FINANCIAL INFORMATION AUDIT OF THE GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT

Credit proposal no. 7F-07422.04.07

Contract no. 81070767

FOR THE PERIOD
FROM SEPTEMBER 15, 2021 TO SEPTEMBER 14, 2022

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T & D Associates
CHARTERED ACCOUNTANTS

30 November 2022

Deputy Head of Mission
Raoul Imbach
Federal Department of Foreign Affairs FDFA
The Embassy of Switzerland

Dear Sir,

ANNUAL AUDIT OF THE PROJECT OF THE GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT

CREDIT PROPOSAL NO. 7F-07422.04.07

CONTRACT NO. 81070767

In accordance with the scope of work and letter of engagement agreed with the SAFE Foundation ("the Organization"), we have carried out the financial audit of "Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" funded by The Swiss Confederation, represented by the Federal Department of Foreign Affairs (FDFA) ("the Donor"), acting through the Embassy of Switzerland resource under the contract No. 81070767 for the period from September 15, 2021 to September 14, 2022. We set out below in this transmittal letter, the results out of our financial audit of "Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" for the period from September 15, 2021 to September 14, 2022.

1. BACKGROUND

On 14/09/2021, The Swiss Confederation, represented by the Federal Department of Foreign Affairs (FDFA) acting through the Embassy of Switzerland entered into a contract with SAFE Foundation (Contract No: 81070767) for a program titled: "Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" (GMSLM).

SAFE Foundation (SAFE) is a voluntary Social Services / Non-Governmental Organization established at Registrar of Non Governmental organisations on 01st November 2016, under the registration number L-158404 at No.20, School Junction, Paniyankadawala, Anuradapura, Sri Lanka which offers social interventions and advocacy in many levels by conducting workshops and training programmes with Community Based Organizations (CBOs), Self Help Groups (SHGs) and youth clubs to enhance capacities.

1.1 Purpose of Fund

To execution of "Grassroots Mobilization for Safe Labour Migration in Anuradhapura District", the organization SAFE Foundation shall ensure the realization of activities described in the project budget. The organization commits to use the funds solely in conformity with the project objectives and activities.

1.2 Program Objectives and proposed activities

Contract No : 81070767
Project : 7F-07422.04.07

The objective of this project is:

- The overall objective this project is to inclusive and empowered migrant workers of all ethnic groups reap sustained benefits from safe migration to improve the well-being of their families and contribute to the national development.

The agreed project activities under the grant agreement are summarized in below.

1.1 Project orientation for stakeholders at district and divisional level.

1.2 Design and implement broad positive image building of migrant workers

1.3 Empower migrant societies following the key steps.

1.4 Strengthen these groups with building of administrative and financial capacity.

1.5 Empower them with necessary knowledge to identify their capacities and to form as the voice of migrant workers to serve the migrant community.

2.1 Assist state authorities to address the identifies gaps in the service delivery system and to rectify through conducting appropriate programmes for migrant community.

2.2 Re-integration services should be widely available and made them known.

2.3 Duty bearers and SAFE's team capacity building and knowledge management.

3.1 Empower migrant worker groups to link with district, national and international networks.

4. Progress review meeting once two months with SDC.
5. Hosting the partner meetings of SDC.

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2. OBJECTIVES AND SCOPE OF WORK

2.1 Audit objectives

- Express an opinion on whether the Statement of Receipts and Payments of "The Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" presents fairly, in all material respects, program funds received and utilized for the period audited in conformity with the terms of the agreement and generally accepted accounting principles or other comprehensive basis of accounting;

- Perform tests to determine whether the recipient has complied, in all material respects, with agreement terms and applicable laws and regulations related to "The Grassroots Mobilization for Safe Labour Migration in Anuradhapura District";

- Evaluate and obtain a sufficient understanding of the recipient's internal control structure related to, "The Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" asses control risk, and identify significant deficiencies, including material internal control weaknesses.

2.2 Scope of Work

We have conducted the financial audit of "The Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" project for the period from September 15, 2021 to September 14, 2022.

Our audit was conducted in accordance with the international Standards on Auditing (ISAs), and accordingly included such tests as we considered appropriate to determine whether amounts stated in the Statement of Receipts and Payments were in accordance with the terms of the project agreement and were properly supported. The scope of our work included the following general procedures:

- Communicating with officers of the SAFE Foundation who are responsible for administering the Program;

- Reviewing the Project contract, budget, project documents/TOR, guidelines set out by The Swiss Confederation, represented by the Federal Department of Foreign Affairs (FDFA) acting through the Embassy of Switzerland in respect of recipients of the Funds;

- Obtaining an understanding for the purpose of our audit, of the accounting, administrative and internal control systems, to the extent applicable to the program and the accounting and related records separately maintained for the program;

- Reviewing and evaluating the recipient's internal control structure based on the questionnaire on the overall procedures to be performed, related to FDFA program to obtain a sufficient understanding of the design of relevant control policies and procedures and implementation of such policies and procedures in terms of following aspects;

    - Existence, adequacy and effectiveness of the Internal Control System (ICS)
    - Conformity with the project objectives and adherence to the contract conditions.
    - Economical conduct of business and effective use of financial resources.

- Evaluate whether funds have been expended for purposes not authorized or not in accordance with applicable contract terms, payments have been made in accordance with agreement terms and applicable laws and regulations, and costs not supported with adequate documentation or not in accordance with the agreement.

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- Planning and performing appropriate tests on the transactions reflected in the Statement of Receipts and Payments;

- Designing appropriate audit steps and procedures to provide reasonable assurance of detecting errors, irregularities and illegal acts that could have a direct and material effect on the results of our audit;

- Testing the effectiveness of administrative controls applied to ensure compliance with contract terms, applicable laws and regulations.

3. KEY DELIVERABLES

Based on the work performed, we are enclosing the following documents/reports:

- Independent Auditors' Report on the Statement of Receipts and Payments of The Grassroots Mobilization for Safe Labour Migration in Anuradhapura District for the period from September 15, 2021 to September 14, 2022.

- Questionnaire on the Overall principles of the procedures to be performed - Annex I
- Management Letter –Annex II
- Closing Meeting Minute – Annex III

4. AUDIT TIMING AND REPORTING

We entered into a contract for carrying out the audit of statement of receipts and payments of The Grassroots Mobilization for Safe Labor Migration in Anuradhapura District for the period from September 15, 2021 to September 14, 2022 on October 05, 2022.We commenced our fieldwork on October 31, 2022 and completed the same by November 2, 2022. Further to that various discussions, communications and clearance of outstanding confirmation and documents were taken place until November 29, 2022 and we submitted our draft report for management comments on November 14, 2022. Receiving management comments and clarifications was taken place until November 29, 2022 and we issued our final report on November 30, 2022.

5. AUDIT RESULTS

5.1 Statement of receipts and payments

The Independent Auditors' Report on the Statement of Receipts and Payments has been enclosed.

6. ACKNOWLEDGEMENT

We would like to take this opportunity to express our gratitude for the assistance given to us by the management and the staff of SAFE Foundation during the course of our audit.

Yours faithfully,

30 November 2022
T & D Associates,
108/1, Rosmead Place,
Colombo 07.

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T & D Associates
CHARTERED ACCOUNTANTS

30 November 2022

Deputy Head of Mission
Raoul Imbach
Federal Department of Foreign Affairs FDFA
The Embassy of Switzerland

Dear Sir,

INDEPENDENT AUDITORS' REPORT ON FINANCIAL INFORMATION "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"
CREDIT PROPOSAL NO. 7F-07422.04.07
CONTRACT NO. 81070767

Opinion

On the FDFA Standard Terms of Reference, we have audited the financial information of the above mentioned project, which comprise the statement of receipts and payments for the period from 15th September 2021 to 14th September 2022 and the notes to the statement of receipts and payments including a summary of significant accounting policies.

In our opinion, the accompanying financial information on project "Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" for the period from 15th September 2021 to 14th September 2022 are prepared, in all material respects, in accordance with the accounting policies described in the notes and comply with the requirements of the FDFA Standard Terms of reference dated 05th October 2022.

Basis for 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 financial information" section of our report.

We are independent of the entity in accordance with the requirements of the IESBA Code of Ethics for Professional Accountants, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Management's Responsibility for the Financial Information

Management is responsible for the preparation and fair presentation of the financial information. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial information that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibilities for the audit of the financial information

Our objectives are to obtain reasonable assurance about whether the financial information as a whole is 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 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 financial information.

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 financial information, 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 entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Management.



30 November 2022
T & D Associates,
108/1, Rosmead Place,
Colombo 07.



AUDIT OF "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"

CREDIT PROPOSAL NO. 7F-07422.04.07

CONTRACT NO. 81070767

STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE PERIOD FROM SEPTEMBER 15, 2021 TO SEPTEMBER 14, 2022

Description	Note	15th Sep 2021 to 14th Sep 2022		Remained Funds (LKR)
		Budgeted (LKR)	Actual (LKR)	
Revenue				
Funds received from the FDFA	**2**	15,141,078	13,626,969	1,514,109
Total Funding		**15,141,078**	**13,626,969**	**1,514,109**
Cost incurred				
Project activities	**3.1**			
Component 01				
1.1. Orientation & Maintain and update database on migrant families in the area.		191,250	154,700	36,550
1.2. Design and implement broad -based positive image building of migrant workers		532,400	514,240	18,160
1.3. Empower migrant societies following the key steps		381,870	379,578	2,292
1.4. Strengthen these groups with building of administrative and financial capacity		-	-	-
1.5. Empower them with necessary knowledge to identify their capacities and to form as the voice of migrant workers to serve the migrant community		270,750	223,119	47,631
Component 02				
2.1. Assist State Authorities to address the identified gaps in the service delivery system and to rectify through conducting appropriate programmes for migrant community.		469,500	652,007	(182,507)
2.2. Conduct joint-programmes with Divisional level Development officers(DO) to empower migrant community on prevailing issues in migration.		-	-	-
2.3. Conduct awareness programmes for migrant community in collaboration with other relevant govt. and non- govt actors in the area		-	-	-
2.2. Re-integration services should be widely available and made them known.		2,500,000	2,404,743	95,257
2.3. Duty bearers & SAFE's team Capacity Building and Knowledge Management.		999,300	907,426	91,874
Component 03				
3.1. Capacity building of Right holders		60,000	55,000	5,000
Component 04				
4.1 Institutional Capacity Building		201,250	289,696	(88,446)
Component 05				
5.1 Hosting the partner meetings of SDC. (Partner Exchange Platform)		89,400	-	89,400
5.2 Helvetas SLM Training Program		481,458	484,758	(3,300)
Total project activities Cost		**6,177,178**	**6,065,267**	**111,911**

Total Implementation Cost	**3.2**	**7,395,000**	**7,178,928**	**216,072**
Total Administration Cost	**3.3**	**1,658,300**	**1,679,203**	**(20,903)**
Total Cost		**15,230,478**	**14,923,398**	**307,080**
Excess / (Deficit) of funds over cost incurred		**-**	**(1,296,429)**	**-**

SAFE Foundation



Authorized Signatory:
Name: N Harsha Jayarathna
Designation: Executive Director
Place: SAFE Foundation
Date: 0912.2022



"GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"

CREDIT PROPOSAL NO.7F-07422.04.07

CONTRACT NO. 81070767

NOTE TO THE STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE PERIOD FROM SEPTEMBER 15, 2021 TO SEPTEMBER 14, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) The Statement of Receipts and Payments is expressed in Sri Lankan Rupees (LKR).

b) Statement of Receipts and payments was prepared based on the cash basis of accounting, whereas revenues are recognized when received and expenses as soon as paid, which is a comprehensive basis of accounting other than Generally Accepted Accounting principles and is not intended to be a complete presentation of the Financial Statements of SAFE Foundation as a whole.

2. FUNDS RECEIVED FROM THE FEDERAL DEPARTMENT OF FOREIGN AFFAIRS (FDFA)

Month of receipt	**LKR**
September 2021	4,542,323
May 2022	4,542,323
August 2022	4,542,323
Total	**13,626,969**

Note

SAFE Foundation Contract No. 81070767 has received LKR 13,626,969 during the period and the same is shown as receipt from FDFA.

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3. COST INCURED

3.1 PROJECT ACTIVITIES

	Description	15th Sep 2021 to 14th Sep 2022		Remained Funds (LKR)
		Budgeted (LKR)	Actual (LKR)	
Component 01				
1.1. Orientation & Maintain and update database on migrant families in the area.				
1.1.1	Secondary Data Collections/ Desk reviews			
1.1.1.a.	Project orientation for stakeholders at District and Divisional level.	68,695.00	67,395.00	1,300.00
1.1.1.b.	Transport Charges for Kick-off meetings	26,500.00	19,500.00	7,000.00
1.1.2	Identify the Potential Working Areas			-
1.1.1.a.	Printing charges of baseline survey forms.	-	-	-
1.1.3	Food and Refreshment for training programmes on filling of baseline survey forms	-	-	-
1.1.4	Migration trends/ issues-preparedness /grievances	-	-	-
1.1.5	Mapping the key Stakeholders / understand the power dynamics	-	-	-
1.1.6	Mapping the Vocational Training Centers	-	-	-
1.1.7	Mapping Potential Employers	-	-	-
1.1.8	Mapping the Licensed Recruitment Agencies	-	-	-
1.1.9	Understand the recruitment intermediaries etc.	-	-	-
1.1.10	Career fair program for Potential migrants	96,055.00	67,805.00	28,250.00
		191,250.00	**154,700.00**	**36,550.00**
1.2. Design and implement broad -based positive image building of migrant workers				
1.2.1	Information materials	161,000.00	135,000.00	26,000.00
1.2.2	Transport Charges for Information materials.	21,400.00	19,250.00	2,150.00
1.2.3	Printing of IEC materials for trainings, workshops, public campaigns and awareness.	350,000.00	359,990.00	(9,990.00)
		532,400.00	**514,240.00**	**18,160.00**
1.3. Empower migrant societies following the key steps				
1.3.1	Identify active migrant returnees	-	-	-
1.3.2	Capacity buildings of natural leaders	-	-	-
1.3.3	Formation of Migrant workers Small Groups at the			-

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	village level based on the data/family profiles.	-	-	
1.3.4	Emergency Supports for most vulnerable migrant families	-	99,578.00	(99,578.00)
1.3.4	Provide required capacity buildings	100,000.00	-	100,000.00
1.3.5	Mobilization / Empowerment of MW groups at Divisional /District Level	-	-	-
1.3.6	Linking services to societies	-	-	-
1.3.7	Grants for SHG's to develop members income sources	281,870.00	280,000.00	1,870.00
		381,870.00	**379,578.00**	**2,292.00**
1.4. Strengthen these groups with building of administrative and financial capacity				
1.4.1	Encourage to meet regularly and to identify a common purpose (eg: welfare, ,self-employment, ,Right claims/recreation etc)	-	-	-
1.5. Empower them with necessary knowledge to identify their capacities and to form as the voice of migrant workers to serve the migrant community				
1.5.1.a	Venue	50,000.00	24,000.00	26,000.00
1.5.1.b	Food and Refreshment - Participants	123,000.00	124,730.00	(1,730.00)
1.5.1.c	Travel - Participants	62,500.00	62,500.00	-
1.5.1.d	Stationery	21,250.00	4,489.00	16,761.00
1.5.1.e	Banner	14,000.00	7,400.00	6,600.00
1.5.1.f	Transport charges for stationery, Multi media, banners and other logistic arrangments.	-	-	-
		270,750.00	**223,119.00**	**47,631.00**
Component 02				
2.1. Assist State Authorities to address the identified gaps in the service delivery system and to rectify through conducting appropriate programmes for migrant community.				
2.1.1. Formation & Strengthening of District Migrant Workers Development Committee				
2.1.1.a	Refreshment - Participants		-	-
2.1.1.b	Stationery		-	-
2.1.1.c	Banner		-	-
2.1.1.d	Transport charges for stationery, Multi media, banners and other logistic arrangements.	-	-	-
2.1.1.e	Travel -Participants	-	-	-
2.1.2. Formation & Strengthening of Divisional Migrant Workers Development Committee				
2.1.2.a	Food and Refreshment - Participants	105,000.00	134,305.00	(29,305.00)
2.1.2.b	Stationery			

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		17,000.00	19,632.00	(2,632.00)
2.1.2.c	Banner	17,500.00	-	17,500.00
2.1.2.d	Transport charges for stationery, Multi media, banners and other logistic arrabgments.	30,000.00	48,070.00	(18,070.00)
2.1.2.e	Travel - Participants	300,000.00	450,000.00	(150,000.00)
2.1.3. Conduct innovative publicity programmes on SLBFE Services available for migrant workers and their families with		-	-	-
2.1.4. Initiate programmes for specific issues of the migrant community in the area (Gender based violence, issues related to children, caretakers of Migrant families)		-	-	-
2.1.5. Initiate community-based activities to ensure protection of family members of migrant workers with special focus on the		-	-	-
		469,500.00	**652,007.00**	**(182,507.00)**
2.2. Conduct joint-programmes with Divisional level Development officers(DO) to empower migrant community on prevailing issues in migration.				
2.2.1	Assist the DOs to develop holistic family development plans incorporating all aspects of family welfare and operationalize at sub-national level	-	-	-
2.2.2	Advocate for decentralized grievance handling systems for the benefit of Migrant community.	-	-	-
2.3. Conduct awareness programmes for migrant community in collaboration with other relevant govt. and non-govt actors in the area				
2.3.1	Programmes on Prevention of irregular migration trafficking in persons and smuggling of human beings	-	-	-
2.2. Re-integration services should be widely available and made them known.				
2.2.1	Develop systems to monitor social protection and the welfare of families of migrant workers including their children to ensure that the families left behind are safe.	500,000.00	508,673.00	(8,673.00)
2.2.2.a	Form @Migration Information Centers in collaboration with DS for providing information to the Migrants/ family members (Establisment of 05 MICs)	2,000,000.00	1,896,070.00	103,930.00
2.2.2.b	Transport charges for assesment of existing situations.	-	-	-
		2,500,000.00	**2,404,743.00**	**95,257.00**
2.3. Duty bearers & SAFE's team Capacity Building and Knowledge Management.				
2.3.1.Safe Labor Migration capacity building to all identified stakeholders at District and Divisional level. (Public & Private)				
2.3.1.a	Resource fee	120,000.00	120,000.00	-
2.3.1.b	Accommodation with Meals - Resource	33,600.00	25,770.00	7,830.00
2.3.1.c	Travel - Resource	90,000.00	25,355.00	64,645.00
2.3.1.d	Venue	90,000.00	53,000.00	37,000.00
2.3.1.e	Food and Refreshment - Participants	180,000.00	189,580.00	(9,580.00)
2.3.1.f	Stationery			289.00

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		34,000.00	33,711.00	
2.3.1.g	Transport charges for stationery, Multi media, banners and other logistic arrangments.	20,000.00	10,500.00	9,500.00
2.3.1.h	Travel - Participants	200,000.00	150,000.00	50,000.00
2.3.2. Safe Labour Migration Capacity for staff of SAFE Foundation.				
2.3.2.a	Refreshment - Participants	16,500.00	15,900.00	600.00
2.3.2.b	Stationery	5,100.00	-	-
2.3 3. Book keeping and Financial Management for (This training will roll out by SAFE Staff for SHGs & MWS) SAFE Foundation staff.				
2.3.3.a	Food and Refreshment - Participants	19,500.00	10,200.00	9,300.00
2.3 4. Legal Facilitation for migrant workers & families training will be provided to SAFE Foundation staff.				
2.3.4.a	Food and Refreshment - Participants	-	-	-
2.3 5. Project Management Training will be provided to SAFE Foundation staff to manage and implementation of SDC Project with the support of outside personnel.				
2.3.5.a	Resource fee	20,000.00	40,000.00	(20,000.00)
2.3.5.b	Accomadation & Meals - Resource	4,150.00	-	4,150.00
2.3.5.c	Travel - Resource	12,000.00	12,000.00	-
2.3.5.d	Food and Refreshment - Participants	16,500.00	38,750.00	(22,250.00)
2.3.5.e	Venue	-	20,000.00	(20,000.00)
2.3.5.f	Multimedia	-	9,060.00	(9,060.00)
2.3.6 Training will be provided on Methodology/Facilitation/ Project Management, mobilization & presentation for SAFE Foundation staff by outside personnel.				
2.3.6.a	Resource fee	20,000.00	20,000.00	-
2.3.6.b	Accomadation & Meals - Resource	4,150.00	-	4,150.00
2.3.6.c	Travel - Resource	12,000.00	6,000.00	6,000.00
2.3.6.d	Hall Charges	-	10,000.00	(10,000.00)
2.3.6.e	Food and Refreshment - Participants	16,500.00	22,800.00	(6,300.00)
2.3.6.f	Multimedia rent	-	3,680.00	(3,680.00)
2.3.7. Mobile Journalism Training, Reporting for SAFE Foundation staff.				
2.3.7.a	Resource fee	20,000.00	20,000.00	-
2.3.7.b	Accomadation & Meals - Resource	4,150.00	9,140.00	(4,990.00)

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2.3.7.c	Travel - Resource	12,000.00	10,570.00	1,430.00
2.3.7.d	Food and Refreshment - Participants	16,500.00	13,850.00	2,650.00
2.3.7.e	Venue	-	10,000.00	(10,000.00)
2.3. 8 Monitoring and Evaluation Training for SAFE Foundation staff.				
2.3.8.a	Resource fee	-	-	-
2.3.8.b	Accomadation & Meals - Resource	4,150.00	-	4,150.00
2.3.8.c	Travel - Resource	12,000.00	4,400.00	7,600.00
2.3.8.d	Food and Refreshment - Participants	16,500.00	23,160.00	(6,660.00)
		999,300.00	**907,426.00**	**91,874.00**
Component 03				
3.1 1. Conduct knowledge management workshop to improve and update their capacities/ knowledge of representatives (Migrant workers) of District and Divisional Migrant Workers Development Committees.				
3.1.1.a	Venue	15,000.00	10,000.00	5,000.00
3.1.1.b	Food and Refreshment - Participants	45,000.00	45,000.00	-
3.1.1.c	Travel - Participants	-	-	
3.1.2.Link natural leaders with national forums.				
3.1.3.Provide space these groups to sharing of knowledge, experience and achievements in local and national leve				
3.1.4 Organize an expert-level meetings to provide opportunities for cross-learning and mutual exchange of experiences and knowledge among the participants		-	-	-
		60,000.00	**55,000.00**	**5,000.00**
4.1 Institutional Capacity Building				
4.1.1	Social Entrepreneurships Trainings	-	-	-
4.1.2	Local Fund raisings, financial stability of organization	-	-	-
4.1.3	Promote private sector partnerships	-	-	-
4. Progress review meeting once two months with SDC + Reflection, learning and best practices meetings.				
4.1.1	Food and Refreshment - Participants	41,250.00	59,681.00	(18,431.00)
4.1.2	Travel & Accomdation of routine meetings capacity building, reflections at national level	160,000.00	230,015.00	(70,015.00)
		201,250.00	**289,696.00**	**(88,446.00)**
Component 05				
5.1 Hosting the partner meetings of SDC. (Partner Exchange Platform)				
5.1.1	Food and Refreshment - Participants	49,400.00	-	49,400.00

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

5.1.2	Venue	40,000.00	-	40,000.00
		89,400.00	**-**	**89,400.00**
Helvetas SLM Training Program				
	Venue	60,000.00	60,000.00	-
	Food and Refreshment - Participants	421,458.00	424,758.00	(3,300.00)
		481,458.00	**484,758.00**	**(3,300.00)**
TOTAL		**6,177,178.00**	**6,065,267.00**	**111,911.00**

Note:

This represents the cost incurred for the project activities.

3.2 TOTAL IMPLEMENTATION COST

Description	15th Sep 2021 to 14th Sep 2022		Remained Funds (LKR)
	Budgeted (LKR)	Actual (LKR)	
6. Project Implementation Costs (Project mobilizers) Recruiting of 15 Mobilizers			
6.1 (12 Mobilizers x 4 Months)	1,785,000.00	1,820,000.00	(35,000.00)
6.2 Fringe Benefits as 15% of Salaries and Wages	324,000.00	230,975.00	93,025.00
6.3 Gratuity for 12 Mobilizers.	90,000.00	-	90,000.00
7. Project Implementation Costs (direct project team) Personnel: Salaries, Wages, and Fringe Benefits			
7.1 G K Janak Sanjeewa	663,000.00	695,500.00	(32,500.00)
Special Allowance	30,000.00	25,000.00	5,000.00
7.2 (05 Coordinator x 05 DSD x12 Months)	2,160,000.00	2,280,000.00	(120,000.00)
Special Allowance	150,000.00	110,000.00	40,000.00
7.3 D.M.Pulle	550,000.00	577,500.00	(27,500.00)
Special Allowance	30,000.00	25,000.00	5,000.00
Fringe Benefits as 15% of Salaries and Wages	648,000.00	532,950.00	115,050.00
7.4.1 Gratuity for Project Manager	32,500.00	32,500.00	-
7.4.2 Gratuity for Field Coordinators	100,000.00	100,000.00	-
7.4.3 Gratuity for Documentation, Reporting, M&E Officer	27,500.00	27,500.00	-

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	7.5 Transport - Taxi	285,000.00	258,060.00	26,940.00
	7.6 Transport - Motorbike	520,000.00	463,943.00	56,057.00
Total		**7,395,000.00**	**7,178,928.00**	**216,072.00**

Note:
This represents the salaries paid to project staff operational of SAFE Foundation activity/activation staff.

3.3 TOTAL ADMINISTRATION COST

Description	15th Sep 2021 to 14th Sep 2022		Remained Funds (LKR)
	Budgeted (LKR)	Actual (LKR)	
8. Project Administration Cost (supportive roles)			
8.1 N. Harsha Jayarathna	303,600.00	278,300.00	25,300.00
8.2S M M P Subasinghe	94,500.00	86,625.00	7,875.00
8.3 J.M.Samanmali	400,000.00	420,000.00	(20,000.00)
Special allowance	30,000.00	25,000.00	5,000.00
Fringe Benefits as 15% of Salaries and Wages	112,487.00	117,738.00	(5,251.00)
8.3 Gratuity for N. Harsha Jayarathna	12,650.00	12,650.00	-
8.4Gratuity for S M M P Subasinghe	3,938.00	3,938.00	-
8.5.Gratuity for Finance Officer	20,000.00	20,000.00	-
10. Project Administration Cost -(overheads) Equipment/Supplies			
10. 1. Generator for Electricity	300,000.00	300,000.00	-
10. 2. Office Tables	40,000.00	32,070.00	7,930.00
10. 3. Chairs	30,000.00	39,908.00	(9,908.00)
10. 4.Office Cupbards	50,000.00	46,815.00	3,185.00
11. Project Administration Cost (overheads) - Other Direct Costs			
11.1 Rent and Utilities			
11.1.1. Office Rent	-	-	-
11.1.2. Electricity	30,000.00	27,000.00	3,000.00
11.2 Communication			
11.2.Communication - Mobile	81,000.00	118,101.56	(37,101.56)

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11.3 Office Supplies and other expenses				
	11.3.1. Stationary	24,000.00	24,397.00	(397.00)
	11.3.2. NGO Tax	126,125.00	124,160.00	1,965.00
	Bank charges	-	2,500.00	(2,500.00)
Total		**1,658,300.00**	**1,679,202.56**	**(20,902.56)**

Note:

This represents the salaries paid to administration staff of SAFE Foundation and other direct costs incurred for the project.

4. FUND BALANCE RECONCILIATION AS AT 14TH SEPTEMBER 2022

Description	**Amount (LKR)**
Excess / (Deficit) of funds over cost incurred	-1,296,428
Bank Balance as at 14.09.2022	1,614,939
Difference between fund balance and bank statement balance	-2,911,367
Reconciliation	
Cash in hand (petty Cash)	20,321
Deposited after 15th September employees program advance settlement	66,935
Bank Opening Balance As at 22.09.2021	-10,000
Bank transfer from BOC to Sampath AC	3,654
Unrealized Cheques	-2,323,434
Paid from 2nd year 1st Installment	-348,095
NGO Tax	-124,160
Gratuity	-196,588
Total	-2,911,367

5. EVENTS OCCURING AFTER THE REPORTING DATE

There have been no material events after the reporting date except described in below that require adjustment to or disclosure in the Financial Statements.

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

FINANCIAL INFORMATION AUDIT OF PROJECT "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"
CREDIT PROPOSAL NO: 7F-07422.04.07
CONTRACT NO. 81070767

FOR THE PERIOD
FROM SEPTEMBER 15, 2021 TO SEPTEMBER 14, 2022

Annex 01

QUESTIONNAIRE ON THE OVERALL PRINCIPLES OF THE PROCEDURES TO BE PERFORMED

Instruction to the auditor: If the answer is „no“ to one of these questions, further explanation is required in the form of a management letter point.

Questions	Yes	No	n/a	Comments
Existence, adequacy and effectiveness of the Internal Control System (ICS) – Principle 2.2				
1. Is the internal organization (structures, functions, tasks, competencies, responsibilities, methods, procedures, segregation of duties etc.), based on your impression, adequate to the size and operations of the partner?	☒	☐	☐	
2. Are duties for vital functions and processes sufficiently segregated (e.g. entering commitments, entering and signing of contracts/agreements, authorizing and accounting of expenditures, reconciliation of cash on hand and in banks, follow-up on long outstanding debtors and creditors, etc.)?	☒	☐	☐	
3. Dou you obtain comfort that the ICS of the organization is in adequacy with its size and type of activities?	☒	☐	☐	
4. Is the ICS known, applied and documented?	☒	☐	☐	The organization has SOPs over key operational and functional areas and all have documented and communicated properly.
5. Do you obtain comfort on compliance with applicable laws, regulations and instructions (e.g. taxes, salaries, social contributions etc.)?	☐	☒	☐	Please refer Annex 2 point 1.1 & 1.2
6. Is an Organization Manual with local context specific regulations (threshold in amount and number of offers to be solicited for local procurements of goods and services, cash limit, etc.) in place and are they followed? Are they in	☒	☐	☐	

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line with local legislation?				
7. Did you obtain an understanding of the design of the information and financial reporting system?	☒	☐	☐	
8. Has the Partner advised staff, beneficiaries etc. to whom to report any suspect of fraud, misuse, or waste of resources or property?	☒	☐	☐	

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

Questions	Yes	No	n/a	Comments
Conformity with the project objectives and adherence to the contract conditions – Principle 2.3				
9. Is it ensured that signed project agreements (FDFA with partner and/or partner with subcontractor/s) exist before any payments are made?	☒	☐	☐	
10. Are the payments within your audit / review scope in accordance with the contract conditions and the agreed budget?	☒	☐	☐	
11. Is the classification of expenses and income in accordance with the agreed contractual budget?	☐	☒	☐	Please refer Annex 2 point 2.5
12. Are approvals for variations from the budget/work plan required in advance of commitment of expenditure?	☐	☒	☐	Please refer Annex 2 point 2.1
13. Is the financial reporting in accordance with the project agreement?	☐	☒	☐	Please refer Annex 2 point 2.2, 2.4 & 2.5.
14. Is the financial reporting of the period under audit / review in line with the reporting timetable?	☐	☒	☐	Please refer Annex 2 point 2.3
15. Do project responsible (operational and finance staff) visit field activities and are the findings of these visits documented?	☒	☐	☐	
16. Is a written confirmation of the balance of the FDFA advances available at project year end?	☐	☐	☒	No fund advances available.
17. Are the management letter points by the project auditor brought up in past years resolved adequately and/or properly monitored by the management?	☐	☐	☒	
18. Is it ensured that any significant issues (e.g. fraud, management override of controls, etc.) noted in a review / audit report has been communicated to FDFA?	☐	☐	☒	

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

19. Are the partner and any subcontractor/s familiar with regard to VAT and any other tax regulation procedures on the procurement of material and services for the activities funded by FDFA?	☐	☐	☒	
20. Are there instructions on the approval of expenses (e.g. 4 eyes principle) and are they followed?	☒	☐	☐	
21. Is the correct application of fees and allowances as per contract ensured (e.g. fees, rent, travel expenses, hotel accommodation, per diem and other allowances for project experts/consultants)?	☒	☐	☐	
Questions	**Yes**	**No**	**n/a**	**Comments**
22. Are control procedures in place to match labor costs (hours) charged to the project with time sheets of the relevant personnel?	☒	☐	☐	
23. Is it ensured that the partner has correctly accounted for his hours on the project (effectively rendered services) in order to avoid double-charging of expenses (e.g. to different projects)?	☒	☐	☐	
24. Are all items (fixed assets) representing property of the project maintained and safeguarded?	☒	☐	☐	
Economical conduct of business and effective use of financial resources – Principle 2.4				
25. Is it ensured that project specific financial resources are only utilized for the particular activities and projects?	☒	☐	☐	
26. Do adequate measures and procedures in the ICS exist, to ensure economical and effective utilization of committed resources?	☒	☐	☐	
27. Is it ensured that prices and rates for material, services and overheads are subject to regular verification?	☒	☐	☐	

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

28. Is the calculation of fees (charged for services to FDFA) transparent and documented?	☒	☐	☐	
29. Are all expenditures of expatriate employees reviewed and substantiated (rent, travel expenses, etc.)?	☒	☐	☐	
30. Are all expenditures related to local staff reviewed and substantiated (gross salary, social and pension contributions, income taxes, travel expenses, rent, etc.)?	☒	☐	☐	
31. Are there instructions on the non-use of project/program vehicles for private purposes?	☐	☐	☒	
32. Are there instructions for the use of equipment after the end of the project?	☐	☐	☒	
33. Are there instructions on the non-use of mobile and fix net phones for private purposes?	☐	☐	☒	
Any other issues				
34.				
35.				

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

FINANCIAL INFORMATION AUDIT OF PROJECT "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"
CREDIT PROPOSAL NO: 7F-07422.04.07
CONTRACT NO. 81070767

FOR THE PERIOD
FROM SEPTEMBER 15, 2021 TO SEPTEMBER 14, 2022

ANNEX 02

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T & D Associates
CHARTERED ACCOUNTANTS

30 November 2022

Deputy Head of Mission
Raoul Imbach
Federal Department of Foreign Affairs FDFA
The Embassy of Switzerland

Dear Sir,

FINANCIAL INFORMATION AUDIT OF PROJECT "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"
CREDIT PROPOSAL NO: 7F-07422.04.07
CONTRACT NO. 81070767
FOR THE PERIOD FROM SEPTEMBER 15, 2021 TO SEPTEMBER 14, 2022

MANAGEMENT LETTER

We have enclosed the Management Letter pertaining to the financial audit of "Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" for the period from September 15, 2021 to September 14, 2022.

The purpose of this report is to provide you with a feedback on our evaluations and comments on the audit and bring to your ideas for the improvement of your organization. However due to the inherent limitations in any internal control system, errors or irregularities may occur and not be detected. In addition, the scope of our work would not have necessarily identified all weaknesses in internal controls.

We trust that we, as your auditors for the period from September 15, 2021 to September 14, 2022 we have been able to execute our duties to your satisfaction.

We thank the management and the staff for the co-operation extended to us throughout our audit. We would be pleased to provide any further clarification and explanation that you may require with regard to our report.

Yours faithfully,

T&D

30 November 2022
Chartered Accountants
Colombo

Findings and Recommendations

No	Findings	Recommendation	Priority	Management comments and proposed actions
1. Existence, adequacy and effectiveness of the Internal Control System (ICS) – Principle 2.2				
1.1	**NON AVAILABILITY OF EPF "B" FORMS** **Condition** As per the prevailing labour laws and regulations in Sri Lanka, the employers should register new employees in the Employees' Provident Fund (EPF) within 14 days of the recruitments. The management of the employer requires submitting accurately filled relevant forms to the Labour Department. The signed "Certificate of Membership (Form B)" needs to be collected from the labour department and provide to every employee as an acknowledgement. **Observation** During the course of audit in inspecting personal records of the local project employees it was realized the organization has registered all employees for the EPF and ETF funds properly and making required contributions in monthly basis in line with the relevant laws. However the aforesaid "Certificates of Membership (Form B)" have not been collected back from the labour department and provided to the respective employees.	The organization should make required arrangements to collect and provide the signed B forms for the local staff as prescribed in the labour law.	Low	Certified B Cards are to be collected from labor department. T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

1.2	**NGO TAX PAYMENTS** **Condition** As per the Inland Revenue Act No.24 of 2017, A non-government organization shall pay NGO tax at three percent on amounts received in each year of assessment by way of grant, donation or contribution or in any other manner at the rate set out in the First Schedule. **Criteria** SAFE Foundation had not paid taxes to the government yet.	External audit should be conduct in every year and tax should be paid as per Inland Revenue Act No.24 of 2017.	High	A larger number of NGOs/CSOs are having a dialogue and wider consultation with respective ministry and NGO Secretariat for the new VSSO act to eliminate or flexibility for the NGO tax. The accrued amount of NGO payment will remain in our accounts until the final decision is available. If any there is any decision not to pay the tax, the same amount will be returned to the donor. We reconfirm that the annual audit of SAFE Foundation is conducted by an external auditor and all annual audit reports were shared with auditor T&D Associates upon their request.



No	Findings	Recommendation	Priority	Management comments and proposed actions
2. Conformity with the project objectives and adherence to the contract conditions - principle 2.3				
2.1	**EXCEEDING SUB & MAIN BUDGET LINES** **Condition** According to the special provisions of the federal department of foreign affairs for local mandate, under the article 2, it has mandated to get prior written approval from the Embassy of Switzerland for changes in the budget amounting to more than 10% per budget item. **Observation** There are some instances where the sub budget lines have exceeded. Significant budget exceeded figures have been attached in the Annexure 03 point 08.	The organisation should get prior written approval for the exceeding budget line over 10%.	Low	Please refer Annexure 03 point 08. 
2.2	**DIFFERENCES IN SALARY PAYMENTS AND ALLOCATED AMOUNTS** **Condition** Salary payments for the each month should be paid by the organisation to their employees at the respective date and respective amounts. **Observation**	Payroll amounts should be paid at each month as the salary payment.	Low	We reconfirm the payroll amounts had been paid to all staff on or before the salary date on the 10th of next month. SAFE Foundation uses its BoC bank A/C

	We noted that some differences between salary payments and allocated amounts (Annexure 03 point 02).			to pay salaries. The advantage to use BoC is most of the staff have their personal accounts in BoC and no unnecessary delays in bank transfers and it will be during the day. Then we transfer the total paid amount for salary to BoC from Sampath Bank A/C, the dedicated bank account for the donor. But we found some differences in transferring within banks. Please refer Annexure 03 point 02.
2.3	**PROJECT PERIOD END DATE** **Condition** As per the contract conditions project period is from 15th September 2021 to 14th September 2022. All project related activities and reports should be prepare with reference to those dates. **Observation** We noted that bank reconciliations for the September 2022 prepared on 15th September 2022, not at the project period end date. Further balance of advances is deposited to bank account after the project period end. Deposited date is 15.09.2022 though project ended on 14.09.2022. Safe Foundation has incurred expenses of LKR 1,156,084 from second year funds. We noted that total calculation error in the original signed budget of the project.(LKR 42,500)	Organisation should make all necessary arrangements to keep the all project activities within the project period.	Low	Mistakenly project staff deposited balance of the advance on 15th September. Accordantly bank reconciliation was carried out. Mistakenly deposited was done on 15th September. As agree with SDC management, incurred expenses from second year budget. Calculation error in the budget. But amount was not utilizes. The hosting the partner meetings of SDC. (Partner Exchange Platform) budget

	We noted that total calculation error in the revised approved budget of the project.(LKR 89,400)			amount mistakenly it was not calculate when I revised the budget due to the formula errors. Also, It was not calculate for the variance report. There was no any impact for the revised budget and overall budget.



No	Findings	Recommendation	Priority	Management comments and proposed actions
2.4	**REVENUE RECOGNITION** **Observation** The company recorded revenue in the accounting system on accrual basis where revenue is recognized when the expenses are incurred irrespective of actually received or not. We noted that difference in the revenue recognition of the organization. **Description** / **Amount (LKR)** Expense incurred to the project — 14,923,397	Organisation should follow the same basis of accounting records and donor reporting.When different bases are used, it is always required to maintain a reconciliation between the system and donor reporting.	Low	When SAFE received funds from the donors to the Bank account the following accounting steps are being followed in QB Donor fund liability Account - Credit Bank account - Debit At the end of every 3 months we transfer the actual cost amount from liability account to donor fund income account. Donor fund liability account -Debit

Income recognized up to 30th June 2022	7,670,717
Income to be recognized from 30/06/2022-14/09/2022	5,956,252
Total income to be recognized	13,626,969
Difference of income recognition	1,296,428



Donor fund income account -Credit
This practice is being followed for every project accounts in SAFE Foundation.

Accordingly in the project ("Grassroots Mobilization for Safe Labour Migration in Anuradhapura District) , the actual cost LKR.7,252,680 had to be transferred from liability account to donor fund income account by 15th September 2022.
But since there was adequate funds not available we had to wait for the next installment which arrived 22nd September 2022 .Furthermore it is understood this installment is for the year 2 project implementation.
The actual expenditure incurred to the project is LKR.14,923,397. Breakup for the difference is as follows.

Gratuity for employees	196,588
NGO Tax	124,160
Staff half salary and fringe benefits for the month of September	348,095
Mobilizer Salary month of August (Transfer from Sampath to BOC)	125,887
Staff Salary Month of August 2022(Transfer from Sampath to BOC)	401,963
Communication Chargers - Transfer from Sampath to BOC	99,735

2.5	**PROJECT LEDGER DIFFERENCES AND RECORRECTIONS TO THE SUBMITTED REPORTS** **Observation** We noted that the organisation has revised the actual costs reported to the donor as rivision 1 & revision 2. Rivision 01 (LKR 606,318) is already reported to the donor. Even though rivision 02 is not yet reported to the donor (LKR 18,253). Further there was a difference between project ledger and the actual costs reported to the donor as per the Annexure 03 point 05.	Organisation should keep proper accounting records in day to day operations.	High	The re-corrections - 2 was not finalized while the audit was started. Only a few budget lines are to be corrected in the recorrection 2. Please refer Annex 3 point 5.

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

FINANCIAL INFORMATION AUDIT OF PROJECT "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"

CREDIT PROPOSAL NO: 7F-07422.04.07

CONTRACT NO. 81070767

FOR THE PERIOD

FROM SEPTEMBER 15, 2021 TO SEPTEMBER 14, 2022

Annex 03

CLOSING MEETING MINUTE –AUDIT OF THE PROJECT "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"

Time :- 2nd November 2022 at 10.00 AM

Place :-SAFE Foundation, Anuradhapura.

Participants :-

- R.P.Lokuliayange – Audit partner (Virtual)
- M.H.I.Ravihari – Audit Senior
- Kushani Pathirana – Audit Associate
- Malith Jayasuriya - Audit Associate
- Harsha Jayarathne – Executive Director (SAFE)
- Janak Sanjeewa – Project Manager (SAFE)
- Madumali Subasinghe – Admin & Finance Manager (SAFE)
- J.M.Samanmali – Finance Officer (SAFE)

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

Purpose :- To discuss results of the audit

Special Matters Discussed:-

In referring to the questionnaire on the overall principles of the procedures to be performed and other audit procedures, the following points were taken in to the discussion.

1.Non-availability of EPF B forms in respect of local project staff in the employee personal records.

2. Salary payment differences during several months.

Month	Salary sheets payable amount	Bank statement amount	Bank statement date	Difference	Comments
Jun-22	401,962.5	407,839	02-09-22	(5,877)	Bank transfer will be arrange for the given difference from BOC to Sampath (SDC A/C)
Jul-22	401,962.5	443,167	02-09-22	(41,205)	Areas amount 40,000 of May 2022 should be added to payable amount 401,962.50 = Total 441,962.50 . The difference 1204.50 will be transfer from BOC to Sampath (SDC A/C)
Aug-22	401,962.5	401,721	26-09-22	242	The deference amount 242 will be transfer from Sampath to BOC

3. Difference in original signed budget total calculations.
4. Differences in income recognition.

5. Differences in project ledger and actual cost reported to the donor.

Description	Actual cost (LKR)	GL Balance (LKR)	Difference (LKR)	Management comments
Fringe benefits	644,688	561,791	82,897	59,015 fringes benefits should be added to GL in date 14.09.2022 already added and attached. Difference is 23,882 after 15.09.2022 paid
Salary	4,522,925	4,298,713	224,213	After 15.09.2022 Paid
6.1 (12 Mobilizers x 4 Months)	1,820,000	1,720,000	100,000	After 15.09.2022 Paid
Total	**6,987,613**	**6,580,504**	**407,110**	

6. Incurred expenses without receiving funds.
7. Advance receipts after project period end and bank reconciliation preparation issues.

8. Budget line exceeds points.

Name of the Activity	Estimated Budget	Total Expenses as at 15.09.2022	Percentage	Management Comments
2.1.2. a. Food and Refreshment - Participants	105,000	134,305	-28%	The overspending is under verbal approval from the donor
2.1.2. b. Stationery	17,000	19,632	-15%	The overspending is under verbal approval from the donor
2.1.2. d. Transport charges for stationery, Multi media, banners and other logistic arrabgments.	30,000	48,070	-60%	The overspending is under verbal approval from the donor
2.1.2.e. Travel - Participants	300,000	450,000	-50%	The overspending is under verbal approval from the donor
2.3. 8. d. Food and Refreshment - Participants	16,500	23,160	-40%	Sub total budget line not exceeded

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

4.1.2 Travel & Accomdation of routine meetings capacity building, reflections at national level	160,000	237,575	-48%	The overspending is under verbal approval from the donor
Fringe Benefits as 15% of Salaries and Wages	112,487	133,690	-19%	Error in budget revision
10. 3. Chairs	30,000	39,908	-33%	Sub total budget line not exceeded
11.2.Communication - Mobile	81,000	118,102	-46%	Field coordinators and Mobilizer used mobile for program update

9. Photocopy of cheque not attached to the payment voucher (SDC/CV/000126).

Management stated that the photocopy of the cheque will collect from the bank immediately.

