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

Credit proposal no. 7F-07422.04.17

Contract no. 81074885

FOR THE PERIOD
FROM SEPTEMBER 15, 2022 TO SEPTEMBER 14, 2023

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T & D Associates
CHARTERED ACCOUNTANTS

29 March 2024

Deputy Head of Mission,
Olivier Praz,
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-07422.04.17

CONTRACT NO. 81074885

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. 81074885 for the period from September 15, 2022 to September 14, 2023. We set out belowin 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, 2022 to September 14, 2023.

1. BACKGROUND

On 06th September 2022, 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: 81074885) 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 organizations 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

The second year of "Grassroots Mobilization for Safe Labour Migration in Anuradhapura District" project mainly focuses on establishing and strengthening the Migrant Worker's Societies (MWSs) and SHGs improving the coordination of public and private stakeholders, grievance handling and information dissemination.

1.2 Program Objectives and proposed activities

Contract No : 81074885
Project : 7F-07422.04.17

The objective of second year of this project is:

- To form strengthen the 36 new MWSs
- To strengthen 72 formed SHGs
- To form new 25 SHGs
- To strengthen the district / divisional migration forum
- To disseminate the information on safe labour migration
- To prepare proper mechanisms for grievance handling
- To promote ethical recruitment practices
- To facilitate the reintegration process
- To establish the Migration Service Hub (MSH) and ensure collaborative service delivery

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 relatedto, "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, 2022 to September 14, 2023.

Our audit was conducted in accordance with the international Standards on Auditing (ISAs), andaccordingly included such tests as we considered appropriate to determine whether amounts stated in theStatement 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 onthe 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.

- Reviewing and evaluating the recipient's internal control structure and compliance with project agreement terms and conditions with respect to specific questions for the CSO Partner Auditor – SLMP Phase IV communicated by the Embassy of Switzerland.

- 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 ornot in accordance with the agreement.
- 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.

- Conducting randomly selected field visits to the self-help groups and get their ideas regarding the overall project and SAFE Foundation.



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, 2022 to September 14, 2023.
- Questionnaire on the Overall principles of the procedures to be performed - Annex I
- Management Letter –Annex II
- Follow up report – Annex III
- Closing Meeting Minute – Annex IV

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, 2022 to September 14, 2023 on December 08, 2023. We commenced our fieldwork on and completed the same by December 18, 2023. Further to those various discussions, communications and clearance of outstanding confirmation and documents were taken place until December 28, 2023 and we submitted our draft report for management comments on December 29, 2023. Receiving management comments and clarifications was taken place until January 19, 2024 and we issued our final report on March 29, 2024.

5. RISK DEFINITIONS

- High priority – Matters of large or significant importance regarding control environment, accounting policies or practices, which might entail a material loss or material reporting error shall be rated by the auditor as a high priority

- Medium priority – Matters of medium importance regarding control environment, accounting policies or practices, which would be unlikely, entail a material financial loss or reporting shall be rated by the auditor as a medium priority

- Low priority - Matters of low importance regarding control environment, accounting policies or practices or comments relating solely to local reporting matters shall be rated by the auditor as a low priority



6. OVERALL ANALYSIS OF CRITICAL AUDIT CONCERNS

Findings	Priority	Recommendation	Management Response	Auditor Response
Most Pressing Issues				
The partner has not paid the NGO taxes on the project funds to the IRD yet. Further, as per article 7.4 of the project mandate, the partner should pay all required government taxes in a timely manner and any fees incurred as a result of delays or non-payment of taxes for a contract period will not be covered by SDC.	Low	The IP should make arrangements to pay the relevant taxes within the stipulated timelines in the Inland Revenue Act No.24 of 2017.	Discussion on NGO tax is being continued with the GoSL by NGO Collective. The donor community has commented on the NGO as a second tax since the donor funds are tax collection of the people of their countries. However, the decision is pending as at today and SAFE Foundation is in the position to settle the tax if necessary. The accrued amount will be refunded to the donor if the NGO tax is waived off.	Observation reported in Annexure II point 1.1
The project has been temporary hold on 15th September 2023 and therefore, it was noted that purchased music instruments have not been used for the intended project activities as planned in the agreed budget. However, during the physical verification, the assets we were able to confirm the availability of such assets at the	Low	The partner should ensure the economic use of project funds.	As per the approved plan and budget, SAFE conducted training program on Street Drama. During the training it was realized that the participated youth need a training in using the musical instruments. Hence it was decided to arrange further training sessions during the upcoming years of the SD project and then distribute the musical	Observation reported in Annexure II point 3.1

partner's location.			instruments to the well-established and strengthened group. The said musical instruments are stored in a well secured manner following the logistical procedure in SAFE Foundation. Due to the decision of the donor regarding the future of the project there was no any other option at SAFE Foundation in this connection.	
Previous audit recommendations which not been addressed				
SAFE Foundation had not paid NGO taxes to the government yet.	Low	The IP's management should require arrangements to paid the taxes within the stipulated timelines in the Inland Revenue Act No.24 of 2017.	The accrued amount of NGO payment will remain in our accounts until the final decision is available. If 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.	Reported in the follow up report (Annexure III)

Overall Robustness of the financial / ICS system of the Organisation

SAFE Foundation has developed written versions of policy and procedure manuals to enhance operational flexibility and facilitate the seamless implementation of decisions by the office staff. This initiative aims to ensure transparency in the execution of SAFE Foundation's objectives. Latest version of the policy and procedures manual is version 04 issued on 27th October 2023. Policy and procedures manual consist with general administration, human resource management, discipline, financial procedures and procurement procedures.

Area	Deficiencies identified	Overall rating
Cash and Bank	***Implementation***	Low

As per the manual of the organisation, end of the month cash reconciliation shall be authorized by the Executive Director or any member of the board of Directors.	**<u>Petty cash reconciliation preparation and approval</u>** The reconciliations were not authorized by the executive director or member from the board of director. Further reconciliation for September 2022 was incorrect.	
Payments As per the manual of the organisation, the voucher and all attached supporting documents shall be stamped with "PAID" seal and the signature shall be affixed on the paid seal by the authorized officer who make payments, including cheques. As SAFE Foundation engage with different donor funded projects, there is a possibility to overlapping of the project expenses of different donor projects. Therefore as a best practice they should maintain the consistency of getting all supportive documents under the respective project name. Further all payment vouchers should be approved by the respective personals as per the threshold limits assigned by delegation of authority and complete supportive documents like timesheets, meeting minute, vehicle running charts, supplier bills, attendance sheets etc should attached to the voucher.	***Implementation*** **<u>Non availability of paid stamp</u>** We noted that 95 payment vouchers and supporting documents without paid stamp affixed from the sample vouchers checked. **<u>Deficiencies in payment process</u>** • Supporting documents including supplier bills etc attached with the payment vouchers were not addressed to the project name for 3 vouchers from the procurement value above LKR 100,000 transactions. • APIT return for the year 2023 and APIT payments were not made on the due date in some instances, as mentioned in point 1.5 in Annexure II.	Low
Financial Reporting	***Implementation***	Low

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Funds received by the donor must be treated and accounted for according to Sri Lanka Accounting Standards. If they use accrual basis for the accounting, expense incurred should be tally with the revenue reported. Furthermore accouting records should compatible with donor reported amounts.	**Revenue recognition** The difference has recognised between the funds received and the revenue recognised during the period and partner was not able to provide proper reconciliation for the difference of LKR 201,100. **Delay in external audit** External audit for the year ended 31st December 2022 has not been conducted finalised yet. However, the engagement letters were signed with EY in June 2023.	
Procurement All SAFE employees with designated procurement authority, or those appointed to participate in the bid evaluation and selection exercise, will be requested to sign the document "Disclosure of Conflict of Interest (COI) and Non-Disclosure Statement (NDS)". Further the respective personals are obliged to verify the availability of all documentary evidences before initiating the payments. SAFE Foundation's procurement manual has specified the threshold levels, documents needs, steps of the process and the responsible party for each party. Approved copies of purchase request, quotations, selection, PO and GRN should be attached along with the approved payment	***Implementation*** **Issues in procurement process** • Mismatch in quotation and invoice number. • Supplier quotations were not attached with the payment vouchers as supportive documents for 2 vouchers from the sample checked. • Purchasing Request, Purchase Order, Quotation Analysis Form, Payment Requisition Form, and Payment Voucher were approved by the same person for the SDC project-related payments. This	Low

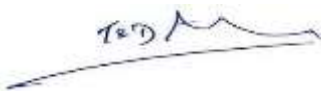
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voucher. As per the manual there is a seggregation of duties within the procurement process as payment will be done through finance division while supplier selection, quotation analysis and PO process will be done thorugh procurement officer and ED. APIT returns and APIT payments should be made on or before the due dates as per the prescribed law of the IRD.	indicates lack of segregation of duties among personals of the partner.	
Project Management The project team plays a crucial role in coordinating team efforts and ensuring that the project meets its objectives within the given constraints of time, budget, and scope. Proper Monitoring and Evaluation (M&E) are essential components of project management aimed at assessing the progress, effectiveness, and impact of a project.	***Implementation*** **<u>Follow up Reports</u>** Follow up reports were not carried out for the LKR 20,000 distribution for the self help groups after the distribution of monies to the beneficiaries.	Low

7. 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,



29 March 2024
T & D Associates,
340/1/1, Galle Road,
Colombo 03.



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T & D Associates
CHARTERED ACCOUNTANTS

29 March 2024

Deputy Head of Mission,
Olivier Praz,
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-07422.04.17
CONTRACT NO. 81074885

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 2022 to 14th September 2023 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 2022 to 14th September 2023 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 06th September 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 providea 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.



29 March 2024
T & D Associates,
340/1/1, Galle Road
Colombo 03.



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

CREDIT PROPOSAL NO. 7F-07422.04.17
CONTRACT NO. 81074885
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE PERIOD FROM SEPTEMBER 15, 2022 TO SEPTEMBER 14, 2023

Description	Note	15th Sep 2022 to 14th Sep 2023		Remained Funds (LKR)
		Budgeted (LKR)	Actual (LKR)	
Revenue				
Funds received from the FDFA	**2**	20,872,640	20,081,529	791,111
Total Funding		**20,872,640**	**20,081,529**	**791,111**
Cost incurred				
Project activities	**3.1**			
Component 01				
1.1.2.1. Maintain and update database on migrant families in the area.		-	-	-
1.1.2.2. Restructure the functions of SHGs		-	-	-
1.1.2.3. Maintain and updating data base of active migrant returnees		-	-	-
1.1.2.4. Formation & strengthen of 25 Self Help Groups at the village level based on the SHG forming criteria.		-	-	-
1.1.2.4.a. Emergency Supports for most vulnerable migrant families		600,000	661,671	(61,671)
1.1.2.4.b. Grants for SHG's to develop members income sources		500,000	500,000	-
1.1.2.4.c. Training program for SHG family youth representative on how to use communication tools, how to link social media effectively for findings, training program for obtaining data related to employment, entrepreneurship, migration details etc.		442,750	438,676	4,074
1.1.3.1. Formation of Migrant workers Society at the village level based on the MWS forming criteria.		-	-	-
1.1.3.2. Strengthen of Migrant workers Societies at the village level based on the MWS forming criteria.		-	-	-
1.1.4.1. Conduct advocacy related capacity building program for Migrant Worker Societies		367,700	243,350	124,350
1.2.0.1. Conduct interactive exhibition for SHGs & MWS on safe labour migration, Legal support, grievance handling, peer support training and Finance lit (Awareness fair)		1,209,400	1,238,245	(28,845)
1.2.5.1. TOT for MWS members (natural leaders) on Financial Literacy		367,700	377,540	(9,840)
Component 02				
2.1.2.1. Strengthening of Divisional Migrant Worker's forum.		288,000	237,820	50,180
2.1.2.2 Night Camp to promote MWS & Sensitize of Government services.		297,700	250,000	47,700
2.1.2.3. Strengthening of District Migration Forum (Government Officials) -Quarterly		82,200	22,100	60,100
2.1.2.4. Strengthening of Divisional Migration Forum (Government Officials)- Quarterly		321,200	179,315	141,885

2.1.2.5. Programmes on Prevention of irregular migration trafficking in persons and smuggling of human beings		367,700	368,240	(540)
2.1.2.6. Personality and attitude development program for Government officials		721,200	695,950	25,250
2.1.2.7. Conduct Capacity Building and sensitisation program for identified School Principals, teachers, VTA, Technical college and NAITA instructors to improve capacities to support SHG's, MWS's children at District and Divisional level.		427,950	427,950	-
2.1.3.1. Conduct awareness sessions on Migration Service HUB and the grievance handling web app to Migration community (GN level)		412,700	306,900	105,800
2.2.1.1. Conduct survey to measure ethical recruitment practices of Licence foreign employment agency		19,500	550	18,950
2.2.1.2. Conduct training program for License agencies on ethical recruitment practice		167,750	100,520	67,230
2.2.4.1. Conduct sensitization session for Divisional Media Reporters on safe labour migration		138,450	129,790	8,660
Component 03				
3.1.1.1. Arrange OGC for identified potential migrant workers and youth of migrant families.		367,700	367,700	-
3.1.2.1. Provide Post return counselling for returnee migrant workers		367,700	293,925	73,775
3.2.2.1. Conduct Sensitisation programs for Local employers on benefits of hiring returnee migrant workers and skilled employees		100,950	15,060	85,890
Component 04				
4.1.1. Travel of routine meetings capacity building, reflections at national level		130,000	100,920	29,080
4.1.2. Accommodation of routine meetings capacity building, reflections at national level		64,000	45,927	18,073
4.1.3. Per diem of routine meetings capacity building, reflections at national level		20,000	23,150	(3,150)
4.1.4. Travel for logistic arrangement and administration.		65,520	55,900	9,620
4.1.5. ED, PM, M&E Field evaluation visit - Quarterly		161,200	207,670	(46,470)
4.1.6. Reflection meeting with stakeholders Bi annual		81,000	-	81,000
4.2. Hosting the partner meetings of SDC. (Partner Exchange Platform)		208,000	19,385	188,615
Component 05				
5 Conduct capacity building on evidence base advocacy imitative for SAFE Foundation Staff		127,100	71,790	55,310
Component 06				
6. Personality and attitude development program for SAFE Staff		127,100	111,700	15,400
Total project activities Cost		**8,552,170**	**7,491,744**	**1,060,426**
Total Implementation Cost	**3.2**	**10,474,003**	**9,828,562**	**645,441**
Total Administration Cost	**3.3**	**1,846,467**	**2,003,141**	**(156,674)**
Total Cost		**20,872,640**	**19,323,447**	**1,549,193**
Excess / (Deficit) of funds over cost incurred			**758,082**	**(758,082)**

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

SAFE Foundation

Authorized Signatory

Name: **N Harsha Jayarathne**

Designation: **Executive Director**

Place: **Anuradhapura**

Date **29.03.2024**

N. Harsha Jayarathna
Executive Director
SAFE Foundation

T & D ASSOCIATES
COLOMBO
CHARTERED ACCOUNTANTS

"GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"

CREDIT PROPOSAL NO.7F-07422.04.17

CONTRACT NO. 81074885

NOTE TO THE STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE PERIOD FROM SEPTEMBER 15, 2022 TO SEPTEMBER 14, 2023

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 tobe 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 2022	6,261,700
December 2022	1,296,429
February 2023	6,261,700
June 2023	6,261,700
Total	**20,081,529**

Note

SAFE Foundation Contract No. 81074885 has received LKR 18,785,100 during the period and LKR 1,296,429 received in December 2022 is related to first year final payment of the project.



3. COST INCURED

3.1 PROJECT ACTIVITIES

Description		15th Sep 2022 to 14th Sep 2023		Remained Funds (LKR)
		Budgeted (LKR)	Actual (LKR)	
Outcome 01: Women and men migrant workers receive peer support from migrant worker societies				
Output 1.1MW communities are mobilized as Self-Help Groups and organized to form migrant worker societies				
1.1.2.1.	Maintain and update database on migrant families in the area.	-	-	-
1.1.2.2.	Restructure the functions of SHGs	-	-	-
1.1.2.3.	Maintain and updating data base of active migrant returnees	-	-	-
1.1.2.4.	Formation & strengthen of 25 Self Help Groups at the village level based on the SHG forming criteria.	-	-	-
1.1.2.4.a.	Emergency Supports for most vulnerable migrant families	600,000	661,671	(61,671)
1.1.2.4.b.	Grants for SHG's to develop members income sources	500,000	500,000	-
1.1.2.4.c.	Training program for SHG family youth representative on how to use communication tools, how to link social media effectively for findings, training program for obtaining data related to employment, entrepreneurship, migration details etc.		-	-
	Resource fee	110,000	110,000	-
	Accommodation with Meals - Resource	40,800	50,081	(9,281)
	Travel - Resource	8,000	8,000	-
	Venue	70,000	59,000	11,000
	Food and Refreshment - Participants	90,000	87,300	2,700
	Travel - Participants	75,000	73,000	2,000
	Stationery	11,250	11,225	25
	Transport charges	37,700	40,070	(2,370)
1.1.3.1.	Formation of Migrant workers Society at the village level based on the MWS forming criteria.	-	-	-

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1.1.3.2.	Strengthen of Migrant workers Societies at the village level based on the MWS forming criteria.	-	-	-
1.1.4.1.	Conduct advocacy related capacity building program for Migrant Worker Societies		-	-
	Venue	70,000	20,000	50,000
	Food and Refreshment - Participants	135,000	105,350	29,650
	Travel - Participants	125,000	110,000	15,000
	Transport charges	37,700	8,000	29,700
Output 1.2: Migrant Worker Societies have capacities to provide peer support				
1.2.0.1. Conduct interactive exhibition for SHGs & MWS on safe labour migration, Legal support, grievance handling, peer support training and Finance lit (Awareness fair)				
	Printing of IEC materials for public campaigns and awareness.	450,000	483,850	(33,850)
	Venue	-	-	-
	Food and Refreshment - Stakeholders (Public & Private)	162,000	165,100	(3,100)
	Banners	22,000	23,000	(1,000)
	Transport Chargers	75,400	77,570	(2,170)
	Conduct a stage drama for SHGs on SAFE migration & Financial Literacy- incorporate with exhibition	500,000	488,725	11,275
1.2.5.1.	TOT for MWS members (natural leaders) on Financial Literacy			-
	Venue	70,000	73,000	(3,000)
	Food and Refreshment - Participants	135,000	142,500	(7,500)
	Travel - Participants	125,000	125,000	-
	Transport charges	37,700	37,040	660
Outcome 02: MW received services from Decentralized public Private sector service providers				
Output 2.1: Public sector officers have improved capacities to support MWs				
2.1.2.1.	**Strengthening of Divisional Migrant Worker's forum.**			
	Food and Refreshment - Participants	288,000	237,820	50,180

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

2.1.2.2	**Night Camp to promote MWS & Sensitize of Government services.**			
	Venue	-	-	-
	Food and Refreshment - Participants	110,000	100,000	10,000
	Transport charges	37,700	-	37,700
	Other logistic arrangements	150,000	150,000	-
2.1.2.3.	Strengthening of District Migration Forum (Government Officials) -Quarterly			
	Food and Refreshment - Participants	64,000	21,600	42,400
	Transport charges	18,200	500	17,700
2.1.2.4.	Strengthening of Divisional Migration Forum (Government Officials)- Quarterly			
	Food and Refreshment - Participants	160,000	106,640	53,360
	Transport charges	161,200	72,675	88,525
2.1.2.5.	Programmes on Prevention of irregular migration trafficking in persons and smuggling of human beings			
	Venue	70,000	73,000	(3,000)
	Food and Refreshment - Participants	135,000	140,940	(5,940)
	Travel - Participants	125,000	125,000	-
	Transport charges	37,700	29,300	8,400
2.1.2.6.	Personality and attitude development program for Government officials			
	Resource fee	110,000	110,000	-
	Meals - Resource	6,750	6,900	(150)
	Travel - Resource	6,500	-	6,500
	Venue	70,000	82,000	(12,000)
	Travel- Participants	200,000	188,000	12,000

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

	Food and Refreshment - Participants	290,250	295,140	(4,890)
	Transport charges	37,700	13,910	23,790
2.1.2.7.	Conduct Capacity Building and sensitisation program for identified School Principals, teachers, VTA, Technical college and NAITA instructors to improve capacities to support SHG's, MWS's children at District and Divisional level.			
	Venue	70,000	70,000	-
	Food and Refreshment - Participants	290,250	290,250	-
	Stationery	30,000	30,000	-
	Transport charges	37,700	37,700	-
2.1.3.1.	Conduct awareness sessions on Migration Service HUB and the grievance handling web app to Migration community (GN level)			
	Event arrangements cost	375,000	268,450	106,550
	Transport Chargers	37,700	38,450	(750)
Output 2.2.: Private sector actors sensitized on MWs issues				
2.2.1.1. Conduct survey to measure ethical recruitment practices of Licence foreign employment agency				
	Transport Chargers	19,500	550	18,950
2.2.1.2. Conduct training program for License agencies on ethical recruitment practice				
	Resource fee	22,000	22,000	-
	Accommodation with Meals - Resource	6,800	6,900	(100)
	Travel - Resource	8,000	8,000	-
	Venue	14,000	14,000	-
	Food and Refreshment - Participants	101,250	36,230	65,020
	Stationery	10,500	10,590	(90)
	Transport charges	5,200	2,800	2,400
2.2.4.1.	**Conduct sensitization session for Divisional Media Reporters on safe labour migration**			
	Venue	14,000	14,000	-

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

	Travel- participants	45,000	43,000	2,000
	Food and Refreshment - Participants	67,500	65,640	1,860
	Stationery	6,750	6,750	-
	Transport charges	200,000	400	4,800
Outcome 03: Women and men migrant workers are employed in jobs matching their skills and experience.				
Output 3.1: Women and men MWs access occupational guidance on skills development and (self-) employment				
3.1.1.1.	Arrange OGC for identified potential migrant workers and youth of migrant families.			
	Venue	70,000	82,000	(12,000)
	Food and Refreshment - Participants	135,000	135,020	(20)
	Travel - Participants	125,000	125,000	-
	Transport charges	37,700	25,680	12,020
3.1.2.1.	**Provide Post return counselling for returnee migrant workers**			
	Venue	70,000	35,000	35,000
	Travel- participants	125,000	115,000	10,000
	Food and Refreshment - Participants	135,000	143,925	(8,925)
	Transport charges	37,700	-	37,700
3.2.2.1.	**Conduct Sensitisation programs for Local employers on benefits of hiring returnee migrant workers and skilled employees**			
	Venue	14,000	-	14,000
	Food and Refreshment - Participants	74,250	-	74,250
	Stationery	7,500	7,560	(60)
	Transport charges	5,200	7,500	(2,300)
4	**Progress review meeting with SDC + Reflection, learning and best practices meetings.**			
4.1.1.	Travel of routine meetings capacity building, reflections at national level	130,000	100,920	29,080
4.1.2.	Accommodation of routine meetings capacity building, reflections at national level	64,000	45,927	18,073
4.1.3.	Per diem of routine meetings capacity building, reflections at national level	20,000	23,150	(3,150)

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4.1.4.	Travel for logistic arrangement and administration.	65,520	55,900	9,620
4.1.5.	ED, PM, M&E Field evaluation visit - Quarterly	161,200	207,670	(46,470)
4.1.6.	Reflection meeting with stakeholders Bi annual	81,000	-	81,000
4.2.	Hosting the partner meetings of SDC. (Partner Exchange Platform)			
	Food and Refreshment - Participants	168,000	19,385	148,615
	Venue	40,000	-	40,000
5	**Conduct capacity building on evidence base advocacy imitative for SAFE Foundation Staff**			
	Resource fee	44,000	-	44,000
	Venue	28,000	28,000	-
	Accommodation with Meals - Resource	3,600	-	3,600
	Travel - Resource	6,500	-	6,500
	Food and Refreshment - Participants	45,000	43,790	1,210
6	**Personality and attitude development program for SAFE Staff**			
	Resource fee	44,000	44,000	-
	Venue	28,000	28,000	-
	Accommodation with Meals - Resource	3,600	-	3,600
	Travel - Resource	6,500	6,500	-
	Food and Refreshment - Participants	45,000	33,200	11,800
Total		**8,552,170**	**7,491,744**	**1,060,426**

Note:

This represents the cost incurred for the project activities.

3.2 TOTAL IMPLEMENTATION COST



Description	15th Sep 2022 to 14th Sep 2023		Remained Funds (LKR)
	Budgeted (LKR)	Actual (LKR)	
6. Project Implementation Costs (Project mobilizers) Recruiting of 15 Mobilizers			
12 Mobilizers x 12 Months	3,672,000	3,502,228	169,772
Mobilizer allowance Transfer charges	-	12,800	(12,800)
Transport - Motorbike for the project implementation	918,000	634,142	283,858
Travelling Transfer Charges	-	4,920	(4,920)
7. Project Implementation Costs (direct project team) Personnel: Salaries, Wages, and Fringe Benefits			
G K Janak Sanjeewa	921,375	915,482	5,893
(05 Coordinator x 05 DSD x12 Months)	-	-	-
M.U. Ranwala	630,000	622,750	7,250
N.L. Seneviratne	630,000	622,750	7,250
P.S. Malani	630,000	478,000	152,000
G.D.P. Senevirathna	630,000	622,750	7,250
Mahinda Wijerathna	630,000	622,750	7,250
D.M. Pulle	866,250	862,163	4,087
Salary Transfer charges	-	9,850	(9,850)
Fringe Benefits as EPF 12%	592,515	569,844	22,671
Fringe Benefits as ETF 3%	148,129	142,400	5,729
Gratuity for Project Manager	38,391	38,391	-
Gratuity for Field Coordinators	131,250	131,250	-
Gratuity for Documentation, Reporting, M&E Officer	36,094	36,094	-
Total	**10,474,003**	**9,828,562**	**645,441**

Note:

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

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

3.3 TOTAL ADMINISTRATION COST

Description	15th Sep 2022 to 14th Sep 2023		Remained Funds (LKR)
	Budgeted (LKR)	Actual (LKR)	
8. Project Administration Cost (supportive roles)			
9.1 N. Harsha Jayarathna - (Honorarium)	420,000	427,813	(7,813)
9.2 S.M.M.P. Subasinghe	102,375	106,235	(3,860)
9.3 Samanmali Jaywardhana	504,000	503,000	1,000
Fringe Benefits as EPF 12%	72,765	76,149	(3,384)
Fringe Benefits as ETF 3%	18,191	19,037	(846)
9.4 Gratuity for S.M.M.P. Subasinghe	4,266	4,266	-
9.5. Gratuity for Samanmali Jaywardhana	21,000	21,000	-
10. Project Administration Cost -(overheads) Equipment/Supplies			
10.1. Laptops	200,000	210,000	(10,000)
10.2. Multi-Media Projector	150,000	187,500	(37,500)
11. Project Administration Cost (overheads) - Other Direct Costs			
11.1 Rent and Utilities			
11.1.1. Office Rent	-	-	-
11.1.2. Electricity	-	-	-
11.2 Communication			
11.2. Communication - Mobile	132,000	226,448	(94,448)
11.3 Office Supplies and other expenses			
11.3.1. Stationary	48,000	47,824	177
11.3.2. NGO Tax	173,870	173,870	-
Total	**1,846,467**	**2,003,141**	**(156,674)**

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

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4. FUNDS TO BE RECEIVED FROM THE FEDERAL DEPARTMENT OF FOREIGN AFFAIRS(FDFA)

Description	LKR	
Total cost incurred for the period from 15th September 2022 to 14th September 2023		19,323,447
Received fund amount during the period from 15th September 2022 to 14th September 2023	20,081,529	
Receipt for the previous year (From 15th September 2021 to 14th September 2022)	-1,296,429	18,785,100
Balance funds to be received as at 14th September 2023		**538,347**

5. EVENTS OCCURING AFTER THE REPORTING DATE

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

The project has temporally hold with effect from 15th September 2023.

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

FINANCIAL INFORMATION AUDIT OF PROJECT "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"
CREDIT PROPOSAL NO: 7F-07422.04.17
CONTRACT NO. 81074885

FOR THE PERIOD
FROM SEPTEMBER 15, 2022 TO SEPTEMBER 14, 2023

ANNEXURE I

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.)?	☒	☐	☐	Please refer Annexure II point 1.7, 1.8 and 1.5
3. Dou you obtain comfort that the ICS of the organization is in adequacy with its size and type of activities?	☒	☐	☐	Please refer Annexure II point 1.7
4. Is the ICS known, applied and documented?	☒	☐	☐	The organization has amended their SOPs on 27.10.2023 as version 04. Please refer Annexure II point 1.5, 1.6,1.7, 1.8, 1.9, 2.1 & 2.2.
5. Do you obtain comfort on compliance with applicable laws, regulations and instructions (e.g. taxes, salaries, social contributions etc.)?	☐	☒	☐	Please refer Annexure II point 1.1, 1.2, 1.3 & 1.4
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 line with local legislation?	☒	☐	☐	Please refer Annexure II point 1.7
7. Did you obtain an understanding of the design of the				

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

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?	☒	☐	☐	
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 Annexure II point 2.1
12. Are approvals for variations from the budget/work plan required in advance of commitment of expenditure?	☒	☐	☐	
13. Is the financial reporting in accordance with the project agreement?	☒	☐	☐	
14. Is the financial reporting of the period under audit / review in line with the reporting timetable?	☐	☒	☐	Please refer Annexure II point 2.2
15. Do project responsible (operational and finance staff) visit field activities and are the findings of these visits documented?	☒	☐	☐	Please refer Annexure II point 1.9 & 2.2
16. Is a written confirmation of the balance of the FDFA advances available at project year end?	☐	☐	☒	
17. Are the management letter points by the project auditor brought up in past years resolved adequately and/or properly monitored by the management?	☐	☒	☐	Please refer to the follow up report in Annexure III

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

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?	☐	☐	☒	
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?	☐	☐	☒	There is no any VAT and procurement related tax implications. SAFE foundation has not paid NGO taxes, please refer Annexure II point 1.1 & 1.4
20.Are there instructions on the approval of expenses (e.g. 4 eyes principle) and are they followed?	☒	☐	☐	There were some deficiencies in implementation of controls please refer Annexure II point 1.7
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?	☐	☒	☐	Please refer Annexure II point 3.1
26. Do adequate measures and procedures in the ICS exist, to ensure economical and effective utilization of committed resources?	☒	☐	☐	

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27. Is it ensured that prices and rates for material, services and overheads are subject to regular verification?	☒	☐	☐	
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?	☒	☐	☐	The partner will comply with the donor requirement.
33. Are there instructions on the non-use of mobile and fix net phones for private purposes?	☐	☐	☒	
Any other issues				
34. Have approvals taken for using SDC logo in advance?	☐	☒	☐	Please refer Annexure II point 2.3

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

FINANCIAL INFORMATION AUDIT OF PROJECT "GRASSROOTS MOBILIZATION FOR SAFE LABOUR MIGRATION IN ANURADHAPURA DISTRICT"
CREDIT PROPOSAL NO: 7F-07422.04.17
CONTRACT NO. 81074885

FOR THE PERIOD
FROM SEPTEMBER 15, 2022 TO SEPTEMBER 14, 2023

ANNEXURE II

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T & D Associates
CHARTERED ACCOUNTANTS

29 March 2024

Deputy Head of Mission,

Olivier Praz,

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-07422.04.17
CONTRACT NO. 81074885
FOR THE PERIOD FROM SEPTEMBER 15, 2022 TO SEPTEMBER 14, 2023

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, 2022 to September 14, 2023.

The purpose of this report is to provide you with 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 andnot 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, 2022 to September 14, 2023 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,

29 March 2024
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-PAYMENT OF NGO TAX** **Criteria** 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. Further, as per article 7.4 of the project mandate, the partner should pay all required government taxes in a timely manner and any fees incurred as a result of delays or non-payment of taxes for a contract period will not be covered by SDC. **Observation** The partner has not yet paid taxes on the project funds to the IRD. Nonetheless, 3% of the total budgeted cost was allocated as taxes from the overall budget.	The IP's management should require arrangements to conduct the external audit and paid the taxes within the stipulated timelines in the Inland Revenue Act No.24 of 2017.	Low	Discussion on NGO tax is being continued with the GoSL by NGO Collective. The donor community has commented on the NGO as a second tax since the donor funds are tax collection of the people of their countries. However, the decision is pending as at today and SAFE Foundation is in the position to settle the tax if necessary. The accrued amount will be refunded to the donor if the NGO tax is waived off.

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1.2	**DELAY IN EXTERNAL AUDIT** **Criteria** The annual financial audit should be conducted promptly, and the audit reports should be submitted to the relevant regulatory bodies and the governing body of the organization. The management of the organization should be accountable for addressing any matters highlighted by the auditors. **Observation** External audit for the year ended 31st December 2022 has not been conducted yet, even though the engagement letters were signed with EY in June 2023.	It is recommended to take immediate actions to expedite the external audit and submit the audit reports to the required regulatory bodies within prescribed.	Low	External audit is being in progress as a new auditor has been appointed. The final report is pending and the report will be sent by auditor soon.
1.3	**FAILURE TO DEDUCT EPF/ETF FOR THE MOBILIZERS** **Criteria** As stipulated in the project agreement, the partner should deduct and remit the social security contributions of the project employees in line with the applicable law to the respective institutions. The law specified that an employee is entitled to EPF and ETF from the first day of his/her employment irrespective	It is recommended to comply with the applicable laws and regulations on employees' social security contributions.	Low	Mobilizers were not entitled for any statutory payment since it was ONLY a traveling payment. But not a salary payment. Hence there was no any requirement of budget allocation for EPF/ETF payment for Mobilizers. Our kind request is to remove it from the report

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	of whether he/she is permanent, temporary, apprentice, casual or a shift worker. **Observation** We noted that the partner has registered only permanent staffs for EPF and ETF schemes and monthly contributions have been made. However, mobilizers have not been subjected to EPF and ETF payments as no allocation from the approved budget.			
1.4	**LATE PAYMENTS OF APIT AND NON-SUBMISSION OF APIT RETURN** **Criteria** As per the inland revenue act No.24 of 2017 and its amendments, the organization should submit (Advance Personal Income Tax) APIT returns on yearly basis before 30th of April in each year and APIT payments should be made before 15th of the subsequent month. **Observation** We noted that the partner has failed to make the APIT payments timely with respect to below periods. At the same time, the annual APIT return for the year of assessment 2022/2023 has not been furnished yet.	All tax payments and return submission should be done on or before the due dates.	Low	The monthly salary date of SAFE Foundation is 10th of the next month. The calculation of APIT and arrangement finalized accordingly. SAFE Foundation will conduct IRD regarding the online payment facility to submit the APIT return.

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	<table><tr><th>Month</th><th>Payment date</th></tr><tr><td>Feb-23</td><td>21.03.2023</td></tr><tr><td>Jun-23</td><td>19.07.2023</td></tr><tr><td>Sep-23</td><td>18.10.2023</td></tr></table>			
1.5	**ISSUES RELATED TO PETTY CASH RECONCILIATION** **Criteria** As per the organizational policy, petty cash reconciliation should be prepared in every month and it needs to be approved by the Executive Director or any member from the Board of Directors of the organisation. **Observation** We noted that petty cash reconciliations were not approved by the executive director or any member from the Board of directors and incorrect petty cash reconciliation for the month of September 2022 was attached to the file.	The petty cash reconciliations should be performed to ensure the completeness and accuracy of the records at each month end.	Low	Petty cash count is managed by Finance / Admin Manager since it is LKR 100,000. No ED's involvement is required for petty cash count and mistakenly, the date of the reconciliation typed as 30th September 2022. But it should be 30th September 2023. We believe that we have fulfilled our responsibilities within the available capacity of the project resources. Further, there is a limited allocation for recovering cost of project admin staff as below, Finance manager – 8% Finance officer – 80%

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

1.6	**NON-AVAILABILITY OF PAID SEAL** **Criteria** As per the procedure manual of the organization, the voucher and all attached supporting documents shall be stamped with a "PAID" seal and the signature shall be affixed on the paid seal by the authorized officer who make payments, including cheques. **Observation** It was noted that the "Paid" seal was not affixed on the surface of 95 of the payment vouchers from 110 vouchers selected for the verification during the audit.	The partner should follow the procures in organizational manual in all circumstances without reasonable exceptions.	Low	Not everything but some vouchers have the paid seal.
1.7	**ISSUES IN PROCUREMENT PROCESS** **Criteria** All procurements should be done by following the procedures set out in procedure manual. Accordingly, the respective personals are obliged to verify the availability of all documentary evidences before initiating the payments. **Observation**	The partner should follow all procedures of the organization in consistently at all circumstances.	Low	1.8.1 - We have no any control to decide the reference numbers of supplier's documents. 1.8.2 - Annexure 04 table 07 1.8.3 - Finance /Admin Manager can authorize up to LKR 100,000 and then there are only Finance Officer to involve in procurement since there is no any other staff in Procurement or Admin.

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	1.8.1. One of the suppliers, named 'Mac Computers,' issued a quotation for purchasing some assets on December 19, 2022, with the document reference being 7286. Concerning the payment for the same transaction, the partner received the supplier invoice on December 21, 2022, under the document reference of 7285. This supplier uses the same document format for issuing invoices and quotations. However, it appears that the document reference of the quotation is subsequent to the invoice. Please refer to the screenshots of the two documents and further details. Normally, the quotation number should precede the invoice number. Although we have noted that the quotation number is a later number than the invoice number issued by the supplier, as this transaction is given in table 04 of Annexure 04.			According to the approved budget it was a limited number of staff even in Finance (Finance Manager LoE 8% and Finance Officer LoE 80%) and NO Procurement Officer . Under the above circumstance SAFE was able to perform at the maximum following the policy & procedure manuals. Hence, we request to remove from the report.

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

	  1.8.2 Supplier quotations were not attached with the payment voucher number SDC/CV/000308//1687 as supportive documents. The partner has selected the supplier based on another project procurement details. (Annexure 04 table 07) 1.8.3 In the approved budget the allocation were only made for the below positions Executive Director – Honorarium payment Project staff – 100% Finance manager -8% Finance officer – 80% Therefore during the verification, we noted that the Purchasing Request, Purchase Order, Quotation Analysis Form, Payment Requisition Form, and Payment Voucher			

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

	were all approved by the same person for the SDC project-related payments. This indicates lack of segregation of duties among personals of the partner.			
1.8	**DEFICIENCIES IN PAYMENT PROCESS** **Criteria** All advances and payments of the organisation should be processed by following the provisions set out in the organizational procedure manual. **Observation** Supporting documents including supplier bills etc. attached with the three payment vouchers were not addressed to the project out of the 10 of samples we have selected as over LKR 100,000 payments. (Annexure 04 table 08)	All the payments should be review and approve by relevant authorities.	Low	Annexure 04 table 08
1.9	**FOLLOWUP REPORTS ON LKR 20,000 DISTRIBUTION TO SELF HELP GROUPS** **Criteria** As a part of the project, the SAFE Foundation has given financial assistance of LKR 20,000 to each self-help group to commence or improve an own business or income source**.** **Observations**	Follow up reports and assessments should be performed to ensure the effective implementation of project activities.	Low	SAFE arrange the payment of LKR 20,000 expecting the sustainability of the project with the approval of the donor. But due to the unexpected decision to terminate the project according to the decision of the donor, there was no any possibility to follow up process due to the NON availability of project staff.

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	Under the activity line 1.1.2.4.b, partner has made LKR 20,000 payments for the beneficiaries with the purpose of establishing income generating unit for the small groups during the period from 14th June 2023 to 28th August 2023. Follow-up reports or activity reports were not maintained to document the monitoring and evaluation of the aforesaid project activities.			

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	**REVENUE RECOGNITION** **Criteria** The partner should recognize revenue in the accounting system on modified cash basis, where revenue is recognized when the funds are actually received and expenses are incurred, irrespective of whether it has been actually paid or not. **Observation** In the second year of the project, difference of LKR 201,100 has been noted between the fund received from	Organization 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	The deference is the balance amount which was to be transferred for the fund income ledger for the second year.

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

<table>
<tr>
<td></td>
<td>the donor and the revenue recognized in the general ledger.
<table>
<tr><th>Description</th><th>Amount (LKR)</th></tr>
<tr><td>Fund income in GL – 2nd year</td><td>18,584,000</td></tr>
<tr><td>Total fund received -2nd year</td><td>18,785,100</td></tr>
<tr><td>Difference</td><td>201,100</td></tr>
</table>
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<td>2.2</td>
<td>NON-COMPLIANCE WITH AGREED REPORT SUBMISSION DEADLINES

Criteria

The financial and operational reports of the project should be submitted to the donor within prescribed due dates in the project mandate.

Observations

The below reports were not submitted on or before the deadlines given in the project agreement
<table>
<tr><th>Report</th><th>From – To</th><th>Due Date</th><th>Submitted date</th><th>Late by Working days</th></tr>
<tr><td>Operational final report</td><td>15.09.2022-14.09.2023</td><td>15.10.2023</td><td>26.10.2023</td><td>9 WDs</td></tr>
</table>
</td>
<td>Reports should submit as per the agreed contractual terms.</td>
<td>Low</td>
<td>The project was terminated immediately and the staff were not compensated. Due to the lack staff, it took time to complete the remaining work. The donor was informed and agreed due to the practical scenario.

SAFE had achieved all deliverable & informed the donor in every discussion. I.e. procedure manual including finance procurement HR & MEL plan.
Donor had been informed about the late submission and donor had acknowledged. Accordingly, the delay is only one (01) day</td>
</tr>
</table>

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

	Further, this appears that the partner has failed to submit the contracted deliverables to the donor as per the special provisions agreed between parties.			and the exchanged e mail are attached herewith. Hence we request to remove from the report.
2.3	**USAGE OF SWISS EMBASSY LOGO TO THE LEAFLETS** **Criteria** As per the contractual terms and conditions, special approval should be taken from the SDC and relevant authorities before using the logo of Embassy of Switzerland. **Observation** We noted that during the year, 10,000 leaflets were printed, including the Embassy of Switzerland's logo. However, the project manager has requested approval to use the logo, though the request has not been approved.	The partner should obtain written approval from the SDC when it is required as stipulated in the project mandate.	Low	The donor agreed to have the logo on the leaflet during the discussion. The Logos placement template was provided by the ministry and the SDC at the beginning of the project.
3.Economical conduct of business and effective use of financial resources (principle 2.4)				
3.1	**INEFFECTIVE USE OF PROJECT'S ASSETS** **Criteria** The partner should ensure the economic use of project funds in achieving the pre-agreed project objectives. Consequently, few music instruments were procured for	The partner should ensure the economic use of project funds.	Low	As per the approved plan and budget, SAFE conducted training program on Street Drama. During the training it was realized that the participated youth need a training in using the musical instruments.

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

the project activities.

Observation

The project has been temporary hold on 15th September 2023 and therefore, it was noted that purchased music instruments have not been used for the intended project activities as planned in the agreed budget. However, during the physical verification, the assets we were able to confirm the availability of such assets at the partner's location.

Inventory ID	Name	Inventory Value
2023/SDC/EI/PS/1048	JBL Speaker 05	199,900
2023/SDC/EI/PS/1048-1	JBLMicrophone 1	21,975
2023/SDC/EI/PS/1048-2	JBLMicrophone 2	21,975
2023/SDC/MI/GUITAR/1050	Acoustic Guitar	47,000
2023/SDC/MI/KEY BOARD/1051	Key Board- Music	53,000
2023/SDC/MI/GETA BERA/1052	Geta Bera	14,500
2023/SDC/MI/YAK BERA/1053	Yak Bera	15,500
2023/SDC/MI/DAWUL BERA/1054	Dawul Bera	10,000
2023/SDC/MI/THAM MET/1055	Thammettam	10,250

Hence it was decided to arrange further training sessions during the upcoming years of the SD project and then distribute the musical instruments to the well-established and strengthened group.

The said musical instruments are stored in a well secured manner following the logistical procedure in SAFE Foundation.

Due to the decision of the donor regarding the future of the project there was no any other option at SAFE Foundation in this connection.

T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS

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

CREDIT PROPOSAL NO: 7F-07422.04.17

CONTRACT NO. 81074885

FOR THE PERIOD

FROM SEPTEMBER 15, 2022 TO SEPTEMBER 14, 2023

Annexure III

Follow up Report

Findings	Management comments and proposed action in 2022 ML	Status of the 2023 audit
1.1 NON-AVAILABILITY OF EPF "B" FORMS **Criteria** As per the prevailing labour laws and regulations in Sri Lanka, the employers should register new employees in the Employees' Provident Fund (EPF) arrangements to collect 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.	Certified B Cards are to be collected from labour department.	Rectified
1.2 NGO TAX PAYMENTS **Criteria** 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	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	NGO tax payments has not been made and as per the management comment external audit for year ended 2022 is in process. 

contribution or in any other manner at the rate set out in the First Schedule. **Observation** SAFE Foundation had not paid taxes to the government yet	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.	
2.1 EXCEEDING SUB & MAIN BUDGET LINES **Criteria** 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 noted.	Verbal approval has been received from the donor	Rectified
2.2 DIFFERENCES IN SALARY PAYMENTS AND ALLOCATED AMOUNTS **Criteria** Salary payments for the each month should be paid by the organisation to their employees at the respective date and respective amounts. **Observation** We noted that some differences between salary payments and allocated amounts.	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 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 account, the dedicated bank account for the donor. But we found some differences in transferring within banks.	Rectified 
2.3 PROJECT PERIOD END DATE **Criteria**	Mistakenly project staff deposited balance of the advance on 15th September. Accordantly bank reconciliation was carried out.	Rectifed

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) We noted that total calculation error in the revised approved budget of the project. (LKR 89,400)	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 amount mistakenly it was not calculated when I revised the budget due to the formula errors. Also, it was not calculated for the variance report. There was no any impact for the revised budget and overall budget.	
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.	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 Donor fund income account -Credit This practice is being followed for every project accounts in SAFE Foundation.	Difference in revenue recognition has been noted in year 2. 

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 revision 1 & revision 2. Revision 01 (LKR 606,318) is already reported to the donor. Even though revision 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.	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.	Rectified



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

CREDIT PROPOSAL NO: 7F-07422.04.17

CONTRACT NO. 81074885

FOR THE PERIOD

FROM SEPTEMBER 15, 2022 TO SEPTEMBER 14, 2023

Annexure IV

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

Time :- 20th December 2023 at 1.35PM

Place :- SAFE Foundation, No.20, School Junction, Paniyankadawala, Anuradhapura.

Participants :-

- M.H.I.Ravihari – Audit Manager
- Ashan Ramanayaka – Audit Supervisor
- Yeshmi Biyamali - Audit Associate
- Yasas Dananjaya - Audit Associate
- Pawandi Rathnayaka – Audit Associate
- N. Harsha Jayarathne – Executive Director (SAFE)
- G.K. Janak Sanjeewa – Project Manager (SAFE)
- S.M.M.P. Subasinghe – Admin & Finance Manager (SAFE)



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.

Discussed points	Action taken by management	Auditor response
01.Difference between the general ledger and the financial reports submitted to the donor (Table 01)	Management agree to check and comment on the variances	
02.Expenses has been incurred subsequent to 14th September 2023 were included in the project ledgers	Management agree to check and comment on the expenses incurred after te project period.	
03.As per the contract reports submission deadlines were not achieved in some instances as per table 02.	Management agree to check and comment on the dates submitted.	Observation given in Annexure II point 2.2

04.Follow up reports on the LKR 20,000 has not been prepared due to the closure of the project.	Management respond as they couldn't perform followup reports due to the closure of the project. However SAFE Foundation is planning to continue the support to the societies in future.	Observation given in Annexure II point 1.9
05.NGO tax payment has not been paid for year 2022 and Safe Foundation is under the discussion with Respective authorities regarding this matter.	Safe Foundation is under the discussion with Respective authorities regarding this matter.	Observation given in Annexure II point 1.1
06.External audit has not been concluded yet, though engagement letter was signed with EY in June 2023.	Engagement letters has signed for year 2023.	Observation given in Annexure II point 1.2
07.The budget exceeding instances and special remarks were discussed as per table 03.	Management agree to check and comment on the budget exceeds.	
08.During the year, 10000 leaflets were printed including logo of Embassy. However, project manager has requested approval to use such logo, though request has not been approved.	Safe foundation stated that they did not get the approval though they request it.	Observation given in Annexure II point 2.3
09.Revenue discrepancies has been noted and SAFE Foundation agreed to provide breakup for the difference.	Management agree to check and comment on the difference.	Observation given in Annexure II point 2.1
10.For the below staffs, project name was mentioned in the employment agreements. • M U Ranwala • N L Senavirathna • R G M Wijerathne • G D P Senaviethna • P S Malani	Management agree to check and comment on the observation.	T & D ASSOCIATES COLOMBO CHARTERED ACCOUNTANTS
11.Issuing receipt – As a suggestion auditors proposed to a raise receipt for the other receipt (Over Payment Receipt, Balance advance payment). At the moment, the Safe Foundation uses receipts only for donor grants.	Management informed that they couldn't manage all the controls with given staff allocation to the project.	
12.Late submission of APIT to Inland Revenue Department and submission of APIT return for 2022/2023.	Management agree to check and comment on the observation.	Observation given in Annexure II point 1.4
13.Non availability of paid seal in payment vouchers or supporting documents	Management said that paid seal was pasted on some payment vouchers.	Observation given in Annexure II point 1.6

14.Inconsistencies in quotation number when compared to the invoice number, which means quotation number is later number than the invoice number that were issued by the below supplier (Table 04)	Management agree to check and comment on the observation.	Observation given in Annexure II point 1.7
15. Invoice date is later date than payment date (Table 05)	Management agree to check and comment on the observation.	
16.Non availability of non-disclosure statement with the payment voucher (Table 06)	Management agree to check and comment on the observation.	
17.Quotations were not available for the transactions (Table 07)	Management agree to check and comment on the observation.	Observation given in Annexure II point 1.7
18.Supporting documents has not been addressed to the project or safe foundation (Table 08)	Management agree to check and comment on the observation.	Observation given in Annexure II point 1.8
19.The some expense has been incorrectly charged to the SDC project GL (Table 09)	Correction done.	
20.During the verification we noted that Purchasing request, Purchasing order, Quotation Analysis from, Payment requisition form and payment voucher were approved by same person.	Management agree to check and comment on the observation.	Observation given in Annexure II point 1.7
21.As per the company policy, Quotation Analysis form need to be approved by respective authorized personnel, however below quotation analysis form were not approved (Table 11)	Management agree to check and comment on the observation.	
22.Advance payment vouchers have issues mentioned in table 12.	Management agree to check and comment on the observation.	



Table 01

Budget Line	Actual reported to SDC	GL Amount	Difference	SAFE Comment
Salary Transfer charges	9,850	8,850	1,000	Deference should be 1,000.00(Paid after 15th Sep)
Project Administration Cost (supportive roles)	1,037,047.72	1,058,323.31	-21,275.59	The correct value is 1,019.282.08. Then calculation should be 1,019,282.08+42,765.64 (paid after 15th Sep) -25,000 (1st year)= 1,037,047.72

Fringe Benefits as EPF 12%	76,148.56	80,080.12	-3,931.56	The correct value is 73,116.00. Then calculation should be 76,148.56-73,116.00 = 3032 (paid after 15th Sep)
Fringe Benefits as ETF 3%	19,037.13	20,080.98	-1,043.85	The correct value is 18,297.16. Then calculation should be 18,279.16+757.97(paid after 15th Sep)= 19,037.13

Table 02

Report	From - To	Due on	Submitted date
Financial report	15.09.2022-14.12.2022	31.12.2022	01.01.2023
Financial final report	15.09.2022-14.09.2023	30.09.2023	02.10.2023
Operation final report	15.09.2022-14.09.2023	15.10.2023	26.10.2023



Table 03

Activity	Budget	Actual	Difference	Percentage	Remarks	SAFE Comments
Mobilizer allowance Transfer charges	-	12,800	-12,800	100%	Not in the approved budget - Informed and not approved	Bank fee in SDC transaction. Must be incurred under the SDC project
Travelling Transfer Charges	-	4,920	-4,920	100%		Bank fee in SDC transaction. Must be incurred under the SDC project
Salary Transfer charges	-	9,850	-9,850	100%		Bank fee in SDC transaction. Must be incurred under the SDC project
11.2.1.Communication - Mobile	132,000	226,448	-94,448	-72%	Informed and not approved. Total administrative expense does not exceed.	Communication cost due to the usage of project requirements. Must be booked under the SDC project. There is no any possibility to incur under the staff & mobilizers according to our policy.

Table 04

Date	PV No	Description	Value	Invoice number	Quotation number
12/27/2022	SDC/CV/000272/0988	Payment for repair M & E officer Laptop	10,000.00	7285	7286

Table 05



Date	PV No	Description	Value	Invoice date	Payment Date
09/22/2022	SDC/CV/000236/0672	Payment for Purchase Acer laptop for SDC Project - 01 qty * RS 239900 per unit	200,000.00	23/09/2022	22/09/2022

Table 06

Date	PV No	Description	Value
12/22/2022	SDC/CV/000267/0980	Hall charges	14,000.00
12/26/2022	SDC/CV/000269/0984	Hall Charges	14,000.00
12/27/2022	SDC/CV/000271/0987	Hall Charges for Social Media programme Thirappane	5,000.00
01/24/2023	SDC/CV/000282/1655	Hall charges for capacity building programme for SHGs MWS at district and Divisional level	14,000.00
02/02/2023	SDC/CV/000288/1662	Hall Charges for Social Media programme Mahawilachchiya DSD	14,000.00
02/08/2023	SDC/CV/000296/1670	Hall Charges for Trafficking programme Rambewa DSD	14,000.00
02/27/2023	SDC/CV/000307/1686	Hall charges	12,000.00
03/07/2023	SDC/CV/000310//1689	Hall Charges for Trafficking programme Mahawilachchiya DSD	14,000.00
03/08/2023	SDC/CV/000313/1694	Hall charges	12,000.00

03/13/2023	SDC/CV/000316/1699	Hall Charges for Media reporters programme B.L - 2.2.4.1	14,000.00
03/13/2023	SDC/CV/000316/1699	Hall charges for VTA programmes - Npc DSD -14000 -Rambewa DSD - 14,000 - Mahawilachchiya DSD - 14000 B.L - 2.1.2.7	42,000.00
03/14/2023	SDC/CV/000324/1712	Hall charges for financial literacy Mahawilachchiya DSD	14,000.00
04/10/2023	SDC/CV/000337/1732	Hall Charges	14,000.00
05/24/2023	SDC/CV/000364/2019	Hall Charges for OGC programme - Thirappane DSD	14,000.00
05/29/2023	SDC/CV/000368/2025	Hall charges for OGC programme	12,000.00
06/09/2023	SDC/CV/000377/2041	Hall charges for Personality Development programme Rambewa DSD	14,000.00
08/28/2023	SDC/CV/000448/2139	Hall Charges	14,000.00
09/14/2023	SDC/CV/000499/4509	Hall Charges 3 programmes 02/03-09.2023= 28,000 05.09.2023 = 20000	48,000.00
09/14/2023	SDC/CV/000489/4495	Hall charges for Training for Migration & Human Trafficking Programme for Police officers	35,000.00
06/13/2023	SDC/CV/000384/2049	Hall Charges for Personality Development programme Thirappane & Mahawilachchiya DSD	28,000.00

Table 07

Date	Ref. no	Description	Values	Comment
09/14/2023	SDC/CV/000 489/4495	Hall charges for Training for Migration & Human Trafficking Programme for Police officers	35,000	The event had to be held in a government office and there was no any possibility of having a quotation due to the regulation of GoSL.
03/02/2023	SDC/CV/000 308//1687	Mahajana Bookshop	10,590	Used the procurement of ECCT project.

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Table 08

Date	Ref. no	Description	Values	Comment
09/14/2023	SDC/CV/000477/4483	Payment DJ sounds for Roadshow Programme	123,000	Already addressed to project Manager of the SDC project. Cheque was drowned in favor of supplies name according to his request.
09/13/2023	SDC/CV/000467/4472	Payment Music Instruments for Migration Drama Team	150,250	PO is already acknowledged by the supplier with the rubber stamp. Cheque was drowned in favor of supplies name according to his request.
13/09/2023	SDC/CV/000468/4473	Purchase JBL Sound system for Drama Team	243,850	Already addressed to SAFE Foundation

Table 09

Date	Ref. no	Description	Values
09/22/2023	ECCT/CV/406926/3286	Transport Charges - CSO visit with Mr:Udayanga (14.09.2023) 222 Km * Rs 75/- B.L-1.71.	16,650.00



Table 10

Date	PV Number	Supplier	Budget Line	Amount
06/14/2023	SDC/CV/000390 /2060	Mahajana Bookshop	Payment Emergency Supports for Migrant Family Children's Purchase Stationary 6 Packs * Rs 8359.25 NPC -02 Thirappane -3 Rambewa -1	50,155.50

06/14/2023	SDC/CV/000388 /2058	Chamee Pharma (Pvt) Ltd	Payment Emergency Support for most vulnerable Migrant Families Medicine NPC DSD -19,942.65 Thirappane DSD - 20,001.64 Rambewa DSD - 19,944.66	59,888.95
09/13/2023	SDC/CV/000473 /4478	Mahajana Bookshop	Payment Emergency Supports for Migrant Family Children's Purchase Stationary Madawachchiya DSD 6 children	46,011.00
03/14/2023	SDC/CV/000319 /1703	W M G Madduwa Banda	Emergency support for most vulnerable migrant families Mahawilachchiya DSD	20,000.00
03/14/2023	SDC/CV/000320 /1704	A pushpa Kumari	Emergency support for most vulnerable migrant families-NPC DSD	20,000.00

Table 11

Date	PV Number	Supplier	Budget Line	Amount
09/14/2023	SDC/CV/000475/4480	D Samson & Sons (Pvt) Ltd	Purchase Shoes items for Migrant Family Children 6 Children * Rs 3499	20,994.00

Table 12

Payment voucher number	**Remark**	**Management Comments**
SDC/ADV/2056	Advance Settlement Voucher is not Approved	It was mistakenly but not intentionally. All supportive documents are in order and advance settlement format also approved by SDC project manager although the voucher is not signed by Finance manager.
SDC/ADV/2017	One Participant has not signed the attendance list, though the payment has been paid	The particular participant had signed the attendance sheet. The confirmation letter of receiving the travel payment will be sent currently the participant is hospitalized – Contact number of participants- 0771391685. For further confirmation you could contact the participants on given number as per the signature list.

