

**CLOSE OUT AUDIT REPORT ON THE  
RECIPIENT CONTRACTED FINANCIAL AUDIT OF  
USAID RESOURCES MANAGED BY LAIKIPIA WILDLIFE FORUM**

**COOPERATIVE AGREEMENT NUMBER AID-623-A-09-00002**

**FOR THE PERIOD JANUARY 1, 2015 TO  
JUNE30, 2016**

**AUGUST 2016**

20 September 2016

**Mr. Peter Hetz**  
**Executive Director**  
**Laikipia Wildlife Forum (LWF)**  
**P.O. Box 764**  
**Nanyuki, Kenya.**

Dear Sir,

**THE AUDIT OF THE FUND ACCOUNTABILITY STATEMENT OF USAID RESOURCES  
MANAGED BY LAIKIPIA WILDLIFE FORUM TEAM FOR THE PERIOD 1 JANUARY 2015  
TO 30 JUNE 2016.**

We have completed the audit of the Fund Accountability Statement (FAS) for the USAID resources managed by Laikipia Wildlife Forum under cooperative agreement number AID-623-A-09-00002 for the period 1 January 2015 to 30 June 2016.

The matters dealt with in our report came to our attention during the course of our normal audit procedures, which are designed primarily with a view of expressing an independent opinion on the FAS as per our contract dated 16 July 2016. Our comments, therefore, cannot be expected to include all possible improvements in internal control that a more extensive special examination might reveal.

This report has been prepared for and only for USAID and Laikipia Wildlife Forum in accordance with the terms of our contract and for no other purpose. We do not accept or assume any liability or duty of care for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

We take this opportunity to express our appreciation to the staff and management of Laikipia Wildlife Forum for their cooperation accorded to us during the audit. We also wish to express our appreciation to the officials of USAID Mission in Kenya for their input into this audit

We appreciate the opportunity to be of service to the USAID and Laikipia Wildlife Forum. We would be pleased to respond to any questions or clarifications that you may require on our audit report.

Yours faithfully,

Atul Shah  
**PKF Kenya**

## **Glossary of terms**

### **Abbreviation**

AICPA	American Institute of Certified Public Accountants
CFR	Code of Federal Regulations
CoAg	Cooperative agreement
CPE	Continuing Professional Education
FAS	Fund Accountability Statement
FAR	Federal Acquisition Regulation
GAGAS	Generally Accepted Government Auditing Standards
GOK	Government of Kenya
LWF	Laikipia Wildlife Forum
NRM	Natural Resource Management
OMB	Office of Management and Budget
SAS	Statements on Auditing Standards
US\$	United States Dollar
USAID	United States Agency for International Development
VAT	Value Added Tax
KES	Kenya Shilling

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## **1. BACKGROUND**

### **1.1. Laikipia Wildlife Forum (LWF)**

The Laikipia Wildlife Forum is a company limited by guarantee served by a secretariat based in Nanyuki. The Forum has alternately played an advocacy and policy advisory role and, an implementation role for Kenyan citizens, non-profit organizations and local government. The forum has worked with donors in the following eight thematic areas:

- Wildlife Conservation;
- Forest Management;
- Water Resources Management;
- Peace and Security;
- Tourism;
- Conservation Enterprise;
- Environmental Education; and
- Range Management

These programming areas enjoy the support of a communications department; a monitoring and evaluation department; as well as finance and administrative services. LWF is working closely with the newly-devolved Laikipia County Government to maximize the impacts of our resources. LWF teamed with private land owners and communities to develop solutions to persistent challenges facing water, forests, energy, and pasture and wildlife management. The Forum regularly seeks partnerships with others interested in using this membership model as a way to realize natural resources conservation and sustainable development.

### **1.2. Laikipia Biodiversity Conservation grant number AID-623-A-09-00002**

The Laikipia Biodiversity Conservation Program was implemented by the Laikipia Wildlife Forum, a membership-based company limited by guarantee established to conserve Laikipia's wildlife and ecosystem integrity. The program aims to improve the lives of Laikipia's people by bringing communities together to conserve and sustainably use the natural resources on which they depend. The program also promotes innovative strategies for rangeland management, river and wetland management, conservation enterprise development, and forest management.

The program supports the Laikipia Wildlife Forum to work with pastoralist communities and small-scale farmers in four critical areas: rangeland management, rivers and wetlands management, conservation enterprise development and forest management. The goal is to increase understanding of the value of effective conservation and natural resource management, and to maintain a healthy and productive natural environment that benefits communities.

Rangeland management supports restoration and preservation of pastoral land and promotes environmentally sound decision-making to improve relationships between grazing animals, predators, and grasslands. - Rivers and wetlands management builds awareness between upstream community water users and users at the downstream level along 24 rivers in Laikipia. - Conservation enterprise development promotes ethical trade in indigenous plants by building producer capacity, promoting enterprise partnerships, and supporting infrastructure development. The enterprise program focuses on aloes, stinging nettle and other medicinal plants, essential oils, and bee products. - Forest management builds capacity among forest users to participate in the management of their forests through development of community organizations that design and implement forest management plans.

## **2. OBJECTIVES AND SCOPE OF THE AUDIT**

### **2.1. Objectives**

The objective of this engagement was to conduct an audit on the FAS of the USAID resources managed by LWF through the program agreements for the period January 1, 2015 to June 30, 2016 in accordance with U.S. Government Auditing Standards (revised in 2011) and the USAID “Guidelines for financial audits Contracted by Foreign Recipients (Guidelines)” (revised in 2009).

The specific audit objectives were to:

1. Express an opinion on whether the fund accountability statement for the USAID-funded programs presents fairly, in all material respects, revenues received, costs incurred, and commodities directly procured by USAID for the period audited in conformity with the terms of the agreements and generally accepted accounting principles or other comprehensive basis of accounting (including the cash receipts and disbursements basis and modifications of the cash basis).
2. Evaluate the recipient's internal control related to the USAID-funded programs, assess control risk, and identify significant deficiencies including material weaknesses. This evaluation should include the internal control related to required cost-sharing contributions.
3. Perform tests to determine whether the recipient complied, in all material respects, with agreement terms (including cost-sharing/counterpart contributions, if applicable) and applicable laws and regulations related to USAID-funded programs (including submitting annual Tax Reports to USAID). All material instances of noncompliance and all illegal acts that have occurred or are likely to have occurred should be identified. Such tests should include the compliance requirements related to required cost-sharing contributions, if applicable.
4. Perform an audit of the indirect cost rate(s) if the recipient has been authorized to charge indirect costs to USAID using provisional rates and USAID has not yet negotiated final rates with the recipient.
5. Perform tests to specifically determine whether LWF has complied with Government of Kenya (GOK) taxation laws specifically in the area of GOK taxation of all goods and services acquired by LWF. Goods and services acquired by LWF for which no tax was paid or for which no GOK tax exemption was obtained, the tax component is to be considered questioned ineligible cost under the agreement as a contingent liability.
6. Determine if the recipient has taken adequate corrective action on prior audit report recommendations.

The audit work was carried out in the following distinct stages.

#### **i. Planning**

This included familiarization with the program agreement terms and conditions, the programme activities, documentation and assessment of the control environment.

#### **ii. Execution**

We carried out detailed audit tests in accordance with the US Generally Accepted Government Auditing Standards (US GAGAS) and USAID guidelines for financial audits contracted by foreign recipients.

#### **iii. Reporting**

We prepared a draft audit report that was submitted to LWF for their comments.

## **2.2. Scope**

We used the following steps as the basis for preparing the audit program. The procedures are in no way all-inclusive or restrictive. We have modified some to fit local conditions and specific program design, implementation procedures, and program agreement provision for the project implemented by LWF.

### **2.2.1. Audit of the fund accountability statement**

We examined the FAS for the USAID funded programme, including the budgeted amounts by category and major items, the revenues received from USAID for the period covered by the audit and the costs reported by LWF as incurred during that period. The work carried out included, but was not limited, to the following:

1. Review of the direct costs for the USAID funded program agreement to identify and quantify any questioned costs. Any costs that were not supported with adequate documentation or that were not in accordance with the program agreement terms have been reported as questioned;
2. Review of the general and project ledgers to determine whether costs incurred were properly recorded. We reconciled direct costs billed to, and reimbursed by USAID to the program agreement and general ledgers;
3. Review of the procedures for control of funds. We also reviewed the bank accounts and the controls on those bank accounts;
4. Review to determine whether advances of funds were justified with documentation, including reconciliations of funds advanced, disbursed and available. We also checked that funding received from the USAID was appropriately recorded in LWF's accounting records and that those records were periodically reconciled with information provided by USAID;
5. Review to determine whether program income was added to funds used to further eligible project or program objectives, to finance the non-federal share of the project or program, or deducted from program costs, in accordance with USAID regulations;
6. Review of the procurement procedures to determine whether sound commercial practices including competition were applied, reasonable prices were obtained and adequate controls were in place over the qualities and quantities received;
7. Review of direct salary charges to determine whether salary rates were reasonable for that position and supported by appropriate payroll records. Our procedures were also to enable us determine whether allowances and fringe benefits received by employees were in accordance with the program agreement terms, and applicable laws and regulations;
8. Review of travel and transportation charges to determine whether they were adequately supported and approved;
9. Review of commodities (such as supplies, materials, vehicles, equipment, food products, tools, etc.) procured by LWF. Our review was to enable us determine whether commodities exist or were used for their intended purposes in accordance with the terms of the agreements, and whether control procedures exist and have been placed in operation to adequately safeguard the commodities; and

Review of technical assistance and services procured by LWF. Our review was to enable us determine whether technical assistance and services were used for their intended purposes in accordance with the terms of the program agreement.

### **2.2.2. Evaluation of the adequacy and effectiveness of the internal controls**

We evaluated the control environment, the adequacy of the accounting systems, and control procedures with emphasis on the policies and procedures that pertain to the LWF's ability to record, process, summarize, and report financial data consistent with the assertions embodied in each account of the FAS. This included, but was not limited to, the control systems for:

1. Ensuring that charges to the project are proper and supported;
2. Managing cash on hand and in bank accounts;
3. Procuring goods and services;
4. Managing inventory issue and receiving functions;
5. Managing personnel functions such as timekeeping, salaries and benefits;
6. Managing and disposing of commodities purchased directly by USAID; and
7. Ensuring compliance with agreement terms and applicable laws and regulations that collectively have a material impact on the fund accountability statement.

### **2.2.3. Evaluation of compliance with sub agreement terms, and applicable laws and regulations**

We performed the following procedures;

1. Identified the program agreement terms and pertinent laws and regulations and determined which of those, if not observed, could have a direct and material effect on the FAS;
2. Determined if payments have been made in accordance with program agreement terms and applicable laws and regulations;
3. Determined if funds have been expended for purposes not authorized or not in accordance with applicable program agreement terms;
4. Identified any costs not considered appropriate, classifying and explaining why these costs are questioned;
5. Determined if commodities, whether procured by LWF or directly procured by USAID for LWF's use, exist or were used for their intended purposes in accordance with the terms of the program agreement;
6. Determined whether any technical assistance and services procured by LWF were used for their intended purposes in accordance with the program agreement terms;
7. Determined if the amount of cost-sharing/counterpart contribution funds was calculated and accounted for as required by the agreements or applicable cost principles;
8. Determine if the cost-sharing/counterpart contribution funds were provided according to the terms of the agreements and quantify any shortfalls;
9. Determine whether those who received services and benefits were eligible to receive them;
10. Determine whether the recipient's financial reports (including those on the status of cost-sharing/counterpart contributions) and claims for advances and reimbursement contain information that is supported by the books and records; and



11. Determined whether LWF held advances of USAID funds in interest-bearing accounts, and whether LWF remitted to USAID any interest earned on those advances, with the exception of up to \$250 a year that the recipient may retain for administrative expenses.

#### **2.2.4. Review of cost-sharing/counterpart contributions schedule**

We determined whether cost sharing was provided and accounted for by LWF in accordance with the terms of the agreement. We reviewed the cost-sharing schedule to determine if the schedule is fairly presented in accordance with the basis of accounting used by LWF to prepare the schedule.

#### **2.2.5. Review of implementation of the prior period audit recommendations**

We reviewed the status of the implementation of the prior period audit recommendations in the current period.

### **2.3. Limitations on required qualification of the auditors**

#### **2.3.1. Continuing education requirements**

Chapter 3, paragraph 3.76 of U.S. Government auditing standards requires “Auditors performing work under GAGAS, including planning, directing, performing field work or reporting on an audit or attestation engagement under GAGAS should maintain their professional competence through Continuing Professional Education (CPE). Therefore, each auditor performing under GAGAS should complete every 2 years, at least 24 hours of CPE that directly relates to Government auditing, the Government environment, or the specific or unique environment in which the audited entity operates. For auditors who are not involved in those activities but charge 20 percent or more of their time annually to GAGAS assignments should also obtain at least an additional 56 hours of CPE ( for a total of 80 hours of CPE in every 2 year period) that enhances the auditor professional proficiency to perform audit or attestation engagement.

We do not have a continuing education program that fully satisfies the requirements set forth in Chapter 3 Paragraph 3.76 of U.S Government Auditing Standards. However we believe that the effect of this departure is not material as our current program provides for at least 40 hours of continuing education and training every year. We also meet the requirements of the local Institute of Certified Public Accountants of Kenya (ICPAK) that provides for at least 37 hours of continuing professional education every year.

#### **2.3.2. External quality control review**

PKF Kenya operates on common standards based on International Standard of Quality Control that provide guidance on maintaining an adequate system of quality control over all aspects of professional work. We had an external quality control review by an unaffiliated audit organization as required by Chapter 3, paragraphs 3.82 of U.S. Government Auditing Standards; SWAT UK conducted the last review in August/September 2014. The Institute of Certified Public Accountant of Kenya also conducts reviews and the last review was done in August 2013. PKF International worldwide internal quality control review program which requires our office to be subjected, every five years, to an extensive quality control review by partners and managers from other affiliate offices was conducted in August 2013.

### **3. BRIEF SUMMARY OF AUDIT RESULTS**

#### **3.1.1. Fund Accountability Statement**

##### **a. Opening balance**

We verified the opening balances as at January 1, 2015 as per LWF tallied with those of the previous year signed accounts.

##### **b. Funds received**

We tested 100% of the funds received from USAID. This was done by requesting for and receiving a confirmation from USAID on the funds released to LWF, and also vouching the receipt of transfers to the bank statement and LWF cashbooks.

##### **c. Expenditure**

The selection of expenditure transaction for detailed testing on a sample basis was based on our assessment of potential risk. We obtained evidence on the expenditure by testing to ascertain that all expenditure was appropriately supported and incurred for the project as per the agreement. We noted ineligible costs during the period under review relating to payment of taxes and remittance of excess of interest earned on USAID funds.

#### **3.1.2. Questionable costs**

The results of our tests disclosed questioned costs as detailed in the fund accountability statement amounting to US\$2,630 in costs that relate to ineligible, VAT costs and the interest earned that should have been submitted to USAID. This is further discussed in section 4.3.6 of this report.

#### **3.1.3. Internal control**

The results of our review identified instances of internal control weaknesses that have been discussed in section 5.2 of this report.

#### **3.1.4. Compliance with agreement terms and applicable laws and regulations**

The results of our tests disclosed instances of non-compliance as discussed in section 6.2 of this report.

### **3.2. Brief Summary of results of the review of cost sharing/counterpart contribution**

There are no questioned costs relating to counterpart contribution. The cost share schedule presents fairly, in all material respects, program revenues, costs incurred and reimbursed, and commodities & technical assistance directly procured by LWF for the period then ended in accordance with the terms of the agreements in conformity with the basis of accounting described in note 7.3.1 of this report.

### 3.3. Summary of the LWF's management comments on the audit review results and findings

#### 3.3.1. Current year

The report was discussed with grantee's management and their comments on the recommendations incorporated in the report as summarised below.

Ref	Title	IC	NC
5.2.1	Failure to invalidate payment documents as PAID upon payment	✓	
5.2.2	Late preparation of monthly bank reconciliations	✓	
6.2.1	Failure to accrue cost incurred in previous years		✓
6.2.2	Failure to remit to USAID interest earned on USAID funds over US\$ 250		✓
6.2.3	Presence of ineligible costs		✓
6.2.4	Non-compliance with USAID financial reporting requirements.		✓

#### 3.3.2. Prior year recommendations

Title	Status
Failure to remit to USAID interest earned on USAID funds over USD 250	Open
Payment of VAT from USAID funds	Open
Failure to brand assets purchased under the USAID grant	Closed
Non-compliance with USAID financial reporting requirements	Open
Lack of adequate monitoring of funds advanced to sub grantees	Closed
Lack of a clear basis for allocation of payroll costs to the USAID funds	Closed
Disposal of program assets without prior approval from USAID	Closed

### 3.4. Representations by LWF

We obtained specific written representations from LWF and have updated these comments in the report.

## **4. FUND ACCOUNTABILITY STATEMENT**

### **4.1. INDEPENDENT AUDITORS REPORT ON THE FUND ACCOUNTABILITY STATEMENT**

**Mr. Peter Hetz**  
**Executive Director**  
**Laikipia Wildlife Forum (LWF)**  
**P O Box 764, Nanyuki, Kenya.**

We have audited the fund accountability statement of Laikipia Wildlife Forum Team (LWF) in Kenya) for the period 01 January to 30 June 2016. The fund accountability statement is the responsibility of Laikipia Wildlife Forum Team (LWF) Team. Our responsibility is to express an independent opinion on the fund accountability statement based on our audit.

Except as discussed in the following two paragraphs, we conducted the audit of the fund accountability statement in accordance with U.S. Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the fund accountability statement is free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the fund accountability statement. An audit also includes assessing the accounting principles used and significant accounting estimates made by management, as well as evaluating the overall financial statement presentation. We believe that the audit provides a reasonable basis for our opinion.

We do not have a continuing education program that fully satisfies the requirements set forth in Chapter 3 paragraph 3.76 of U.S Government Auditing Standards. However we believe that the effect of this departure is not material as our current program provides for at least 40 hours of continuing education and training every year. We also meet the requirements of the local Institute of Certified Public Accountants of Kenya (ICPAK) that provides for at least 37 hours of continuing professional education every year.

PKF Kenya operates on common standards based on International Standard of Quality Control that provide guidance on maintaining an adequate system of quality control over all aspects of professional work. We had an external quality control review by an unaffiliated audit organization as required by Chapter 3, paragraphs 3.82 of U.S. Government Auditing Standards; SWAT UK conducted the last review in August/September 2014; The Institute of Certified Public Accountant of Kenya also conducts reviews once in three years and the last review was done in August 2013. PKF International worldwide internal quality control review program, which requires our office to be subjected, every five years, to an extensive quality control review by partners and managers from other affiliate offices was conducted in August 2011.

As detailed in note 4.3.6, the results of our tests disclosed material questioned costs of US\$2,630 in costs that are explicitly questioned because they are not program related, unreasonable, or prohibited by the terms of the agreements as detailed in the fund accountability statement.

In our opinion, except for the effects of the questioned costs discussed in the preceding paragraph, the fund accountability statement referred to above presents fairly, in all material respects, program revenues, costs incurred and reimbursed for the year then ended 30<sup>th</sup> June 2016 in accordance with the terms of the agreements and in conformity with the basis of accounting described in Note 4.3.2

In accordance with U.S. Government Auditing Standards, we have also issued our reports dated ..... 2016 on our consideration of Laikipia Wildlife Forum (LWF) Team internal controls and our tests of its compliance with applicable provisions of laws and regulations. These reports are an integral part of an audit performed in accordance with U.S. Government Auditing Standards and should be read in conjunction with this independent auditor's report in considering the results of our audit.

This report is intended solely for the information and use by Laikipia Wildlife Forum Team (LWF), and the U.S. Agency for International Development (USAID). However, upon release by USAID, this report is a matter of public record and its distribution is not limited.

**PKF Kenya  
Certified Public Accountants  
Nairobi**

\_\_\_\_\_ **2016**

The engagement partner responsible for the audit resulting in this independent auditor's report is CPA Atul Shah – P/No P1214.

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#### 4.2. FUND ACCOUNTABILITY STATEMENT FOR THE PERIOD 1 JANUARY 2015 TO 30 JUNE 2016

	October 15, 2009 to June 30, 2016	October 15, 2009 to December 31, 2014	January 1, 2015 to June 30, 2016	October 15, 2009 to June 30, 2016	Questioned costs		Notes
	Budget US\$	Actual US\$	Actual US\$	Actual US\$	Ineligible US\$	Unsupported US\$	
Balance brought forward		-	49,912	-			4.3.2
Receipts from USAID	3,454,362	2,882,425	381,707	3,264,132	-		4.3.3
Interest income		520	1,389	1,909	1,409	-	6.2.2
Sundry income		942	-	942			
<b>Funds available for use</b>	<b>3,454,362</b>	<b>2,883,887</b>	<b>433,008</b>	<b>3,266,983</b>	<b>1,409</b>	<b>-</b>	
<b>EXPENDITURE</b>							
Salaries and Wages	329,454	223,953	54,129	278,082	-	-	
Consultants	1,032,224	977,778	93,022	1,070,800	-	-	
Travel & Per diem	30,500	10,293	12,456	22,749	-	-	
Activity cost	1,452,682	1,253,890	145,881	1,399,838	602		6.2.3
Construction	92,262	19,173	59,485	78,658	546	-	6.2.3
Procurement	159,133	59,479	-	59,479	-	-	
Other direct costs	358,107	289,409	119,186	408,595	73	-	6.2.3
<b>Total costs incurred</b>	<b>3,454,362</b>	<b>2,833,975</b>	<b>484,226</b>	<b>3,318,134</b>	<b>2,630</b>	<b>-</b>	
<b>Fund balance</b>			<b>(51,151)</b>	<b>(51,151)</b>			4.3.7

The fund accountability statement was approved and authorized for issue by the Management of LWF on.....2016 and signed on its behalf by:

..... **Executive Director**  
Laikipia Wildlife Forum Team (LWF)

..... **Head of Finance and Administration**  
Laikipia Wildlife Forum Team (LWF)

#### 4.3. NOTES TO THE FUND ACCOUNTABILITY STATEMENT

##### 4.3.1 Basis of accounting

The fund accountability statement is prepared on a modified cash basis, modified to accrue for outstanding payables and receivables at the end of the financial period.

##### 4.3.2 Balance brought forward

This relates to the balance carried forward from the period ended December 31, 2014. The amount was made up of balances as detailed in the table below:

Description	Amount US\$
Cash and Bank Balances	48,377
Working advances	1,535
<b>Total</b>	<b>49,912</b>

##### 4.3.3 Receipts from USAID

LWF operates on advance and reimbursement basis. Revenue represents amounts received under the grant for the period ended 1 January 2015 to 30 June 2016 in United States Dollars (US\$). The breakdown of revenue received is as follows:

Transaction date	Amount US\$
March 11,2015	52,277
May 6,2015	54,033
May13,2015	94,409
July 1,2015	44,778
March 11,2015	6,766
May 6,2015	3,664
February 18,2016	2,453
March 2,2016	26,524
March 2,2016	48,214
June 29,2016	37,208
June 28,2016	11,381
<b>Total</b>	<b>381,707</b>

##### 4.3.4 Expenditure

For the period 1 January 2015 to 30 June 2016, LWF incurred the following costs as program expenditure:

**Salaries and fringe benefits** – The amount was utilized in payment of staff costs for the program;

**Consultants** – The amount related to costs paid to experts engaged by LWF in carrying out various activities for the program;



**Activity costs** – The amount related to activities directly related to the program. These activities included sensitization of communities, conservation initiatives and capacity enhancement for communities;

**Construction** – The expenditure was utilized in construction of water off-take and distribution systems and earth pans in Laikipia County;

**Procurement** – The amount related to purchase of program assets and other supplies including small equipment used for the implementation of the program; and

**Direct costs** – These were costs directly associated with the program activities and that were necessary for the successful implementation of the program

#### 4.3.5 Exchange rates

Grants are received and recorded in Kenya shillings. Expenditure is also recorded in Kenya Shillings. For the reporting purposes, transactions in Kenya Shillings are translated to US dollars based on the weighted average exchange rate calculated from the point when each instalment of funds was received.

#### 4.3.6 Questioned costs

The results of our tests disclosed questioned costs amounting to US\$ 2,630 as summarized in the tables below. These costs are explicitly questioned because they are ineligible VAT costs amounting to US\$ 1,221 as broken down in note 6.2.3 and interest earned but not remitted amounting to US\$ 1,409 as described in note 6.2.2.

#### 4.3.7 Fund balance carried forward

The fund balance was represented by accruals as at June 30, 2016 as follows:

Description	Amounts US\$
Salaries and Wages	8,260
Consultants	20,788
Activity cost	14,050
Construction	109
Other direct costs	7,944
<b>Total</b>	<b>51,151</b>

## 5. INTERNAL CONTROLS

### 5.1. INDEPENDENT AUDITORS REPORT ON INTERNAL CONTROLS

**Mr. Peter Hetz**  
**Executive Director**  
**Laikipia Wildlife Forum (LWF)**  
**P O Box 764, Nanyuki, Kenya.**

We have audited the fund accountability statement of LWF for the period 01 January 2015 to 30 June 2016, and have issued our report on it dated .....2016. We also reviewed the separate cost sharing/counterpart contributions schedule.

Except for not having a fully satisfactory continuing education program and not conducting an external quality control review by an unaffiliated audit organisation (as described in our report on the fund accountability statement), we conducted our audit in accordance with *U.S. Government Auditing Standards* issued by the Comptroller General of the United States. In planning and performing our audit, we considered the entity's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing an independent opinion on the financial statements, but not for the purpose of expressing an independent opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we considered to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. However, we believe none of the deficiencies identified is a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We consider the following deficiencies in the entity's internal control to be significant deficiencies:

<b>Findings</b>	<b>Reference</b>
Failure to invalidate document as PAID upon payment	5.2.1
Late preparation of monthly bank reconciliations	5.2.2

This report is intended for the information of LWF and the U.S. Agency for International Development (USAID). However, upon release by USAID, this report is a matter of public record and its distribution is not limited.

**PKF Kenya**  
**Certified Public Accountants**  
**Nairobi**

\_\_\_\_\_ **2016**

The engagement partner responsible for the audit resulting in this independent auditor's report is CPA Atul Shah – P/No P1214.

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## **5.2. FINDINGS, OBSERVATIONS AND RECOMMENDATIONS ON INTERNAL CONTROL**

### **5.2.1 Failure to invalidate payment documents as PAID upon payment**

#### **Condition**

We noted that most of the support documents were not either cancelled or stamped 'PAID' upon payment.

#### **Criteria**

The Laikipia Wildlife Forum accounting manual stipulates that, "the approved payment voucher shall be returned to the Administration and Finance Officer to write a cheque. Upon issuance of a cheque all documents will then be stamped "PAID".

#### **Cause**

This was a financial management oversight in canceling all the documents.

#### **Effect**

This may lead to multiple payments being made using the same support documents, which may lead to loss of project funds and non-achievement of the projects activities.

#### **Recommendation**

The project management should ensure that all support documents are either stamped 'PAID' or cancelled upon payment to minimize chances of use of same support documents to make other payments.

#### **Management comments**

*This was indeed a financial management oversight, and LWF has now adopted this practice.*

## 5.2.2 Late preparation of monthly bank reconciliations

### Condition

Based on our testing of cash and bank, we noted the following cases where bank reconciliations are not prepared late and not on a monthly basis.

Month	Month supposed to be prepared	Date prepared	Months late
<b>Standard Chartered A/c 0102058494106</b>			
October, 2015	November, 2015	April 05, 2016	5 Months
November, 2015	December, 2015	April 05, 2016	4 months
December, 2015	January, 2016	April 05, 2016	3 months
January, 2016	February, 2016	April 05, 2016	2 months
February, 2016	March 2016	April 05, 2016	1 month
<b>CFC Stanbic Bank Fixed A/C 0100004071888</b>			
March, 2016	April, 2016	July 14, 2016	3 months
April, 2016	May, 2016	July 14, 2016	2 months
May, 2016	June, 2016	July 14, 2016	1 month
<b>Standard Chartered Fixed A/c - 0140058494100</b>			
April, 2015	May, 2015	August 20, 2015	3 months
May, 2015	June, 2015	August 20, 2015	2 months
June, 2015	July, 2015	August 20, 2015	1 month

### Criteria

Page 9 of the accounting manual of Laikipia Wildlife Forum under the paragraph title “Book Keeping System, Records & Transactions Documentation” stipulates that at the end of each month a bank reconciliation statement shall be prepared.

### Cause

This was a financial management oversight in preparing the monthly reconciliations.

### Effect

Late preparation of bank reconciliation leads to late recognition of and addressing the errors relating to cash records. This may therefore lead to mis-presentation of the fund balances.

### Recommendation

Laikipia Wildlife Forum should ensure that bank reconciliations are duly prepared as required.

### Management comments

LWF board resolved to change banks in August 2015 from Standard Chartered to CFCStanbic. We therefore transferred all the money to CFC Stanbic and ceased all the operations from Standard Chartered.

USAID was advised of these bank changes via a letter dated 10<sup>th</sup> September 2015 and the new bank details given. However, in Feb 2016 USAID sent funds to the Standard Chartered account. This activated the dormant account.

*USAID's mistaken use of a dormant bank account means that we had to transfer funds from one bank to another. Apart from bank charges, there were no additional transactions on this account, and therefore we do not consider this tardiness in reconciliation of monthly accounts with Standard Chartered to be a significant deficiency.*

*As regards the fixed account at CFCStanbic, since January 2016, and besides accrued interest and the WHT tax on the interest, we have never had any transactions taking place.*

*So while we appreciate the observation of the auditors and the Effect, we do not believe these recommendations to impact our accounting procedures significantly.*

## 6. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

### 6.1. INDEPENDENT AUDITORS REPORT ON COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

**Mr. Peter Hetz**  
**Executive Director**  
**Laikipia Wildlife Forum (LWF)**  
**P O Box 764, Nanyuki, Kenya.**

We have audited the fund accountability statement of LWF as of and for the period 01 January 2015 to 30 June 2016, and have issued our report on it dated ..... 2016.

Except for not having a fully satisfactory continuing education program and not conducting an external quality control review by an unaffiliated audit organization (as described in our report on the fund accountability statement), we conducted our audit in accordance with *U.S. Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the fund accountability statement is free of material misstatement resulting from violations of agreement terms and laws and regulations that have a direct and material effect on the determination of the fund accountability statement amounts.

Compliance with agreement terms and laws and regulations applicable to LWF is the responsibility of LWF's management. As part of obtaining reasonable assurance about whether the fund accountability statement is free of material misstatement, we performed tests of LWF's compliance with certain provisions of agreement terms and laws and regulations. However, our objective was not to provide an independent opinion on overall compliance with such provisions. Accordingly, we do not express such an independent opinion. We also performed tests of LWF's compliance with certain provisions of agreement terms and laws and regulations applicable to the provision of cost sharing/counterpart contributions.

Material instances of non-compliance are failures to follow requirements or violations of agreement terms and laws and regulations that cause us to conclude that the aggregation of misstatements resulting from those failures or violations is material to the fund accountability statement and the cost sharing/counterpart contributions schedule. The results of our compliance tests disclosed the following material instances of non-compliance, the effects of which are shown as questioned costs in LWF's fund accountability statement.

<b>Title</b>	<b>Reference</b>
Failure to accrue cost incurred in previous years	6.2.1
Failure to remit to USAID interest earned on USAID funds over US\$ 250	6.2.2
Presence of ineligible costs	6.2.3
Non-compliance with USAID financial reporting requirements.	6.2.4

We considered these material instances of non-compliance in forming our opinion on whether LWF's fund accountability statement for the 01 January 2015 to 30 June 2016 is presented fairly, in all material respects, in accordance with the terms of the agreements and in conformity with the basis of accounting described in Note 2.2.1 to the fund accountability statement, and this report does not affect our report on the fund accountability statement dated .....2016.

This report is intended for the information of LWF and the U.S. Agency for International Development (USAID). However, upon release by USAID, this report is a matter of public record and its distribution is not limited.

**PKF Kenya  
Certified Public Accountants  
NAIROBI.**

\_\_\_\_\_ **2016**

The engagement partner responsible for the audit resulting in this independent auditor's report is CPA Atul Shah – P/No P1214.

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## 6.2. FINDINGS, OBSERVATIONS AND RECOMMENDATION ON COMPLIANCE WITH AGREEMENT TERMS AND APPLICABLE LAWS AND REGULATIONS

### 6.2.1 Failure to accrue cost incurred in previous years

#### Condition

From our analysis of the expenditure and review of the cut off assertion during the audit, we noted the following instances of 2012 and 2014 expenses being recorded in the current period. LWF had not accrued the costs incurred in the respective years.

Date	Memo	Finding	Amount (US\$)
March 18, 2015	Cost of hiring the bus for education program excursion	4073 KMs were covered in 2014.	3,738
February 04 2015	Relocation of office blocks and expansion of offices Petcar& Rural Focus	Transaction occurred in July 2014.	48,404
February 27, 2015	Development of M&E system	This expenditure was incurred in 2014	161
August 27, 2015	Reimbursement of LWF expenses incurred on behalf of USAID	This expenditure was incurred in 2012.	9,433
<b>Total</b>			<b>61,736</b>

#### Criteria

Section A.5 OF the cooperative agreement AID-623-A-09-00002 requires LWF to submit the SF 269A on accrual basis.

#### Cause

This was as a result of poor financial management and errors of omission for the expenses.

#### Effect

The omission of expenses in the correct financial period leads to misstatement of the expenditure reported to the donor. This may lead to lack of reimbursement of the same expenses to LWF due to the time lapse therefore forcing LWF to cover for programmatic costs.

#### Recommendation

LWF project management should ensure that all expenses are disclosed in the fund accountability statement. Proper and up to date records of the same maintained at the end of each accounting period to ensure accurate presentation of revenue and expenditure.

#### Management comments

*It's important to note that the grant was running from 15<sup>th</sup> October 2009 to 30<sup>th</sup> June 2016 and total grant expenditures are not subject to any single financial year as long as these amounts form part of a contract agreement.*

*At times due to funds not being released by the donor in a timely fashion, we would pay suppliers from our own funds then reimburse ourselves when the donor was in a position to reimburse us.*

## 6.2.2 Failure to remit to USAID interest earned on USAID funds over USD 250

### Condition

LWF earned bank interest amounting to US\$1,659 for the period between January 1, 2015 to June 30, 2016 on the USAID funds received. However, the Forum did not remit the excess amount of US\$1,409 of the interest earned to USAID and neither was prior approval sought to retain the funds in LWF. This is tabulated below:

Description	US\$
Interest earned on USAID funds	1,659
Allowable for administrative costs	250
<b>Amount not remitted to USAID exceeding the allowable threshold</b>	<b>1,409</b>

### Criteria

Attachment C, on the standard provision for non - United States and non-governmental organizations part (b) and the agreement between USAID and LWF stipulates that interest earned on advances will be remitted to USAID. However, the recipient may retain up to US\$ 250 of interest earnings per account per year, for administrative expenses

### Cause

LWF received USD 254,497 as advance during the period. During the same period it received USD 136,210 which was at the later period. Management had not quantified the interest amount at the end of the period therefore an oversight to remit the same or request for approval to use the interest earned from USAID.

### Effect

Failure to remit interest earned on USAID funds over and above US\$ 250 without prior approval is in violation of the USAID rules and regulations. This could lead to request of refunds by USAID from LWF or discontinued funding from USAID

### Recommendation

LWF should either remit the excess of US\$250 or request for approval to use the same from USAID for administrative costs of the excess interest earned.

### Management comments

*This was brought to our attention earlier, during the last audit of the USAID grant. We have already refunded to USAID a cheque of USD \$1,327.40. USAID recommended we apply the prevailing bank rate at the time. For us, this recommendation is really a non-issue.*

### 6.2.3 Presence of ineligible costs

#### Condition

We noted payments of Value Added Tax USD 1,221 charged to the project. We have provided the schedule of ineligible VAT payments in Appendix 1 of this report.

#### Criteria

CFR 230 (OMB circular A-122) of the USAID rules and regulations stipulates that recipients should not use USAID funds for payment of government taxes without prior approval from USAID. For all amounts paid out as tax, the recipient should lodge a claim of the amounts from the government through the USAID office within 10 days of the payment of the tax. For payments of tax made after October 1, 2014, the recipients were expected to lodge a tax refund for all amounts paid as tax regardless of the amounts paid.

#### Cause

Management oversight to obtain the DA1 forms for refunds.

#### Effect

Payment of VAT with program funds reduces the amounts available for the direct implementation of the program activities therefore the overall objectives of the program might not be fully achieved.

#### Recommendation

LWF should ensure that DA1 forms are obtained for all VAT paid with USAID funds to avoid any ineligible costs. LWF should also refund all unclaimed VAT cost to USAID.

#### Management comments

##### **Please adjust the amounts as per the attached email**

*In some cases the cost of preparing the DA 1 form, far exceeds the VAT amount being claimed.*

*Parastatal organizations such as Orange, Kenya generate invoices centrally. It is therefore not possible to get them to produce 4 identical invoices.*

#### 6.2.4 Non-compliance with USAID financial reporting requirements.

##### Condition

From our review of compliance with the program agreement, we noted that LWF did not submit on a quarterly basis, the financial reports relating to the project as per the program agreement as tabulated below:

##### Federal Financial form (SF-425)

Quarter ended	Date due	Date submitted
March 2015	March 31, 2015	Not submitted
June 2015	June 30, 2015	Not submitted
September 2015	September 30, 2015	Not submitted
December 2015	December 31, 2015	Not submitted
March 2016	March 31, 2016	Not submitted
June 2016	June 30, 2016	Not submitted

##### Criteria

Modification 1 to the program agreement stipulated that LWF was required to submit the Federal Financial Form (SF-425) on a quarterly basis via Electronic format to the U.S. Department of Health and Human Services (<http://www.dpm.psc.gov>). The recipient must submit a copy of the Future Focused Finance Form (FFF) at the same time to the Agreement Officer and the Agreement Officer's Technical Representative (AOTR).

##### Cause

The LWF management did not consider submitting the Federal Financial Forms during the period as the management submitted the program progress reports to USAID on a quarterly basis.

##### Effect

Failure to submit quarterly financial report was a contravention of the program agreement which may lead to lack of future funding from USAID.

##### Recommendation

LWF should ensure that quarterly financial reporting is done to USAID on a timely basis as required.

##### Management comments

*This issue was ruled out in the last audit by USAID. Since we do monthly reports we are deemed to be under no obligation to doing quarterly financial reports . See attached email*

## **7 SCHEDULE OF COMPUTATION OF COUNTERPART CONTRIBUTION**

### **7.1 INDEPENDENT AUDITORS REVIEW REPORT ON COST SHARING SCHEDULE**

**Mr. Peter Hetz**  
**Executive Director**  
**Laikipia Wildlife Forum (LWF)**  
**P O Box 764, Nanyuki, Kenya.**

We have reviewed the accompanying schedule of counterpart contributions of LWF for the period 01 January 2015 to 30 June 2016. Our review was conducted in accordance with standards established by the American Institute of Certified Public Accountants. The purpose of our review was to determine if the cost-sharing schedule is fairly presented in accordance with the basis of accounting described in note 5.3.1 to the cost-sharing schedule and to determine if cost-sharing contributions were provided in accordance with the terms of the agreements. We also considered internal control related to the provision of and accounting for cost-sharing contributions.

A review consists principally of inquiries of recipient personnel and analytical procedures applied to financial data. It is substantially more limited in scope than an examination, the objective of which is to express an opinion on the cost-sharing schedule. Accordingly, we do not express such an opinion.

Based on our review, nothing came to our attention that caused us to believe that LWF did not fairly present the cost-sharing schedule, in all material respects, in accordance with the basis of accounting used to prepare the cost-sharing schedule.

This report is intended for the information of LWF and the U.S. Agency for International Development (USAID). However, upon release by USAID, this report is a matter of public record and its distribution is not limited.

**PKF Kenya**  
**Certified Public Accountants**  
**NAIROBI.**

\_\_\_\_\_  
**2016**

The engagement partner responsible for the audit resulting in this independent auditor's report is CPA Atul Shah – P/No P1214.

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## 7.2 LAIKIPIA WILDLIFE FORUM TEAM COST-SHARING SCHEDULE FOR THE PERIOD 01 JANUARY 2015 TO 30 JUNE 2016

Budget (whole period)	Actual (current period)	Prior period amount	Total cost share	Surplus	Questioned Costs		Notes
US\$	US\$	US\$	US\$		Ineligible US\$	Unsupported US\$	
2,006,970	-	2,778,132	2,778,132	771,162	-	-	
<b>Total</b>	<b>-</b>	<b>2,778,132</b>	<b>2,778,132</b>	<b>771,162</b>	<b>-</b>	<b>-</b>	

The cost sharing schedule above and accompanying accounting policies and notes on pages 16 were approved by the management of LWF on.....2016 and signed on its behalf by:

..... **Executive Director**  
 Laikipia Wildlife Forum Team (LWF)

..... **Head of Finance and Administration**  
 Laikipia Wildlife Forum Team (LWF)

## **7.3 ACCOUNTING POLICIES AND NOTES TO THE COST SHARING SCHEDULE**

### **7.3.1 Basis of accounting**

The cost sharing contribution schedule is prepared on a modified cash basis of accounting. The schedules represent actual costs paid by LWF program related activities.

### **7.3.2 Counterpart contribution**

LWF contributed the cost-share amounting to US\$ 2,778,132 to the program during the grant AID-623-A-09-000022 period.

LWF computes the cost share component on a monthly basis and reports the amount to USAID.

## 8 STATUS OF IMPLEMENTATION OF PRIOR PERIOD AUDIT RECOMMENDATIONS

The table below shows the status of implementation of the prior period audit recommendations:

No.	Details	Recommendations	Management comments	Status
1.	Failure to remit interest to USAID earned on USAID funds over USD 250.	LWF should remit the excess of USD 250 for administrative costs of the interest earned to USAID. Alternatively LWF should seek approval from approval from USAID to retain and utilize the amount.	We concur. LWF has not refunded USAID interest amount above \$ 250. LWF does not trade and is therefore ineligible to pay corporate tax. We do pay tax on interest earned from savings. The interest being accrued from the USAID savings account means that we have to pay tax on interest earned in this account. LWF seeks approval from USAID to retain and use the additional interest earned for programme activities.	<b>Recommendation open.</b>  LWF did not remit the excess of US\$ 250 of interest earned during the period between January 1 2015 to June 30, 2015 as noted in note 6.2.2
2.	Payment of VAT from USAID funds.	LWF should immediately lodge tax refund claims for the period the tax was paid. The organization should additionally follow up with USAID on the status of the VAT claims done during the period.	We concur. The DA1 process takes a while to complete and usually there is a document that is issued to the supplier to present to KRA when VAT payment is due to show that the form is being processed. Due to changes in the treatment of DA1 forms, LWF is now ensuring that all DA1 forms are filled in a timely fashion.	<b>Recommendation open.</b>  LWF charged value added tax to USAID funds as noted in note 6.2.3
3.	Failure to brand assets purchased under USAID grant	LWF should ensure that all assets and equipment procured under the USAID grant were tagged and branded the clearly distinguish them from other assets.	We concur. We requested stickers from USAID and LWF is yet to receive them. Branding will be completed upon receipt.	<b>Recommendation closed.</b>  LWF tagged all assets procured under the USAID grant.



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No.	Details	Recommendations	Management comments	Status
4.	Non-compliance with USAID financial reporting requirements	LWF should ensure that quarterly financial reporting is done to USAID on a timely basis as required.	We believe this recommendation stems from some confusion. LWF submits progress report to USAID on a semi-annual basis per instructions for the AOR/AO. We supply financial reports to USAID on a monthly basis. This is because LWF is on working capital advance and reimbursement system. We will work with USAID to ensure this reporting system/frequently is included in our grant agreement and appropriate modifications for easy reference.	<b>Recommendation open.</b>  From our review, we noted that LWF does not report quarterly as noted in note 6.2.4
5.	Lack of adequate monitoring of funds advanced to sub grantees	LWF should adhere to the provisions of the sub agreements and adequately monitor the usage of funds advances to sub grantees.	We concur. LWF did not have a proper sub contract/sub award system in place to prevent this improper accountability. LWF has already moved in early 2015 to: <ul style="list-style-type: none"> <li>• Sub contract-sub award system based on milestone payments. There are no longer lump sum contracts.</li> <li>• We have instituted a system of advances only against early deliverables</li> <li>• We have also instituted a system of reporting and accountability supervised by a senior management team and not one person.</li> </ul>	<b>Recommendation closed</b>  LWF did not have sub grantees in the period between January 1, 2015 to June 30, 2016
6.	Lack of a clear basis for allocation of payroll costs to the USAID funds	LWF should ensure that salaries and wages to the project are based on records that accurately reflect the work performed.	We concur. There are changes to the senior management structure and executives that affected staff costs and their allocation. This was not properly documented and USAID approval was not sought. LWF will ensure a clear basis for apportioning staff salary costs is in place and agreed with USAID.	<b>Recommendation closed</b>  LWF allocated salaries on the basis of timesheets and as per the budget.
7.	Disposal of program assets without prior	LWF should ensure that approval from USAID is obtained before disposing any of the program assets.	There are two inventory issues at hand: <ul style="list-style-type: none"> <li>• Unauthorized disposal of motorbikes purchased with USAID funds. USAID was alerted to this improper</li> </ul>	<b>Recommendation closed</b>

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No.	Details	Recommendations	Management comments	Status
	approval from USAID		<p>disposal in December 2014. Funds accrued were properly reported.</p> <ul style="list-style-type: none"> <li>The outdoor furniture items were disposed of in 2015. There were two errors inherent in the action;               <ol style="list-style-type: none"> <li>The furniture items cited should have been carried on the inventory of the Desert Edge Bio-Trading Company, not LWF.</li> <li>The items should have been depreciated in the inventory over the period since April 2011, and their December 2014 value should have been recorded as "o". The discarded, broken and tired items were left behind after the closure of DE in December 2014, as property that was not worth moving to new LWF premises. Their disposal has no impact on LWF programming and/or objectives.</li> </ol> </li> </ul> <p>LWF will ensure that all USAID purchased inventory items receive USAID approval prior to disposal/assignment to a third party.</p>	There were no asset disposals during the period between January 1, 2015 to June 30, 2016.

## Appendices

### Appendix 1 – Ineligible costs relating to VAT from USAID funds

Date	Invoice no.	Details	VAT Amount (KES.)	VAT Amount (US\$.)
November 25, 2015	1040319	Arsenic quantity 3@1,540	739	8
March 18, 2016	68687	Courier	50	1
February 24, 2016	644862	Courier	50	1
March 04, 2016	68654	Courier	50	1
January 25, 2016	AUT/0160108/0000764	Internet services	6,400	66
March 21, 2016	115	Supplies	365	4
August 27, 2015	E&O.E No.014	Construction of 711 common intake	52,986	546
February 25, 2015	8695	Purchase of stationery of training communities	1,784	18
February 24, 2015	8685	Purchase of stationery of training communities	909	9
January 31, 2014	7606	For accommodation for Jonah gathungu, peter kirwa, tirus kamau but paid in 5 March, 2015 @ 5,200 B&B	2,115	22
March 5, 2015	9388	Purchase of stationery of training communities	646	7
May 18, 2015	LWF150527A	Website Maintenance fee for JAN-April 2015	17,280	178
June 23, 2016	MCK/IP/LWF/010/2016	Registration of Trademark Wild class	10,560	109
June 24, 2016	430	Printing and designing 8 pg. supplement	16,320	168
June 24, 2016	429	Double page spread in the county times	8,000	83
<b>Total</b>			<b>118,254</b>	<b>1,221</b>

**Appendix 2: Schedule of fixed assets funded by USAID**

Property Description	Model	Serial No.	In-Kind Contribution (Y/N)	Purchase/ Donation Value (USD)	Condition	Disposition Plan
Laptop	HP Pavilion	5CA1232WS8	N	659	Operational	Retain at LWF
Laptop	HP Compaq	3CF022GG7T	N	537	Operational	Retain at LWF
Solar Panel	120 Watts	09053593	N	681	Operational	Donate to Naibung'a Community Conservancy
Laptop	HP 650	5CB32016JB	N	537	Operational	Retain at LWF
Laptop	HP 650	5CB32016HH	N	537	Operational	Retain at LWF
Desk top	HP	TRF35009T3	N	556	Operational	Retain at LWF
Monitor	HP	CNC345P048	N			
Desk top	HP	TRF35009W5	N	556	Operational	Retain at LWF
Monitor	HP	CNC345NZSX	N			
Computer	IMAC	BCGA1314	N	2,615	Operational	Retain at LWF
60" TV	PA60H5000AK	C0ZE3DCEB00002	N	1,610	Operational	Donate to Samuel Eto'o Academy
Scanner			N	950	Operational	Donate to Mpala Research Centre
Printer			N	884	Operational	Donate to Mpala Research Centre
Printer			N	884	Operational	Donate to Mpala Research Centre
CPU w/ keyboard	Dell Octiplex 360	8R3WH4J	N	526		Retain at LWF
Laptop (HP)	HP-probook 4330s	CNU2330R29	N	868		Retain at LWF
Laptop (HP)	HP Probook	CND50683B0	N	985	Operational	Donate to Samuel Eto'o Academy
<b>Total</b>				<b>13,385</b>		

**Appendix -3: DA1 forms raised for the claim of VAT**

DA 1 Form No.	Invoice Date	Invoice Description	Total Invoice Amount	VAT* Amount (KES)	VAT* Amount (US\$)
302467	April 09, 2015	133 Complete kit for forest scouts	2,985,318	411,768	4,247
302466	April 07, 2015	Full board accommodation for 28 community guide	991,760	136,795	1,411
302468	June 06, 2015	9 trips septic tank waste removal, labour and service	73,080	10,080	104
302469	June 09, 2015	Review of company constitution	232,000	32,000	330
302470	June 29, 2015	5 days full day accommodation and drinking water	385,000	53,103	548
279802	July 15, 2015	T-shirt printing,a4 print on front a6 print on back	495,000	79,200	817
279806	July 15, 2015	Sender in setup to brand messages one off cost,7500 bulk sms top-ups 5000	12,500	2,000	21
279805	July 22, 2015	HP Pro book 450 gi intel core i5 s/nocnd50683bo	87,000	13,920	144
279804	July 21, 2015	Audit fee and disbursement of USAID funded program .for the period ended 31/12/14	1,212,500	194,000	2,001
279807	September 18, 2015	HP Desktop 280GI INTEL CORE 13 PROCESSOR	87,500	14,000	144
279808	September 30,2015	Construction of a pit latrine, demolition of old intake and pipeline extension from the common intake 711	140,730	22,517	232
279809	October 27, 2015	Design and printing 4 page supplement in the county times	121,000	19,360	200
279811	November 5, 2015	Filing cabinet 3 drawer	14,580	2,333	24
279813	December 18, 2015	Oxford shirts embroidered	34,950	5,592	58
279814	December 11, 2015	Design and printing 4 page supplement in the county times November 2015	127,000	20,320	210
279815	December 17, 2015	4 days conference meeting ,accommodation and meals	129,802	20,768	214
279816	December 21, 2015	Design and printing 4 page supplement issue no.43	6,000	960	10
279817	December 21,2015	Design and printing 4 page supplement, additional printing 5000 copies, environmental reporter September and communication and travel September 2015	119,000	19,040	196
279818	January 6, 2016	markers and flipcharts	145,550	2,328	24
279819	January 19, 2016	Design and printing 8 page supplement issue no.45,actual additional printing 4000 copies, environmental reporter, communication and travel December 2015	117,000	18,720	193

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<b>DA 1 Form No.</b>	<b>Invoice Date</b>	<b>Invoice Description</b>	<b>Total Invoice Amount</b>	<b>VAT* Amount (KES)</b>	<b>VAT* Amount (US\$)</b>
279820	January 8, 2016	Embroidered edge shirts logo USAID/LWF	21,936	3,510	36
279821	February 9, 2016	Design & printing issue no.46,actual additional printing, communication& travel Jan 2016	102,000	16,320	168
279822	February 15, 2016	Hall hire,lunch,tea and snacks	32,285	5,165	53
279823	February 22, 2016	stationery	24,535	3,926	40
279824	March 9, 2016	Toner Cartridge	20,000	3,200	33
279825	March 11, 2016	Design printing 8 page supplement, actual additional printing 8 pages, 4000 copies, communication and travel month of February.	102,000	16,320	168
279826	March 1, 2016	Finalization of pre-production of documentary film	510,000	81,600	842
279827	March 10, 2016	stationery	4,700	752	8
279828	March 15, 2016	Technology Consulting	125,000	20,000	206
279829	March 17, 2016	Lunch and projector hire	13,023	2,047	21
279830	March 30, 2016	stationery	70,060	11,210	116
279831	April 12, 2016	Design and printing 8 page supplement issue no 478,actual additional printing, communication and travel march 2016	102,000	16,320	168
279832	May 5, 2016	Domain renewal and web hosting laikipia.org January - June 2016,web hosting and domain renewal Laikipia tourism.com January - June 2016,maintenance fees laikipia.org January - June2016	108,000	17,280	178
279833	May 10, 2016	Design and printing 8 page supplement issue no.49,actual additional printing 8 pages,4000 copies, communication and travel April 2016	102,000	16,320	168
279835	May 31, 2016	Printing copies of the comic book size B5 of 44 pages text plus 4 pages cover.	93,950	15,032	155
279836	May 31, 2016	stationery	5,370	859	9
279837	June 3, 2016	1000 copies in the county times June issue no.50	24,073	3,852	40
	<b>Total</b>			<b>1,312,516</b>	<b>13,536</b>