether the financial expenses incurred by the project between 1 January to 31 December 2021 as well as the Funds Utilization statement as at 31 December 2021 and the accounts receivable and accounts payable as at 31 December 2021 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, at net book value, presents fairly the balance of depreciated assets of the project as at 31 December 2021. This statement must include all assets available as at 31 December 2021 and not only those purchased in a given period. Where a project does not have any assets or equipment, it is not 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 the project as at 31 December 2021. Disbursements made against a project are usually financed from regular country office bank accounts. Exceptionally, a dedicated account may be opened and used solely for the cash transactions of a project, e.g. if the project is in a remote location. The audit firm is required to express an opinion on the Statement of Cash only where a dedicated bank account for the project has been established. In cases where the cash transactions of the audited project are made through the country office bank accounts this type of opinion is not required.
- As maybe applicable, provide the progress made in implementing the recommendations raised in previous year audit report.

The Financial Audit was conducted in accordance with the International Standards on Auditing (ISA), the 700 series.

The scope of the audit relates only to transactions concluded and recorded against the UNDP project between 1 January to 31 December 2021. 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.

The project CDR recorded an amount of USD 4,320 as commitments as at 31 December 2021 corresponding to the contract of one external consultant whose payment remained pending as services were not fully rendered in 2021; as a result this commitment was recorded as such as at 31 December 2021 and recognized as a project expense in 2022.

INDEPENDENT AUDITOR'S REPORT ON STATEMENT OF FINANCIAL POSITION

To: The Director of the Office of Audit and Investigations (OAI)

United Nations Development Programme (UNDP)

Regional Audit and Investigation Office for Latin America and Caribbean – Panama City, Panama

We have audited the financial position of the UNDP project ID 59882, “Políticas Municipales de Juventud de la Municipalidad de Guatemala”- Output IDs 75092 “Promoción Derechos de Jóvenes” and 110506 “Fortalecimiento Gestión Municipal”, for the period 1 January to 31 December 2021 which includes: (a) the accompanying Combined Delivery Report (CDR); (b) the Funds Utilization statement (“the statement”); and (c) the project-related accounts receivable and accounts payable.

The CDR expenditure totaling USD 8,513,336.66 is comprised of expenditure directly incurred by the UNDP Country Office in Guatemala for an amount of USD 6,375,841.06 and expenditure incurred by entities other than the Country Office for an amount of USD 2,137,495.60. Our audit only covered the expenditure directly incurred by the UNDP Country Office in Guatemala of USD 6,375,841.06.

Unmodified opinion

In our opinion, the attached CDRs and Funds Utilization statement present fairly, in all material respects, the expenses of USD 6,375,841.06 directly incurred by Country Office in Guatemala and charged to the project for the period 1 January to 31 December 2021 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.

Basis for unmodified opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the ‘Auditor’s responsibilities’ for the audit of the CDR and funds utilization section of our report. We are independent of UNDP in accordance with the International Ethics Standards Board of Accountants’ Code of Ethics for Professional Accountants (IESBA Code) and we have fulfilled our other ethical responsibilities in accordance with this code. We have fulfilled our other ethical responsibilities in accordance with this code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Management responsibilities

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

Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the CDR and the Funds Utilization statement are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these documents.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the CDR and the Funds Utilization statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 organization's internal control.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



PKF Littlejohn LLP

23 June 2022

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COMBINED DELIVERY REPORT AND FUNDS UTILIZATIONS STATEMENTS

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DP UN Development Programme
Report ID: unqlcdrb

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Run Time: 23-05-2022 22:05:47

Selection Criteria :

Business Unit : GTM10
Period : Jan-Dec (2021)
Selected Project Id : 00059882
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project Id : 00059882 Fort Capac Municip des pol soc		Period :	Jan-Dec (2021)	
Output # : 00075092 Promoción Derechos de Jovenes		Impl. Partner :	01396 Municipalidad de Guatemala	
		Location :	Guatemala	
	Govt Expn	UNDP Expn	UN Agencies Expn	Total Expn

Activity : AR1 (AR1-Becas y Capacitaciones)

Fund : 30071 (Programme cost sharing - GOV1)

71305 - Local Consult.-Sht Term-Tech	0.00	64,034.09	0.00	64,034.09
71405 - Service Contracts-Individuals	0.00	95,421.86	0.00	95,421.86
71410 - MAIP Premium SC	0.00	44.96	0.00	44.96
71415 - Contribution to Security SC	0.00	3,037.14	0.00	3,037.14
71470 - Natl Personnel Srvcs Agreement	0.00	4,745.18	0.00	4,745.18
72315 - Food & Textile Products	0.00	1,955.29	0.00	1,955.29
72399 - Other Materials and Goods	0.00	19,490.53	0.00	19,490.53
72435 - E-mail-Subscription	0.00	720.00	0.00	720.00
72505 - Stationery & other Office Supp	0.00	473.55	0.00	473.55
72805 - Acquis of Computer Hardware	0.00	597.58	0.00	597.58
72815 - Inform Technology Supplies	0.00	1,399.69	0.00	1,399.69
74525 - Sundry	0.00	18,800.40	0.00	18,800.40
74599 - UNDP cost recovery chrgs-Bills	0.00	17,220.12	0.00	17,220.12
75105 - Facilities & Admin - Implement	0.00	29,491.07	0.00	29,491.07
75705 - Learning costs	0.00	755,094.91	0.00	755,094.91
76125 - Realized Loss	0.00	58.35	0.00	58.35
76135 - Realized Gain	0.00	- 58.90	0.00	- 58.90

Total for Fund 30071	0.00	1,012,525.82	0.00	1,012,525.82
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Total for Activity AR1	0.00	1,012,525.82	0.00	1,012,525.82
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Total for Output : 00075092	0.00	1,012,525.82	0.00	1,012,525.82
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Output # : 00110506 Fort. Gestion Municipal	Impl. Partner : 01396 Municipalidad de Guatemala
	Location :

Activity : AR1 (ASESORIA TECNICA Y EQUIPO)

Fund : 30071 (Programme cost sharing - GOV1)

71205 - Intl Consultants-Sht Term-Tech	0.00	75,230.00	0.00	75,230.00
71211 - Intl Consult Security Charge	0.00	552.40	0.00	552.40
71305 - Local Consult.-Sht Term-Tech	0.00	1,605,028.85	0.00	1,605,028.85
71360 - Local Consult-Security	0.00	727.95	0.00	727.95
71405 - Service Contracts-Individuals	0.00	3,406.57	0.00	3,406.57
71605 - Travel Tickets-International	0.00	5,658.13	0.00	5,658.13
71615 - Daily Subsistence Allow-Intl	0.00	3,000.00	0.00	3,000.00
71635 - Travel - Other	0.00	4,136.00	0.00	4,136.00
72105 - Svc Co-Construction & Engineer	0.00	118,352.94	0.00	118,352.94

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UN Development Programme
Report ID: unglcdrb

Combined Delivery Report by Activity

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Project Id : 00059882 Fort Capac Municip des pol soc		Period : Jan-Dec (2021)		
Output # : 00110506 Fort. Gestion Municipal		Impl. Partner : 01396 Municipalidad de Guatemala		
		Location : Guatemala		
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
72130 - Svc Co-Transportation Services	0.00	14,983.86	0.00	14,983.86
72135 - Svc Co-Communications Service	0.00	464,368.57	0.00	464,368.57
72140 - Svc Co-Information Technology	0.00	54,039.45	0.00	54,039.45
72205 - Office Machinery	0.00	716.19	0.00	716.19
72220 - Furniture	0.00	7,903.26	0.00	7,903.26
72399 - Other Materials and Goods	0.00	216,979.16	0.00	216,979.16
72405 - Acquisition of Communic Equip	0.00	1,876.13	0.00	1,876.13
72505 - Stationery & other Office Supp	0.00	486.95	0.00	486.95
72510 - Publications	0.00	7,353.81	0.00	7,353.81
72805 - Acquis of Computer Hardware	0.00	4,852.13	0.00	4,852.13
72810 - Acquis of Computer Software	0.00	35,223.44	0.00	35,223.44
73205 - Premises Alternations	0.00	3,072.12	0.00	3,072.12
74110 - Audit Fees	0.00	4,971.05	0.00	4,971.05
74225 - Other Media Costs	0.00	0.00	0.00	0.00
74525 - Sundry	0.00	1,405.19	0.00	1,405.19
74599 - UNDP cost recovery chrgs-Bills	0.00	211,739.49	0.00	211,739.49
75105 - Facilities & Admin - Implement	0.00	85,498.84	0.00	85,498.84
75705 - Learning costs	0.00	3,899.02	0.00	3,899.02
76125 - Realized Loss	0.00	374.93	0.00	374.93
76135 - Realized Gain	0.00	- 33.88	0.00	- 33.88
Total for Fund 30071	0.00	2,935,802.55	0.00	2,935,802.55
Total for Activity AR1	0.00	2,935,802.55	0.00	2,935,802.55
Activity : AR2 (CIUDADES INTELIGENTES)				
Fund : 30071 (Programme cost sharing - GOV1)				
72140 - Svc Co-Information Technology	0.00	3,770,790.66	0.00	3,770,790.66
72405 - Acquisition of Communic Equip	0.00	15,396.75	0.00	15,396.75
72815 - Inform Technology Supplies	0.00	442,800.00	0.00	442,800.00
73125 - Common Services-Premises	0.00	25,536.23	0.00	25,536.23
73406 - Maintenance of Equipment	0.00	154,347.32	0.00	154,347.32
74505 - Insurance	0.00	23,134.39	0.00	23,134.39
75105 - Facilities & Admin - Implement	0.00	132,960.16	0.00	132,960.16
76125 - Realized Loss	0.00	42.78	0.00	42.78
Total for Fund 30071	0.00	4,565,008.29	0.00	4,565,008.29
Total for Activity AR2	0.00	4,565,008.29	0.00	4,565,008.29
Total for Output : 00110506	0.00	7,500,810.84	0.00	7,500,810.84



UN Development Programme
Report ID: unglcdrb

Combined Delivery Report by Activity

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Project Id : 00059882 Fort Capac Municip des pol soc	Period :	Jan-Dec (2021)
Output # : 00110506 Fort. Gestion Municipal	Impl. Partner :	01396 Municipalidad de Guatemala Guatemala
	Location :	
	Govt Exp	UNDP Exp
	UN Agencies Exp	Total Exp

Project Total :	0.00	8,513,336.66	0.00	8,513,336.66
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Signed By: Ana Maria Diaz Date: 23-May-2022

Signed By: Representante Residente del PNUD Date:

PKF Littlejohn LLP

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UNDP UN Development Programme
Report ID: unglcdrb

Combined Delivery Report by Activity

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Selection Criteria :

Business Unit : GTM10
Period : Jan-Dec (2021)
Selected Project Id : 00059882
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project Id : ALL	Period : Jan-Dec (2021)			
Output # : ALL	Impl. Partner :			
	Location :			
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
50401 - Guatemala - Central	0.00	8,513,336.66	0.00	8,513,336.66

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UN Development Programme
Report ID: unglcdrb

Combined Delivery Report by Activity

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Funds Utilization

Selection Criteria :

Business Unit : GTM10
Period : Jan-Dec (2021)
Selected Project Id : 00059882
Selected Fund Code : ALL
Selected Dept. IDs : ALL
Selected Outputs : ALL

Project/Award: 00059882 Fort Capac Municip des pol soc

Period : As Of Dec31,2021

Output #	00110506	Impl. Partner :01396 Municipalidad de Guatemala	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			4,320.00

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INDEPENDENT AUDITOR'S REPORT ON STATEMENT OF FIXED ASSETS**To: The Director of the Office of Audit and Investigations (OAI)****United Nations Development Programme (UNDP)**

Regional Audit and Investigation Office for Latin America and Caribbean – Panama City, Panama

We noted that project 59882, “Políticas Municipales de Juventud de la Municipalidad de Guatemala”, output ID 75092 titled “Promoción Derechos de Jóvenes” and output ID 110506 titled “Fortalecimiento Gestión Municipal”, did not present balances in the fixed assets accounts and accordingly a Statement of Fixed Assets was not produced.

INDEPENDENT AUDITOR'S REPORT ON STATEMENT OF CASH**To: The Director of the Office of Audit and Investigations (OAI)****United Nations Development Programme (UNDP)**

Regional Audit and Investigation Office for Latin America and Caribbean – Panama City, Panama

We noted that Project 59882, “Políticas Municipales de Juventud de la Municipalidad de Guatemala”, output ID 75092 titled “Promoción Derechos de Jóvenes” and output ID 110506 titled “Fortalecimiento Gestión Municipal”, did not have a dedicated bank account for the project subject to audit and accordingly a Statement of Cash was not produced.