

Auditor's Report and Management Letter Modernization of Egypt National Post Organization "Egypt Post", Atlas Award No. 00040473 from 1 January 2012 through 31 December 2012



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#### **Appendix**

Appendix A

Follow Up Action Plan

Appendix B

Certified Action Plan Year 2011

## Independent auditor's report

To: National Project Director and Resident Representative - United Nations Development Programme (UNDP) Cairo, Egypt

#### a) Certification of Statement of Expenditure

We have audited the accompanying Statement of Expenditure (the statement) of the UNDP project atlas award no. 00040473 and project no 00048830 for the period from 1 January 2012 through 31 December 2012 represented in the Combined Delivery Report (CDR) of the Modernization of Egypt National Post Organization "Egypt Post" as implemented by the Ministry of Communication and Information Technology.

Management is responsible for the preparation of the statement of expenditures for Egypt Post's project and for such internal controls 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 (ISA). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures elected 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 estimated made by the 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.

We did not audit UNDP Support Services expenditures of \$15,303 and UN Agencies expenditures of \$0 reported in the CDR for the year ended 31 December 2012.

In our opinion, the attached statement of expenditure present fairly, in all material respects the expenditure of \$385,591 incurred by the UNDP project Modernization of Egypt National Post Organization for the period from 1 January 2012 to 31 December 2012 in accordance with agreed upon 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 UNDP regulations and rules, policies and procedures; and (iv) supported by properly approved vouchers and other supporting documents.

#### b) Certification of Statement of Assets and Equipments

Due to the nature of the financing agreement and since no UNDP funds were disbursed under non expendable property, therefore we did not issue an audit report on the statement of assets and equipments.

#### c) Certification of Statement of Cash Position

We have audited the accompanying Statement of Cash Position (the statement) of the UNDP project atlas award no. 00040473 and project no 00048830, the Modernization of Egypt National Post Organization "Egypt Post" as implemented by the Ministry of Communication and Information Technology. as at 31 December 2012.

Management is responsible for the preparation of the statement of cash for Egypt Post's Project and for such internal controls 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 (ISA). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the statement. The procedures elected 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 estimated made by the 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.

In our opinion, the attached statement of cash position present fairly, in all material respects the cash and bank balance of the UNDP project Modernization of Egypt National Post Organization amounting to \$0 as at 31 December 2012 in accordance with the UNDP accounting policies.

This report is intended solely for the information and use of the United Nations Development Programme (UNDP), Government of Arab Republic of Egypt, the Modernization of Egypt National Post Organization "Egypt Post" project's management and others within the organization. However, upon release by the UNDP, this report is a matter of public record and its distribution is not limited.

Russell Bedford Sherif Dabbo

Cairo, Egypt. 28 March 2013

3, Mamar Behlar, Down Town, Cairo راسل بيدنو

Tel/Fax: +2 (02) 23951133 - 23934226

**UN Development Programme** 

Report ID:

unglcdrp

Page 1 of 4

Run Time: 25-03-2013 14:03:40

#### Selection Criteria:

Business Unit: EGY10

Period: Jan-Dec (2012) Selected Project Id: 00040473

Selected Fund Code: ALL

Selected Dept. IDs :

ALL

Selected Outputs: ALL

Project Id:	00040473 Support to modernization of Ed	1
Output #:	00048830 Support to modern, of Egy Pos	t

Period: Impl. Partner : Jan-Dec (2012)

Location:

01035 Ministry Of Communication &

Main

**Govt Exp** 

**UNDP** Exp

**UN Agencies Exp** 

Total Exp

Dept: 44804 (Egypt - Dem. Governance)

Fund: 30071 (Programme Cost Sharing GOV1)				
71405 - Service Contracts-Individuals	360,511.70	0.00	0.00	360,511.70
73505 - Reimb to UNDP for Supp Srvs	0.00	493.02	0.00	493.02
74105 - Management and Reporting Srvs	7,210.23	0.00	0.00	7,210.23
74110 - Audit Fees	0.00	1,563.72	0.00	1,563.72
74525 - Sundry	0.00	462.61	0.00	462.61
75105 - Facilities & Admin - Implement	0.00	14,809.65	0.00	14,809.65
76120 - Unrealized Loss	0.00	920.86	0.00	920.86
76130 - Unrealized Gain	0.00	- 380.78	0.00	
70100 - Officialized Gaill	0.00	- 300.70	0.00	- 380.78
Total for Fund 30071	367,721.93	17,869.08	0.00	385,591.01
Total for Dept: 44804	367,721.93	17,869.08	0.00	385,591.01
Dept: 44807 (Egypt - ICT for Development)				
Fund: 30071 (Programme Cost Sharing GOV1)				
the state of the s				
74110 - Audit Fees	0.00	0.00	0.00	0.00
75105 - Facilities & Admin - Implement	0.00	0.00	0.00	0.00
76125 - Realized Loss	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total for Fund 30071	0.00	0.00	0.00	0.00
		3.00		
Total for Dept: 44807	0.00	0.00	0.00	0.00
	2.23	0,00	0.00	0.00

Project Total:

Total for Output: 00048830

367,721.93

367,721.93

17,869.08

17,869.08

0.00

0.00

385,591.01

385,591.01

Project Management

Name : Ahmad Fathalla

Title: National Project Director

Signature:

UNDP CO Management

Name

: Ignacio Artaza

Title : Country

Signature:

Audit Firm

Name

: Sherif Dabbous

Title

: Managing Partner

Russell Bedford Sherif Dabbous Signature: Juny Dabbon

STEREO ACCOUNTANTS

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#### Combined Delivery Report By Project

**UN Development Programme** Report ID: unglcdrp

Page 2 of 4 Run Time: 25-03-2013 14:03:41

#### Selection Criteria:

Business Unit: EGY10

Jan-Dec (2012) Period:

Selected Project Id: 0004 Selected Fund Code: ALL 00040473 Selected Dept. IDs : Selected Outputs : ALL

Project Id: ALL Output #: ALL

Period : Impl. Partner : Location:

Total Exp **UN Agencies Exp** 

44804 - Egypt - Dem. Governance 44807 - Egypt - ICT for Development

ALL

367,721.93 0.00

Govt Exp

17,869.08 0.00

**UNDP** Exp

0.00 0.00

Jan-Dec (2012)

385,591.01 0.00

Project Management

Name : Ahmad Fathalla

Title: National Project Director

Signature :

UNDP CO Management

Name

: Ignació Ar

Title

: Countr

Signature

Audit Firm

: Sherif Dabbous

: Managing Partner

Russell Bedford Sherif Dabba

Signature: Mu

#### Combined Delivery Report By Project

DP UN Development Programme Report ID: unglcdrp

Page 3 of 4 Run Time: 25-03-2013 14:03:42

#### **Funds Utilization**

#### Selection Criteria:

Business Unit: EGY10

Period : Jar Selected Project Id :

Jan-Dec (2012) 00040473

Selected Fund Code: ALL

Selected Dept. IDs: Selected Outputs:

ALL ALL

Project/Award: 00040473 Support to modernization of Eg

Period: As at Dec 31, 2012

Output # 00048830 Impl. Partner :01035 Ministry Of Communication &	UNDP AMOUNT
Outstanding NEX advances	0.00
Undepreciated Fixed Assets	0.00
Inventory	0.00
Prepayments	0.00
Commitments	0.00

#### Project Management

Name : Ahmad Fathalla

· Samer Said -Farmanical Adroisor

Title : National Project Director

Signature:

UNDP CO Management

Name

: Ignacio Artaza

Title

: Country Director

Signature

Audit Firm

Name

: Sherif Dabbous

Russell Bedford Sherif Dabbous Signature: Dubb Out 2

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DP UN Development Programme Report ID: unglcdrp

Page 4 of 4

Run Time: 25-03-2013 14:03:42

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

#### Selection Criteria:

Business Unit: EGY10

Selected Project(s):

00040473 Selected Fund Code: ALL Selected Output(s): ALL

Project Id: ALL

Output # : Impl. Partner :

Description

NONE

Account

Fund

Donor

Amount

No Data found for the Selection Criteria

Project Management

Name : Ahmad Fathalla

Title: National Project Director

Signature:

UNDP CO Management

Name

: Ignacio Artaza

Title

: Country Director

Signature:

· Samer Said · Farmancial advisor

Audit Firm

Russell Bedford Sherif Dabbo

Signature: Men

: Sherif Dabbous على المجادة : Managing Partner Bedford Sherif Dabbous المجادة : المجادة المجادة : المجادة المجادة المجادة : المجادة المجادة

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Modernization of Egypt National Post Organization "Egypt Post" Atlas Award No. 00040473 **Funded by United Nations for Development Programme Statement Of Cash Position** From 1 January 2012 through 31 December 2012

	Description		<b>Actual Expenditures</b>	
		Govt Disb	UNDP Disb	<u>Total</u>
		From 01/01/12 to 31/12/12	From 01/01/12 to 31/12/12	From 01/01/12 to 31/12/12
Funds Rece	eived			
Fund Balar	nce as at 31 December 2011	\$17,661	\$0	\$17,661
Funds Adv	anced to Project During Audited Period	350,690	0	350,690
UNDP Dire	ct Payments	0	17,869	17,869
Total Fund	s Available	\$368,351	\$17,869	\$386,220
Expenditur	res Elements	1 <del>2                                   </del>		
71400	Contractual Services - Individuals	\$360,512	\$0	\$360,512
73500	Reimbursements For UNDP Support Services	0	493	493
74100	Professional Services	7,210	1,564	8,774
74500	Miscellaneous	0	462	462
75100	Facilities and Administration	0	14,810	14,810
76100	Foreign Currency Exchange (Gain) Loss	0	540	540
Sub Total		\$367,722	\$17,869	\$385,591
	Exchange Difference	629	0	629
Total		\$368,351	\$\$17,869	\$386,220
<b>Fund Balan</b>	ce as at 31 December 2012	\$0	\$0	\$0
Less: Cash I	Book Balance			
Bank	Book Balance as at 31 December 2012			\$0
Pett	y Cash Balance as at 31 December 2012			0
Tota	Cash Book Balance as at 31 December 2012			\$0
Difference	(If any)			\$0

The accompanying notes are integral part of the statement of cash position

The statement do not include the UN Agencies disbursements and/or Encumbrance

Farancial apd

**Project Management:** 

Name: Ahmad Fathalla

Title: **National Project Director** 

Signature;

**UNDP CO Management** 

Name: Ignacio Artaza

Title: **Country Directo** 

Signature:

**Audit Firm** 

Russell Bedford Sherif Dabbous

# Notes to the statements 31 December 2012

#### 1. Introduction and Background

#### A. Project Main Information

Modernization of Egypt National Post Organization Project was initiated under the UNDP Atlas award no. 00040473.

The project is implemented by the Ministry of Communication and Information Technology.

As per the last budget revision dated 26 June 2012, the project start date is year 2005 and end date is year 2013. The project approved budget is \$6,400,000. Where the approved budget for year 2012 and beyond is \$3,481,142.11 distributed as \$0,64 from UNDP/TRAC and \$3,481,141.47 from GOV. Cost Share "MCTI"

#### B. Project Background and Objectives:

The project is part of the Government of Egypt commitment to modernize its services to citizens. Egypt Post (EP) has the largest number of widely-distributed outlets of any organization in Egypt and EP offers pensions and saving facilities as well as post and parcel services.

The potential benefits of making even greater use of this huge network are being addressed in this project. The network itself needs to be made more comprehensive because business and residential complexes have spread into areas that are not well serviced. Also, the range of services to be provided needs to be made commensurate with a modern information society. There are large undertakings, and all the more challenging given that EP is a traditional bureaucracy. The project has four outputs, two dealing with the organizational issue that have to be faced, and the other two are implementing trials of the modernized EP.

#### The four outputs are:

- Output A deals with the need to establish a separate Regulatory Body for Universal Postal Services (currently Egypt Post is both the regulator and one of a number of operators).
- Output B addresses the role of EP, including the effect of deregulation. It will also elaborate Egypt Post's strategy for effective national reach of its services & its regional position.
- Output C is concerned with the efficient operation of Egypt Post, including development of performance management systems utilizing ICT technologies to create access for all and improve accessibility including mobility and e-commerce.

 Output D will absorb the largest share of project funds because it is about human change and capacity building throughout a national-widespread organization with over 46,000 employees and 3,600 outlets.

#### 2. Significant Accounting Policies

#### A. Description of the Statements

#### 1. Statement of Expenditures - Combined Delivery Report (CDR)

The CDR combines the project expenditures from three disbursement sources for a calendar year. The three disbursement sources include:

- a. The implementing partner disbursements are recorded in the Government disbursement column in the CDR
- b. UNDP disbursements are recorded in UNDP disbursement column in the CDR. These disbursement includes the Direct Payment which the implementing partner is responsible for the expenditure but requesting UNDP to effect payments to vendors/consultant on its behalf, and UNDP Support Services which is the project expenditures that UNDP is fully responsible and accountable for.
- c. The UN agencies expenditures related to the project are recorded in the UN agencies column in the CDR.

#### B. Basis of Accounting

#### 1. Statement of Combined Delivery Report (CDR)

The Combined Delivery Report (CDR) was prepared on the basis of cash receipts and disbursements. Consequently, revenues are recognized when they are actually received and expenditures are recognized and considered incurred when they are actually paid.

#### C. Foreign Currency Exchange:

#### 1. For the Statement of Expenditures (Combined Delivery Report)

For funds disbursed in U.S.\$, transactions are recorded and reported in U.S.\$. For funds disbursed in Egyptian Pounds (L.E), the project records all transactions in Egyptian pound. However, for UNDP reporting purposes , the project funds received and expenditures paid in Egyptian pounds (LE) have been converted to U.S.\$ at fixed monthly exchange rate determined by the UNDP country office. The resulted foreign currency exchange differences is charged to foreign currency exchange loss or gain account.

## **Management Letter**

We have completed our financial audit of the financial reports of the Modernization of Egypt National Post Organization Project funded by the UNDP through Atlas award no. 00040473 as executed by Ministry of Communication and Information Technology during the period from 1 January 2012 through 31 December 2012. We have issued our reports on the statement of expenditure for the year ended 31 December 2012, dated 28 March 2013.

In planning and performing our audit of the financial reports and in accordance with the Terms of Reference (2012 NIM audit), we considered the general review of the project progress and the assessment of the project internal controls in order to determine the general compliance with broad project document covenants as well as our auditing procedures for the purpose of expressing our opinion on the financial reports and not to provide assurance on the internal control structure and/or compliance with specific covenants relating to specific performance criteria /output.

The management of Modernization of Egypt National Post Organization is responsible for management and implementation of project's agreed upon activities as well as establishing and maintaining an adequate monitoring, evaluation and reporting system that measures and reports project's timelines in relation to progress milestones and planned completion date. Also, Modernization of Egypt National Post Organization Project's management is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by the management are required to assess the expected benefits and related costs of internal control structure policies and procedures.

The objectives of monitoring, evaluation and reporting system is to provide management with reasonable, but not absolute, assurance that project management has a results oriented reporting system which provided financial and performance results, actual results were in the same format as the budget, variances between budgeted and actual amounts were accounted for, meaningful measurements of actual performances were provided, accurate and timely performance reports were provided, and information necessary to periodically evaluate the cost versus benefits of the project were provided.

While the objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and in accordance with the terms and agreements; and transactions are recorded properly to permit the preparation of the financial reports in conformity with the basis of accounting described in Note 2 to the financial reports.

Because of the inherent limitations in any internal control structure, errors or irregularities may, nevertheless occur and not be detected.

Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the financial reports described in the first paragraph, we obtained an understanding of the internal control structure. However, our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses

During our audit, we noted certain issues involving the project internal control structure which we believe, are necessary to be highlighted to the project management.

In addition, we have considered the prior audit findings while performing our audit and we have followed up with management on the proper corrective action taken to address those findings, if any.

#### Follow up on Prior Audit Findings

We have conducted a follow up on the audit report dated 26 March 2012 covering the year ended 31 December 2011. We have followed up on the prior audit findings and the corrective actions undertaken by management to address these findings. Our methodology in this section is to write in details the prior audit finding, the possible causes, the risk severity, recommendation suggested to management, management comment and finally our audit comment. In the auditor comment, we clearly identify whether the finding is closed or still recurring. If management properly addressed the prior audit finding, then we report the finding as closed, thus no further action plan is required from management. If management did not take proper corrective action, we report the finding as an outstanding finding where management still have to prepare an action plan to address it.

#### **Auditors Comments:**

The finding is considered **Closed** due to the changes of cabinet again in 2012 and to the change of the governmental officials it was difficult to hold a steering committees this year as well.

#### A. Human resources selection & administration (HR)

#### 2. Lack of consistent salary scale applied to all project employees

#### Condition:

We noted that although the project applies the UNDP salary scale and project salaries DO NOT exceed UNDP approved salary scale effective December 2010; however the project doesn't apply the scale among all employee levels. Some of the executives' level follows the UNDP scale while rest of all project employees are below the minimum of the UNDP scale for their category.

#### Criteria:

As per UNDP NIM manual, Section 7, Bullet 9 "Salaries and the like-Structure and Pay Setting Rules, "Establishment of Project Salary Scale", "Project management should document which policy will be applied for determining the salary scale, should apply it consistently to ensure the existence of consistent base for determining the rate of pay for new hires."

Effect:

Non Compliance with requirements for existence of consistent base for determining the rate of pay. **Risk Severity:** 

Low

#### Recommendation

We recommend the project management to ensure the consistent application of a unified salary scale among all project employees. The project management could follow the UNDP scale and/or establish their own internal scale provided it doesn't exceed the UNDP approved rates. In all cases, the scale should be applied consistently among all project staff.

#### **Management Comment**

Management agreed to take into account our recommendation, however within the context of overall budget limitation and applicable laws and regulations with the institution.

#### **Auditors Comments:**

Salary scale adjustments had taken place. In the second quarter of 2012. Which was in line of the UNDP approved salary scale that is effective since December 2010. Therefore the finding is considered **Closed**.

#### Current Year Management Issues and Findings

#### **Project Progress and Timelines**

The project's rate of delivery as of 31 December 2012 was 63% calculated as follows:-

Total Expenditures for the year ended 31 December 2012/Budget as per project budget revision dated 31 December 2012

Without considering this is a finding the results of our review of the project progress identified certain conditions related to the delay and /or postpone in project activities initially scheduled during year 2012. The main concern was the frequent change in the governors as well as head of governmental authorities in governorates.

The results of our review did not identify any other material condition related to the project progress, monitoring, evaluation and reporting system.

Appendix A
Certified Follow Up Action Plan

## Follow Up Action Plan – Year 2011 audit data and observations

	d No:	00040473	Output No:		48830	Opinion 7	Гуре:	Unquali	fied			
Obs No		Recommend ation		Risk Severity	Proj/CO Mgt Comm.	Action(s ) Planned	Target Impl. Date	Action Unit	Person Respsble. for Action	Updated Status	Actual Impl. Date	Descri. of Status Update
	management and steering committees meetings: We noted that during year 2011, the project management did not conduct formal management and steering committee meetings to monitor and evaluate project progress.  As per the project document, page no. 19 "Other sources of information for monitoring are the minutes of Management	management to ensure compliance with monitoring and evaluation tools as required by the project document to ensure effective and adequate monitoring over project activities and progress.	Monitoring, Evaluation and Reporting System		Management declared that it was infeasible to conduct the board meetings given the prevailed circumstance after the Egyptian Revolution and the high frequency of changes in the cabinet of minister during year 2010-2011 and high frequency of changes in top level management within the Egypt Post where four chairmen have been changed during year 2010-2011	*		Project Manageme nt	National	Outstan	Date /	Finding is considered  Outstanding due to the changes of cabinet again in 2012 and to the change of the governmental officials it was difficult to hold a steering committees this year as well.

7	Committees and				1.1	1		T				
	IMCs. These				and three							
					National				W. E.			
	presentations				Project							
	will provide the				Directors.							
	basis for macro-											
	level internal											
	project											
	evaluation. The											
	annual work											
	plans, annual											
	reports and											
1	presentations to											
	the SC & JMCs											
	may also											
	provide the											
	basis for											
	external											
	evaluations.											
	Andrew An	1										
	Lack of consistent	We	Human	Low	Management	Proper	2012	Project	National	Closed	Q2 year	Salary scale adjustments
	salary scale applied		resources		agreed to	correcti	2012	Manageme		Closed	2012	had taken place. In the
	- 11	the project	selection &		take into	ve		nt	Director		2012	second quarter of 2012.
	1 0		administration		account our			110	Director			Which was in line of the
	1 0	to ensure the	(HR)		recommenda							
		consistent	(1114)		tion,	conside						UNDP approved salary scale that is effective since
		application of			however	red						
		a unified			within the	within						December 2010.
		salary scale			context of	the						Therefore the finding is
	A STATE OF THE PROPERTY OF THE	among all			overall	context						considered Closed.
	1	project			budget	of						
		employees.			limitation	overall						
	LALLU ULVIJI	CITICIO V CCO.	1		TO CONTRACT OF THE PROPERTY OF							
					and	burdont			1	at the second se	E.	I .
	approved salary	The project			and	budget						
	approved salary scale effective	The project management			applicable	limitatio						
	approved salary scale effective December 2010;	The project management could follow			applicable laws and							
	approved salary scale effective December 2010; however the	The project management could follow the UNDP			applicable laws and regulations	limitatio						
	approved salary scale effective December 2010; however the project doesn't	The project management could follow the UNDP scale and/or			applicable laws and regulations with the	limitatio						
	approved salary scale effective December 2010; however the project doesn't apply the scale	The project management could follow the UNDP scale and/or establish their			applicable laws and regulations	limitatio						
	approved salary scale effective December 2010; however the project doesn't apply the scale	The project management could follow the UNDP scale and/or establish their own internal			applicable laws and regulations with the	limitatio						

Some of the	it doesn't	1		1	T		T		T	
executives' level	exceed the									
follows the	UNDP									
UNDP scale	approved									
while rest of all	rates. In all									
project	cases, the scale	-			=   L					
employees are	should be									
below the	applied					1 1				
minimum of the	consistently							1 (1)		
UNDP scale for	among all						. 1			
their category.	project staff.									
As per UNDP										
NIM manual,										
Section 7, Bullet										
9 "Salaries and										
the Like –										
Structure and				l l	1					
Pay Setting										
Rules,										
"Establishment										
of Project Salary				, , , , , , , , , , , , , , , , , , ,						
Scale", "project							0			
management										
should										
document which										
policy will be										
applied for	1 6	-								
determining the										
salary scale,										
should apply it										
consistently to										
ensure the		1								
existence of			-							
consistent base										
for determining										
the rate of pay								N Trace		
for new hires."										

Implementing Partner (IP)

Signature of IP Official:

Name and title (print): Ahmed Fathalfa, National Project Manager

Date:

Date:

Date:

Date:

Signature of UNDP Country Office

Signature of UNDP Official:

Name and title (print): Sherif Dabbous, Managing Partner Russell Bedford Sherif Dabbous

Date:

Date:

Date:

Signature of Audit firm Official:

Name and title (print): Sherif Dabbous, Managing Partner Russell Bedford Sherif Dabbous

Stamp and Seal of audit firm:

Appendix B
Current Action Plan – Year 2012

## Certification of Action Plan - Year 2012 audit data and observations

#### Table 1- Audit of the UNDP CDR

		bined Delivery at 31 December	Report (CDR) 2012				
1.	Project No.	Output No.	Amount audited and certified (US\$)	Audit opinion (unqualified, qualified, adverse, disclaimer)	Total amount of qualification of audit opinion (if qualified, adverse or disclaimer opinion)	Reason(s) for qualification of audit opinion and breakdown of NFI amount (US	Observation(s) that had impact on qualification of audit opinion (list observation number(s) and page of audit report/management letter)
	00040473	48830	Amount audited and certified \$385,591	Unqualified	NA	NA	NA

Implementing Partner (IP)

Signature of IP Official:

Name and title (print): Ahmed Fathalla, National

Project Manager

Date: 24/4/2013

**UNDP Country Office** 

Signature of UNDR Official:

Name and title (print): Ignacio Artaza, Country Director

Date: 08/05/2013

Government Auditors/Audit Firm

Signature of Audit firm Official: \_\_

Name and title (print): Sherif Dabbous, Managing Partner

Russell Bedford Sherif Dabbous

Date: <u>28/3/20/3</u>

Stamp and Seal of audit firm

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Table 2- Audit of the statement of cash position

		t of Cash Position December 2012		
Project No.	Output No.	Value of Cash Position Statement as of 31 December 2012 (US\$)	Audit Opinion Statement of Cash Position	Total amount of qualification Statement of Cash Position (US\$)
00040473	48830	\$0	Unqualified	NA

Implementing Partner (IP)

Date: 24/4/2013

Signature of IP Official:

Name and title (print): Ahmed Fathalla, National

Project Manager

**UNDP** Country Office

Signature of UNDP Official:\_

Name and title (print): Ignacio Artaza, Country Director

Government Auditors/Audit Firm

Signature of Audit firm Official:

Name and title (print): Sherif Dabbous Managing Partner Russell Bedford Sherif Dabbous

Date: 28/3/20/3

Stamp and Seal of audit firm

Table 3- Audit of the statement of assets and equipments

*		Assets and Equipment 1 December 2012		
Project No.	Output No.	Value of Assets and Equipments as of 31 December 2012 (Cumulative from project start date) (US\$)	Audit Opinion  Statement of Assets and Equipment	Total amount of qualification on the Statement of Assets and Equipment (US\$)
00040473	48830	NA	Unqualified	NA

Implementing Partner (IP)
Signature of IP Official:
Name and title (print): Ahmed Fathalla, National Project Manager
Date: 91.11.12.42

**UNDP Country Office** 

Signature of UNDP Official

Name and title (print): Ignacio Artaza, Country Director

Government Auditors/Audit Firm

Signature of Audit firm Official:

Name and title (print): Sherif Dabbous, Managing Partner Russell Bedford Sherif Dabbous

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Table 4- Report on audit observations and recommendations

Project No.	Output No.	Observ. No	Audit Observation	Recommendation	Audit Area	Risk Severity	Project/CO Mngmt. Comments
00040473	48830	The curren	nt audit did not identify any	findings in connection with clien	nt operations		

Implementing Partner (IP)

Signature of IP Official:

Name and title (print): Ahmed Fathalla, National Project Manager

**UNDP Country Office** 

Signature of UNDP Official:

Name and title (print): Ignacio Artaza, Country Director

Government Auditors/Audit Firm

Signature of Audit firm Official:

Name and title (print): Sherif Dabbous, Managing Partner Russell Bedford Sherif Dabbous

Stamp and Seal of audit firm: