



INTERNAL AUDIT AND INVESTIGATIONS GROUP

UNITED NATIONS OFFICE FOR PROJECT SERVICES (UNOPS)

FINANCIAL AUDIT REPORT

4 September 2015

PROJECT NAME:	SMALL GRANTS PROGRAMME (SGP) – OPERATIONAL PHASE 5
PROJECT NUMBER:	00078647
COUNTRY:	ARMENIA
AUDITOR:	MOORE STEPHENS LLP
PERIOD SUBJECT TO AUDIT:	1 JANUARY 2011 TO 30 JUNE 2014

Contents

Acronyms and abbreviations	3
Financial audit report	4
Audit opinion on the project financial statement.....	4
Audit opinion on the statement of non-expendable property.....	5
Annex I – Project financial statement	
Annex II – Statement of non-expendable property	
Annex III – Statement of management responsibility	

Acronyms and abbreviations

BU	Business Unit
CBA	Community-based Adaptation
CBO	Community-based Organization
CO	Country Office
COA	Chart of Account (Atlas)
COB	Country Operating Budget
CPMT	Central Programme Management Team
CPS	Country Programme Strategy
DOA	Delegation of Authority
ERP	Enterprise Resource Planning (Atlas)
FTA	Fixed-Term Appointments
GEF	Global Environment Facility
GLJE	General Ledger Journal Entry
ICF	Internal Control Framework
LOA	Letter of Agreement
MOA	Memorandum of Agreement
MOSS	Minimum Operating Security Standards
MOU	Memorandum of Understanding
NAO	(UNOPS) North America Office
NC	National Coordinator
NFP	National Focal Person
NGO	Non-governmental Organization
NHI	National Host Institution
NSC	National Steering Committee
OP	Operational Phase
PA	Programme Assistant
PO	Purchase Order (Atlas)
PRINCE2	Projects In Controlled Environments 2
REQ	Requisition (Atlas)
RR (Res. Rep.)	Resident Representative
SC	Service Contracts
SOP	Standard Operating Procedures
SGC	Small Grants Cluster (The UNOPS NAO SGP team)
SGP	GEF Small Grants Programme
SSA	Special Service Agreement
TOR	Terms of Reference
UN	United Nations
UNDP	United Nations Development Programme
UNDSS	United Nations Department of Safety and Security
UNOPS	United Nations Office for Project Services

Financial audit report

Audit opinion on the project financial statement

Report of the Independent Auditors to UNOPS Small Grants Programme Cluster and Central Programme Management Team

We have audited the accompanying project financial statement for the Small Grants Programme – Operational Phase 5 in Armenia (Atlas project ID 00078647) for the period from 1 January 2011 until 30 June 2014.

Management responsibility for the financial statement

Management is responsible for the preparation and fair presentation of the financial statement in accordance with International Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of a financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the financial statement based upon the results of our audit. We conducted our audit in accordance with the International Standards on Auditing. These standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of a financial statement that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Auditor's opinion

In our opinion the financial statement gives a true and fair view of, in all material respects, the expenditure recorded for the project "Small Grants Programme – Operational Phase 5 in Armenia" (Atlas project ID 00078647), for the period from 1 January 2011 until 30 June 2014 in conformity with the terms of the agreements and in accordance with International Public Sector Accounting Standards.

Project financial statement

This is attached as Annex I to this report.

Audit opinion on the statement of non-expendable property

We have audited the accompanying statement of non-expendable property of the project “Small Grants Programme – Operational Phase 5 in Armenia” (Atlas project ID 00078647), of UNOPS as at 30 June 2014.

In our opinion, the statement of non-expendable property presents fairly, in all material respects, the status of non-expendable property of the project “Small Grants Programme – Operational Phase 5 in Armenia” (Atlas project ID 00078647), as at 30 June 2014 in conformity with the terms of the agreements and in accordance with International Public Sector Accounting Standards/ United Nations System Accounting Standards.



Mark Henderson
Partner

Moore Stephens LLP
150 Aldersgate Street
London
EC1A 4AB

4 September 2015



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Annex I – Project financial statement

Reporting period 1 Jan 2011 to 30 Jun 2014

Atlas Project Number: 00078647 - ARM/SGP/OP5 - SGP Armenia

Activity Description	Activity ID	Fiscal Year (Jan-Dec)				Grand Total
		2011	2012	2013	2014	
GEF Grants (CORE)	ACTIVITY01	67,974	400,954	291,900	47,599	808,427
PERSONNEL	ACTIVITY02	24,283	39,410	43,346	28,297	135,336
PREMISES	ACTIVITY04	0	3,321	2,758	27	6,106
EQUIPMENT, OPERATIONS & MAINT	ACTIVITY05	2,210	4,136	4,320	2,495	13,161
Workshop	ACTIVITY06	1,476	1,661	1,652	11	4,800
TRAVEL	ACTIVITY07	6,433	8,063	10,444	1,465	26,405
TECHNICAL ASSISTANCE	ACTIVITY08	178	432	495	184	1,289
OUTREACH	ACTIVITY09	2,499	3,603	2,860	909	9,871
SUNDRY	ACTIVITY10	706	1,567	1,744	281	4,298
GEF Grants (STAR)	ACTIVITY11	0	0	74,990	87,566	162,556
Grand Total		105,759	463,147	434,509	168,834	1,172,249

Note: The expenditure figures include 6% UNOPS fee



Kanit Pukchareon
Regional Finance Specialist
CSPG/IPAS, UNOPS HQ

Date: 24 Aug 15



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Annex II – Statement of non-expendable property

UNOPS Internal Audit and Investigations Group
Financial audit report
SGP – Operational Phase 5
Armenia – 00078647
1 January 2011 to 30 June 2014

SGP EQUIPMENT INVENTORY DATABASE - ARMENIA

List of equipment as of September, 2014

Tag No	Category	Sub-Category	Price AMD	Price USD	Acquisition date	Status
002	IT Equipment	Workstation	323,200.00	835.14	12/08/2009	Working
004	IT Equipment	Monitor	70,000.00	180.88	12/08/2009	Working
005	Audio Visual	Digital Camera	226,345.00	620.12	10/08/2009	Working
007	IT Equipment	UPS	36,700.00	94.83	12/08/2009	Working
008	Audio Visual	Projector	625,735.00	1,714.34	10/08/2009	Working
009	IT Equipment	Laptop	359,497.08	966.39	03/06/2009	Working
010	Audio Visual	Network phone	69,451.00	190.28	10/08/2009	Working
011	Audio Visual	Webcam	6,000.00	16.44	10/08/2009	Working
012	Furniture	Bookcase	100,000.00	268.82	04/06/2009	Good
013	Furniture	Bookcase	100,000.00	268.82	05/06/2009	Good
014	Furniture	Bookcase	100,000.00	268.82	06/06/2009	Good
015	Furniture	Desk	50,000.00	134.41	07/06/2009	Good
016	Furniture	Safe	80,000.00	215.05	08/06/2009	Good
017	Furniture	Rolling chair	37,000.00	99.46	09/06/2009	Broken
018	Furniture	Rolling chair	37,000.00	99.46	10/06/2009	Broken
019	All in One	Copier, Printer, Fax	200,000.00	516.80	12/08/2009	Working
020	Furniture	Rolling chair	28,300.00	73.32	02/06/2010	Good
021	Furniture	Rolling chair	43,300.00	112.18	02/06/2010	Good
022	IT Equipment	Monitor	66,500.00	163.39	16/10/2012	Working
				6,838.95		

Hovhannes Ghazaryan
SGP National Coordinator in Armenia

H. Ghazaryan 31 Oct. 2014



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Annex III – Statement of management responsibility

UNOPS Internal Audit and Investigations Group
Financial audit report
SGP – Operational Phase 5
Armenia – 00078647
1 January 2011 to 30 June 2014

Annex C
UNITED NATIONS OFFICE FOR PROJECT SERVICES

Project ID: 00078647 – ARM/SGP/OP5

Responsibility Statement by Management

The United Nations Office for Project Services (UNOPS) management is responsible for the preparation, integrity and fair presentation of the Expenditure Statement of the UNOPS Project ID **00078647 – ARM/SGP/OP5**. The Statement presented in reference, has been prepared in accordance with the SGP Global Programme agreement with UNDP-GEF and the requirements of the applicable UNOPS regulations and rules.

We do hereby state that, in our opinion:

Financial Statement

The Expenditure Statement as reported, presents fairly in all material aspects, the expenditure of US\$ **1,172,249** incurred by the UNOPS office for the period **01 January 2011 to 30 June 2014** in accordance with the accounting policies set out in the Notes to the Statement and in conformity with approved activities and budgets of UNOPS Project ID **00078647 – ARM/SGP/OP5**.

Statement of Inventory of Non-Expendable Equipment

The Statement of Non-Expendable Equipment presents fairly, in all material respects, the Non-Expendable Equipment balance procured during the period from **01 January 2011 to 30 June 2014** of the project amounting to US\$ **6,838.95** in accordance with the Non-Expendable Inventory listing certified by project management

(Signature)



Name: Kanit Pukchareon

Regional Financial
Specialist

Region: IPAS/CSPG

Place: Copenhagen

Date: 26 Aug 15

(Signature)



Name: Robert Godin

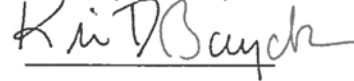
OIC, GPSO

Region: GPSO

Place: Copenhagen

Date: 28/8/15

(Signature)



Name: Kirk Bayabos

Cluster Manager

Region: GPSO-SGC

Place: New York

Date: 25 Aug 2015