

Report of Asset Spot Check Exercise for the Amerindian Land Titling Project (ALT)

Date: 4 January 2017

Time: 13:00hrs – 14:30hrs

Place: MoIPA ALT PMU office

Background

The Ministry of Indigenous Peoples Affairs (MoIPA) (formerly the Ministry of Amerindian Affairs (MoAA)) and the United Nations Development Programme (UNDP) participated in a jointly conducted verification check of assets acquired by the Amerindian Land Titling (ALT) Project and kept on location at the Ministry of Indigenous People's Affairs. This exercise formed part of the project management and quality assurance function UNDP supports in keeping with NIM guidelines.

Present were:

1. Enrique Monize, ALT PMU, MoIPA
2. Timothy Fisher, ALT PMU, MoIPA
3. Tracie Sardinha, ALT PMU, MoIPA
4. Conrad George, ALT PMU, MoIPA
5. Patrick John, UNDP
6. Shonelle Chase-Wishart, UNDP

Findings

A quantity of assets/items were not located on the Ministry's premises during the asset count. Please refer to column titled "Qty to be located" in the attached file

The following were the findings of the exercise conducted today:

The following observations are noted and the items below are highlighted for immediate attention:

- i) Toyota Hilux front screen is cracked
- ii) 2 Dell Laptops were reported stolen, 1 Dell Laptop unserviceable.
- iii) 1 Western Digital External Hard-Drive reported stolen
- iv) 2 Samsung Galaxy S5 phones damaged, 1 is said to be with David James and is therefore unverified
- v) 3 Flashlights were not verified; they were said to be with project staff

NAME OF PROJECT: AMERINDIAN LAND TITLING
 IMPLEMENTING INSTITUTION: MINISTRY OF INDIGENOUS PEOPLE'S AFFAIRS

FOLLOW-UP INVENTORY OF ASSETS

NO.	DESCRIPTION OF ASSET	28-Jul-15			4-Jan-17			LOCATION	REMARKS
		QTY ON HAND	QTY PURCHASED	QTY TO BE LOCATED	QTY ON HAND	QTY PURCHASED	QTY TO BE LOCATED		
1	4X4 Pick Up New Toyota Hilux - PSS 9275	1	1	0	1	1	0	MINISTRY COMPOUND	Front screen is cracked
2	Executive Leather Chairs	3	3	0	4	4	0	PROJECT UNIT OFFICE	
3	Paper Shredder - Royal HD 180MX - 18 sheet cross cut	1	1	0	1	1	0	PROJECT UNIT OFFICE	
4	Deil Latitude 3440 - BTX (Laptop)	3	3	0	1	3	2	PROJECT UNIT OFFICE	GRF512 not working, 1GRF512 & 1H5RF512 reported stolen
5	Samsung Digital Cameras	2	3	1	2	3	1	PROJECT UNIT OFFICE	
6	Western Digital External Hard-drive	3	3	0	2	3	1	PROJECT UNIT OFFICE	
7	HP 7610 Printer (Black)	1	1	0	1	1	0	PROJECT UNIT OFFICE	One Reported Stolen
8	Samsung Galaxy S5	3	3	0	2	3	1	PROJECT UNIT OFFICE	2 Damaged, 1 reported as with D. James (unverified)
9	Voice Recorders-Olympus - VN7200	3	3	0	2	3	1	PROJECT UNIT OFFICE	
10	Voice Recorders-RCA	Not Present in Last Asset Check			1	1	0	PROJECT UNIT OFFICE	
11	Flashlights	5	5	0	2	5	3	PROJECT UNIT OFFICE	1 each unverified is said to be with project staff (E. Monize, T. Fisher, C. George)
12	Projector - Epson V5230	1	1	0	1	1	0	PROJECT UNIT OFFICE	
13	Fridge - DAEWOOD 3' - white	1	1	0	1	1	0	PROJECT UNIT OFFICE	
14	Filing Cabinet - 4 Drawers	2	2	0	3	3	0	PROJECT UNIT OFFICE	GOOD
15	Filing Cabinet - 2 Doors, 5 shelves, GREY	Not Present in Last Asset Check			1	1	0	PROJECT UNIT OFFICE	GOOD
16	Scientific Calculator m- CASIO	2	2	0	2	2	0	PROJECT UNIT OFFICE	
17	Total Surveying Station (SOUTH)	1	1	0	1	1	0	PROJECT UNIT OFFICE	SERVICABLE
18	Garmin GPS MAP 76 CX	2	2	0	2	2	0	PROJECT UNIT OFFICE	Different Model - Oregon 650T-1, GARMIN 76CSx
19	Tripod for Total Station	2	2	0	2	2	0	PROJECT UNIT OFFICE	Tripod returned is aesthetically different from the one in office
20	Prism Pole	2	2	0	2	2	0	PROJECT UNIT OFFICE	SERVICABLE
21	Prisms	2	2	0	2	2	0	PROJECT UNIT OFFICE	PROJECT UNIT OFFICE
22	Range Rods	4	4	0	2	2	0	PROJECT UNIT OFFICE	SERVICABLE
23	Measuring Tape	2	2	0	2	2	0	PROJECT UNIT OFFICE	1 range is 2 pieces
24	Prismatic Compass	1	1	0	1	1	0	PROJECT UNIT OFFICE	Different compass from what was purchased was located
25	Water Dispenser (Avanti)	1	1	0	1	1	0	PROJECT UNIT OFFICE	
26	Multi - Purpose High Voltage Extension Cord	2	2	0	0	2	2	PROJECT UNIT OFFICE	2 APC SURGE PROTECTORS FOUND, one not working not verified.
27	Commercial Carpet	16 Sq.yd	16 sq.yd	-	0	16 sq.yd	-	PROJECT UNIT OFFICE	
28	Shape Cubicles - Ordinary	2	2	0	2	2	0	PROJECT UNIT OFFICE	GOOD
29	Shape Cubicles - Executive	1	1	0	1	1	0	PROJECT UNIT OFFICE	GOOD
30	Office Desk	Not Present in Last Asset Check			1	1	0	PROJECT UNIT OFFICE	GOOD
31	Air Conditioner (Peake Inverter Condenser)	2	2	0	2	2	0	PROJECT UNIT OFFICE	not verified. Located in 2 other offices.
32	Vacuum Cleaner - HOOVER QUICK AND LIGHT CARPET CLEANER	1	1	0	1	1	0	PROJECT UNIT OFFICE	
33	Electric Kettle - BRENTWOOD	1	1	0	1	1	0	CLEANERS AREA	
34	Radio Set with Antennae (1), Battery Charger Kit (1), Tripod (3) - icom IC718	1	1	0	0	1	1	PROJECT UNIT OFFICE	Not Verified, Project staff could not verify whereabouts or condition
35	Sitting Chairs (Black Fabric)	3	3	0	1	3	2	PROJECT UNIT OFFICE	2 Not Verified. Location said to be the advisors' offices.
36	Telephone	2	1	-1	0	1	1	PROJECT UNIT OFFICE	
37	HP Platter Printer design jet T520	1	1	0	1	1	0	ADMIN CORRIDOR	
38	Satellites Phones - iridium extreme	2	2	0	2	2	0	PROJECT UNIT OFFICE	
39	DELL Mini Tower Desktop System (Includes monitor, keyboard, mouse & CPU)	1	1	0	1	1	0	PROJECT UNIT OFFICE	

	1	2	1	0	2	2	0	2	2	363946270	NEW	PROJECT UNIT OFFICE	None Located
40 051 Sthi Chainsaw												PROJECT UNIT OFFICE	
41 First Aid Kits	3	3	0	2	2	0	2	0			VERY GOOD	PROJECT UNIT OFFICE	
42 Jungle Hammocks	4	5	1	4	5	1	4	5	1		NEW	PROJECT UNIT OFFICE	1 could not be verified, Y. Pearson to be in possession of one
43 Life Jackets	4	4	0	2	4	2	2	4	2		NEW	PROJECT UNIT OFFICE	2 could not be verified, are said to be with project staff.
44 Backpacks (Camping)	4	5	1	3	5	2	3	5	2		NEW	PROJECT UNIT OFFICE	2 could not be verified, are said to be with a project staff and Y. Pearson
45 Mobile Outdoor Tents	2	2	0	2	2	0	2	2	0		NEW	PROJECT UNIT OFFICE	
46 Snake Bite Kit	1	1	0	1	1	0	1	1	0			PROJECT UNIT OFFICE	
47 Trimmer	1	1	0	1	1	0	1	1	0		SERVICABLE	PROJECT UNIT OFFICE	
48 staple machine	6	6	0	3	3	0	3	3	0		SERVICABLE	PROJECT UNIT OFFICE	
49 deck organiser	3	3	0	1	1	0	1	1	0		SERVICABLE	PROJECT UNIT OFFICE	
50 white board	1	1	0	0	1	1	0	1	1		SERVICABLE	PROJECT UNIT OFFICE	
51 wall clock	1	1	0	0	1	1	0	1	1		SERVICABLE	PROJECT UNIT OFFICE	Not verified, said to be in Advisor's office
52 hi/duty stapler	1	1	0	0	1	1	0	1	1		SERVICABLE	PROJECT UNIT OFFICE	Not Verified
53 B hole punch	1	1	0	1	1	0	1	1	0			PROJECT UNIT OFFICE	
54 QMAP 2-Bay Nas Box	1	1	0	1	1	0	1	1	0	Q148128227	SERVICABLE	PROJECT UNIT OFFICE	
55 Xerox 5325 Photocopier	1	1	0	1	1	0	1	1	0	110127VAC	SERVICABLE	ADMIN CORRIDOR	
56 Timberland boots	3	3	0	0	3	3	0	3	3		NEW	PROJECT UNIT OFFICE	
57 Adidas hiking bot	3	3	0	3	3	0	3	3	0			PROJECT UNIT OFFICE	
58 Staple remover	3	3	0	3	3	0	3	3	0		SERVICABLE	PROJECT UNIT OFFICE	
59 Calculator	1	1	0	1	1	0	1	1	0	CANON- P23-DHV	SERVICABLE	PROJECT UNIT OFFICE	
60 Flash drives -8gig	3	3	0	1	3	2	1	3	2			PROJECT UNIT OFFICE	
61 Linksys Wifi Router												PROJECT UNIT OFFICE	
62 APC power battery	2	1	-1	2	1	-1	1	1	0		SERVICABLE	PROJECT UNIT OFFICE	
63 Vehicle tool kit - Poli-Auto	1	1	0	1	1	0	1	1	0	4B1427P09130	SERVICABLE	PROJECT UNIT OFFICE	2 FOUND. 1 DOES NOT BELONG TO THE PROJECT UNIT
64 vehicle patch kit	1	1	0	1	1	0	1	1	0			ALT VEHICLE	ITEM KEPT IN VEHICLE
65 vehicle winch, metal bumpers, side steps, bed liners	1	1	0	1	1	0	1	1	0			ALT VEHICLE	ITEMS INSTALLED ON VEHICLE, Side steps not on vehicle.
66 vehicle lift kit	1	1	0	1	1	0	1	1	0			ALT VEHICLE	ITEM INSTALLED ON VEHICLE
67 vehicle off road tyres	1	1	0	4	4	0	4	4	0			ALT VEHICLE	ITEM INSTALLED ON VEHICLE


Notes:

Qty on Hand - The amounts reflected represent the number of items/assets found on location during the assets count conducted on the Ministry premises

Qty Purchased - The amounts reflected represent the number of items/assets purchased by the Ministry as paid for by UNDP through the submission of FACE Form and other supporting documents

Qty to be located - The amounts reflected represent the number of items/assets that could not be located during the asset count on the Ministry premises

The above reflected results is the outcome of a joint assets count conducted by UNDP and the Ministry of Indigenous Peoples Affairs on January 4, 2017. The comments included in the Remarks column is an integral part of the results.


Shonelle Chase-Wishart
for UNDP


Patrick John
for UNDP


Tracie Sardinha
For ALT- Ministry of Indigenous People's Affairs