

# Voucher 36996

**Funding Authorization and Certificate of Expenditures**

UN Agency: **UNDP**

Date: **3-Feb-20**

Country: **Antigua and Barbuda**  
 Programme Code & Title: **(Project ID) 00102290**  
 Project Code & Title: **Monitoring and assessment of MEA Implementation and environmental trends in Antigua and Barbuda**  
 Responsible Officer(s): **Diann Black-Layne**  
 Implementing Partner: **Department of Environment**

Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

Currency: **XCD**

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	REPORTING				REQUESTS / AUTHORIZATIONS				
		Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount	Authorised Amount	Outstanding Authorised Amount
		XCD	XCD	XCD	XCD	XCD	XCD	XCD	BBD	BBD
A	B	C	D = A - C	E	F	G = D + F	Bank Rate	Bank Rate		
							#REF!	#REF!		
<b>Component 1</b>										
Contracting Consultants	71800	12,996.00	8,000.00		43,000.00					
Travel to/from Barbuda and In Antigua	71600									
Convening Stakeholder Workshops	75700				3,000.00					
Purchase of Project materials	72300									
Purchase of Information Technology equipment	72800									
<b>Component 2</b>										
Contracting Consultants	71800	13,137.00	13,137.00		30,360.00					
Travel to/from Barbuda and In Antigua	71600									
Convening Stakeholder Workshops	75700									
Purchase of Project materials	72300									
<b>Project Management</b>										
Contracting of Project Consultant	71800	2,500.00	2,500.00		5,000.00					
	71200									
Cost of travel for Project Management Team	71600									
	74100									
	74596									
Bank Charges - Other										
Bank Charges- Barbados										
<b>Total</b>		<b>28,633.00</b>	<b>23,637.00</b>		<b>81,360.00</b>					

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.
- The advance and expenditure requested above were approved for processing.

Date Submitted: 3-Feb-20

Name: ENA HENRY *Diann*

**PERMANENT SECRETARY**  
**MINISTRY OF HEALTH**

NOTES: \* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR AGENCY USE ONLY:**

FOR ALL AGENCIES
Approved by: _____
Signature:
Name: _____
Title: _____
Date: _____

**FOR UNICEF USE ONLY**

FOR UNICEF USE ONLY	
Account Charges	
Cash Transfer Reference: CRQ ref. no., Voucher ref. no.	
GL codes:	
Training	0
Travel	0
Meetings & Conferences	0
Other Cash Transfers	0
<b>Total</b>	<b>0</b>

**FOR UNFPA USE ONLY**

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
<b>Total</b>	<b>0</b>



*Barbados and the  
OECS*

## **Note to File**

12 February 2020

**Re: Reporting of Q4 2019 and Q1 2020 Expenses under project 102290: - CCD: Monitoring and Assessment of MEA Implementation and Environmental Trends in Antigua & Barbuda**

A FACE Form signed and dated 5 December 2019 was submitted with expenses totalling XCD 201,879.49. Voucher 36686 was entered to report this expenditure against the Q3 2019 Advance.

Another FACE Form was submitted on 31 December 2019 totalling XCD 222,209.49. This FACE Form included additional expenditure incurred for the 5-31 December 2019 period. This additional expenditure totalled XCD 20,330.00.

In February 2020, a FACE Form was submitted for January 2020 expenditure totalling XCD 23,637. This resulted in the project having a balance of XCD 4,996.00 in hand and requesting an advance of XCD 81,360.00.

Voucher 36955 was raised to record the additional expenses from 5-19 December 2019 (20,330.00) and expenses incurred in January 2020 (XCD 23,637), the total of which is XCD 43,967.

*MBohne*

**Expenditure Listing**

<b>Activity Description</b>	<b>Payee</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>XCD</b>
<b>Component 1</b>				
	<i>Crystal Wilson</i>	16230	71800	\$ 2,500.00
	<i>Ezra Christopher</i>	912	71800	\$ 5,500.00
<b>Total - Component 1</b>				\$ 8,000.00
<b>Component 2</b>				
	<i>Oriane Nurse</i>	16232	71800	\$ 4,500.00
	<i>Amira McDonald</i>	16239	71800	\$ 4,000.00
	<i>TARSIER</i>	16243	72300	\$ 4,637.00
<b>Total Component 2</b>				\$ 13,137.00
<b>Component 3</b>				
	<i>Jason Williams</i>	16229	71800	\$ 2,500.00
<b>Total Component 3</b>				\$ 2,500.00
<b>TOTAL Expenditure for the quarter</b>				\$ 23,637.00

**Expenditure Listing 2**

<b>Activity Description</b>	<b>Payee</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>XCD</b>
<b>Component 1</b>				
	<i>Janiel Johnston</i>	16265	71600	\$ 90.00
	<i>Ruleo Camacho</i>	16266	71600	\$ 90.00
	<i>Crystal Wilson</i>	16267	71600	\$ 60.00
	<i>Oraine Nurse</i>	16268	71600	\$ 90.00
	<i>Crystal Wilson</i>	16230	71800	\$ 2,500.00
	<i>Ezra Christopher</i>	912	71800	\$ 5,500.00
	<i>Kenroy Lynch</i>	16262	75700	\$ 1,000.00
<b>Total - Component 1</b>				\$ 9,330.00
<b>Component 2</b>				
	<i>Oriane Nurse</i>	16232	71800	\$ 4,500.00
	<i>Amira McDonald</i>	16239	71800	\$ 4,000.00
<b>Total Component 2</b>				\$ 8,500.00
<b>Component 3</b>				
	<i>Jason Williams</i>	16229	71800	\$ 2,500.00
<b>Total Component 3</b>				\$ 2,500.00
<b>TOTAL Expenditure for the quarter</b>				\$ 20,330.00

Voucher 36686

**Funding Authorization and Certificate of Expenditures**

UN Agency: UNDP Date: 5 Dec-19

Country: Antigua and Barbuda  
 Programme Code & Title: (Project ID) 00102200  
 Project Code & Title: Monitoring and assessment of MEA implementation and environmental trends in Antigua and Barbuda  
 Responsible Officer(s): Olivia Blackledge  
 Implementing Partner: Department of Environment

Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

Currency: XCD

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	REPORTING				REQUESTS / AUTHORIZATIONS				
		Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount	Authorised Amount	Outstanding Authorised Amount
		XCD	XCD	XCD	XCD	XCD	XCD	XCD	BBD Bank Rate	BBD Bank Rate
A	B	C	D = A - C	E	F	G = D + F	IREFI	IREFI		
<b>Component 1</b>										
Contracting Consultants	71800	53,465.64	26,784.86							
Travel to/from Barbuda and in Antigua	71600	6,990.64	6,265.23							
Convening Stakeholder Workshops	75700	459.63	0.00							
Purchase of Project materials	72300	12,532.81	47,885.51							
Purchase of Information Technology equipment	72800	145,685.00	76,270.67							
<b>Component 2</b>										
Contracting Consultants	71800	11,833.97	17,000.00							
Travel to/from Barbuda and in Antigua	71600	1,500.00	2,098.23							
Convening Stakeholder Workshops	75700									
Purchase of Project materials	72300	16,875.00	16,875.00							
<b>Project Management</b>										
Contracting of Project Consultant	71800	0.00	5,000.00							
	71200									
Cost of travel for Project Management Team	71600	1,500.00	900.00							
	74100									
	74596									
Bank Charges - Other										
Bank Charges- Barbados										
<b>Total</b>		<b>250,842.49</b>	<b>201,879.49</b>		<b>0.00</b>					

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned Implementing Institution hereby certifies that:

The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.

The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

The advance and expenditure requested above were approved for processing.

Date Submitted: 5-Dec-19 Name: ENA DALSO-HENRY

NOTES: \* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR AGENCY USE ONLY:**

Approved by:	
Signature:	
Name:	
Title:	
Date:	

**FOR UNICEF USE ONLY:**

Account Charges:	
Cash Transfer Reference:	
CRO ref. no. / Voucher ref. no.	
GL codes:	
Training	0
Travel	0
Meetings & Conferences	0
Other Cash Transfers	0
<b>Total</b>	<b>0</b>

**FOR UNFPA USE ONLY:**

New Funding Release:	
Activity 1	0
Activity 2	0
<b>Total</b>	<b>0</b>

**PERMANENT SECRETARY**  
MINISTRY OF HEALTH

Expenditure Listing				
Activity Description	Payee	Invoice #	Account Code	XCD
<b>Component 1</b>				
	<i>PaperClips LTD</i>	238338	72300	\$ 2,158.15
	<i>Business Systems and Supplies Ltd</i>	9930	72300	\$ 2,638.74
	<i>Crystal Wilson</i>	16230	71800	\$ 5,000.00
	<i>Ezra Christopher</i>	912	71800	\$ 11,000.00
	<i>G Productions Online</i>	16255	72300	\$ 13,125.00
	<i>Shane Pinder</i>	-	71600	\$ 6,145.23
	<i>Oraine Nurse</i>	-	71600	\$ 120.00
	<i>Giscad LTd</i>	16254	72300	\$ 26,846.36
	<i>Spatial Innovision</i>	16256 & 16253	72300	\$ 2,917.26
	<i>BesTechs Limited</i>	2998	72800	\$ 26,430.07
	<i>Business Systems and Supplies Ltd</i>	10097	72800	\$ 49,840.60
	<i>Maya Blue LTD</i>	16220	71800	\$ 13,784.86
<b>Total - Component 1</b>				<b>\$ 160,006.27</b>
<b>Component 2</b>				
	BMN Air		71600	\$ 2,098.22
	G Productions Online	16243	72300	\$ 16,875.00
	Oriane Nurse	16232	71800	\$ 9,000.00
	Amira McDonald	16239	71800	\$ 8,000.00
<b>Total Component 2</b>				<b>\$ 35,973.22</b>
<b>Component 3</b>				
	Ezra Christopher	16247	71600	\$ 150.00
	D'kaboo Brann	16249	71600	\$ 150.00
	Daryl George	16248	71600	\$ 150.00
	Crystal Wilson	16246	71600	\$ 150.00
	Ruleo Camacho	16245	71600	\$ 150.00
	Jason Williams	16244	71600	\$ 150.00
	Jason Williams	16229	71800	\$ 5,000.00
<b>Total Component 3</b>				<b>\$ 5,900.00</b>
<b>TOTAL Expenditure for the quarter</b>				<b>\$ 201,879.49</b>



Funding Authorization and Certificate of Expenditures

UN Agency: UNDP

Date: 5-Dec-19

Country: Antigua and Barbuda  
 Programme Code & Title: (Project ID) 00102280  
 Project Code & Title: Monitoring and assessment of MEA Implementation and environmental trends in Antigua and Barbuda  
 Responsible Officer(s): Diana Black-Lynn  
 Implementing Partner: Department of Environment

Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

Currency: XCD

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	REPORTING				REQUESTS / AUTHORIZATIONS				
		Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount	Authorised Amount	Outstanding Authorised Amount
		XCD	XCD	XCD	XCD	XCD	XCD	XCD	BBD	BBD
		A	B	C	D = A - C	E	F	G = D + F	Bank Rate	Bank Rate
<b>Component 1</b>										
Contracting Consultants	71800	53,465.64	37,784.86							
Travel to/from Barbuda and in Antigua	71600	6,990.64	6,595.23							
Convening Stakeholder Workshops	75700	458.63	1,000.00							
Purchase of Project materials	72300	12,532.61	47,685.51							
Purchase of Information Technology equipment	72800	145,685.00	76,270.67							
<b>Component 2</b>										
Contracting Consultants	71800	11,833.97	25,500.00							
Travel to/from Barbuda and in Antigua	71600	1,500.00	2,086.22							
Convening Stakeholder Workshops	75700									
Purchase of Project materials	72300	18,875.00	16,875.00							
<b>Project Management</b>										
Contracting of Project Consultant	71800	0.00	7,500.00							
	71200									
Cost of travel for Project Management Team	71600	1,500.00	900.00							
	74100									
	74596									
Bank Charges - Other										
Bank Charges- Barbados										
<b>Total</b>		<b>250,842.49</b>	<b>222,209.49</b>			<b>0.00</b>				

CERTIFICATION

The undersigned authorized officer of the above-mentioned Implementing Institution hereby certifies that:

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- The advance and expenditure requested above were approved for processing.

Date Submitted: 5-Dec-19

Name: E.A.J. HENRY *E.A.J. Henry*  
 31/12/19

NOTES: \* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR ALL AGENCIES**

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR UNICEF USE ONLY**

Account Charges

Cash Transfer Reference: CRQ ref. no., Voucher ref. no.

GL codes:

Training	0
Travel	0
Meetings & Conferences	0
Other Cash Transfers	0
<b>Total</b>	<b>0</b>

**FOR UNFPA USE ONLY**

New Funding Release

Activity 1	0
Activity 2	0
<b>Total</b>	<b>0</b>