



Promoting Accountability of Public Resources

AUDITOR GENERAL'S REPORT

**On the Financial Statement Audit of
Civil Service Agency**

**For the Period July 1, 2015 - June 30,
2016**



June 2021

**Yusador S. Gaye, CPA, CGMA
Acting Auditor General, R.L.**

Republic of Liberia



The Honorable Speaker of the House of Representatives, and the President Pro-Tempore of the House of Senate:

We have undertaken the audit of the Civil Service Agency (CSA) financial statement Audit for the fiscal period ended June 30, 2016. The audit was conducted under the Auditor General's statutory mandate, as provided for under section 2.1.3 of the GAC Act of 2014.

Findings conveyed in this report have been formally communicated to the Management of the Civil Service Agency (CSA). Where responses have been provided by the Management on the audit findings, these have been evaluated and incorporated in this report. We encourage you to pay particular attention to the following:

- Expenditures amounting to US\$5,404,212.87 were incurred for goods and services without supporting documents.
- Uncommitted cash balances amounting to US\$4,470.78 and L\$398,086.18 were not redeposited into GOL Consolidated Fund at the close of the fiscal period.
- The amount of US\$53,000.00 indebted to the Intestate Estate of the Late Juah Weeks was not disclosed in the notes to the Financial statements.
- Assets totaling US\$62,000.00 donated by Partners were not presented for verification.

Given the significance of the matters raise in this report, we urge the Hon. Speaker and the Members of the House of Representatives and Hon. Pro-Tempore and Members of the Liberian Senate to consider the implementation of the recommendations conveyed herein with urgency.

Yusador S. Gaye, CPA, CGMA
Acting Auditor General, R.L.

Monrovia, Liberia

June 2021

AUDITOR GENERAL'S REPORT ON THE FINANCIAL STATEMENT AUDIT OF THE CIVIL SERVICE AGENCY (CSA) FOR THE FINANCIAL PERIOD ENDED JUNE 30, 2016

We have audited the accompanying financial statements of the Civil Service Agency as at June 30, 2016, which comprise the Statement of Financial Position, Statement of Receipts and Payments, Statement of Comparison of Budget and Actual Amounts and a summary of accounting policies and other explanatory notes.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the Civil Service Agency's Financial Statements in accordance with the Public Financial Management Act and Regulations of 2009 and the International public Sector Accounting Standards cash basis of Accounting as adopted by the Government of Liberia in 2009, and for such internal controls as management determines is necessary to enable the preparation of the Civil Service Agency's Financial Statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards of Supreme Audit Institutions (ISSAIs). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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. 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 statements.

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

Basis for Adverse Opinion

We identified multiple issues of significant materiality that affect the financial statements. These issues can be categorized into these areas:

Expenditures amounting to US\$5,404,212.87 were incurred for goods and services without supporting documents.


Uncommitted cash balances amounting to US\$4,470.78 and L\$398,086.18 were not redeposited into GOL Consolidated Fund at the close of the fiscal period.

The amount of US\$53,000.00 indebted to the Intestate Estate of the Late Juah Weeks was not disclosed in the notes to the Financial statements.

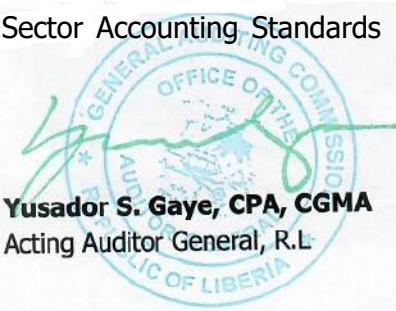
Assets totaling US\$62,000.00 donated by Partners were not presented for verification.

Adverse Opinion

In our opinion, because of the significance of the matter discussed in the Basis for Adverse Opinion section of our report, the accompanying financial statements do not give a true and fair view of the financial position of the Civil Service Agency as at 30 June, 2016, and of its statement of receipts and payments, Statement of Comparison of GOL Budget and Actual amount and statement of cash flow for the year then ended in accordance with the International Public Sector Accounting Standards (IPSAS).

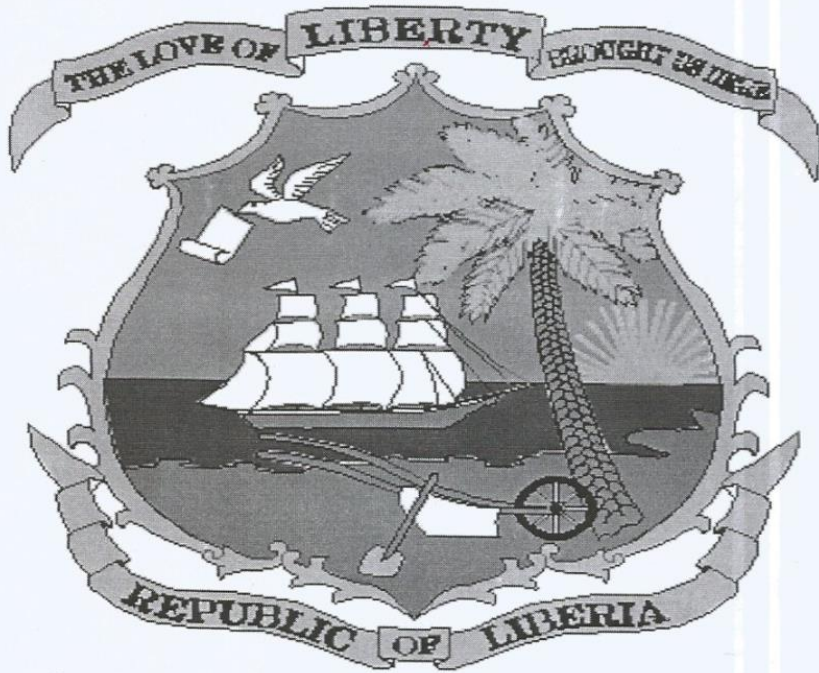


Yusador S. Gaye, CPA, CGMA
Acting Auditor General, R.L.



Monrovia, Liberia

June 2021



**CIVIL SERVICE AGENCY
GOVERNMENT OF LIBERIA**

REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD ENDED

JUNE 30, 2016

Civil Service Agency
Ministerial Complex
Monrovia, Liberia



CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
Report and Financial Statements for the Financial Period ended 30th
June

2016

The Report and Financial Statements
For the year ended 30th June 2016
Are presented before audit examination
By the Auditor General for the financial Period 2015/2016

Legend

X = wrong

✓ = correct

? = question

2016

STATEMENT OF RESPONSIBILITIES

The Financial Statements as set out on pages 1. to 33 have been prepared in accordance with the provisions of the Public Financial Management Act of 2009 and in compliance with the Cash Basis International Public Sector Accounting Standards (Cash IPSAS), adopted by the Government of Liberia.

In accordance with the provisions of the Public Financial Management (PFM) Act of 2009, I am responsible for the control of and accounting for public funds received, held, and expended for and on behalf of the Civil Service Agency.

Under the provisions of the same Act, I am required to prepare unaudited Final Account of the Civil Service Agency to be submitted to the Minister of Finance and Development Planning, two months after the end of the financial period to which it relates. However, I have delegated the preparation of the unaudited Final Account to the Comptroller for my transmittal to the Minister, as provided in the attendant Regulations of the Public Financial Management Act of 2009. Accordingly, I am pleased to submit the required Quarter Public Account of the Civil Service Agency in compliance with the PFM Act and its attendant Regulations. I have provided, and will continue to provide, all the information and explanations as may be required in connection with the financial statements presented therein.

In preparing these Financial Statements, the most appropriate accounting policies have been consistently applied and supported by reasonable and prudent judgment and estimates. To the best of my knowledge and belief, these Financial Statements agree with the books of accounts, which have been properly kept.

I accept responsibility for the integrity of these financial statements, the financial information they contain and their compliance with the provisions of the Public Financial Management (PFM) Act of 2009.



Puchu L. Bernard, ph.D
Director General

CIVIL SERVICE AGENCY

CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
Report and Financial Statements for the Financial Period ended 30th
 June

2016

REPORT OF THE COMPTROLLER

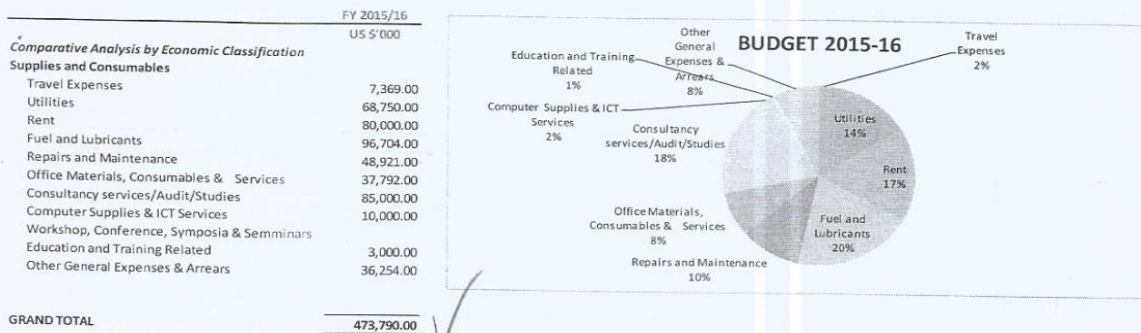
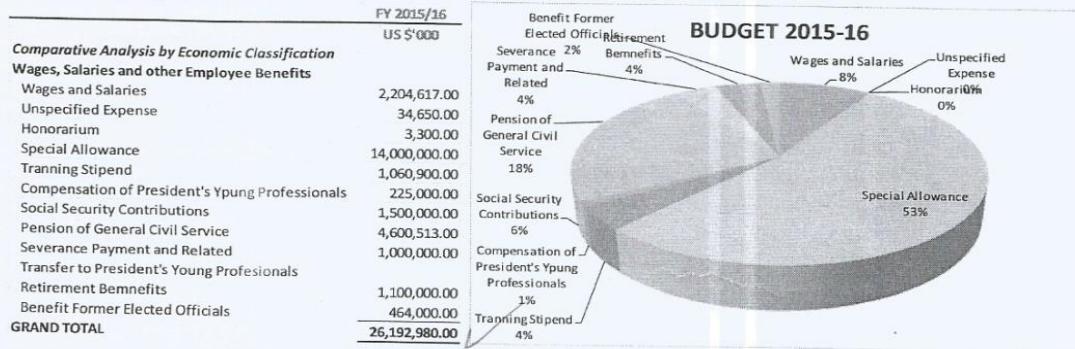
1. Introduction

This Report provides commentary and analysis of the cash receipts and payments (as well as financial performance) of the *Civil Service Agency* for the financial Period ended 30th June and of its financial position as at that date.

- 2. **The FY2015/16 Approved Budget**
- 3. **Budget 2015/2016**

The National Legislature approved the total US\$26,666,770.00 (Twenty Six Million Six Hundred Sixty Six Thousand, Seven Hundred Seventy United States Dollar) as authorized allocations for the Civil Service Agency for the Fiscal year 2015/2016. The amount budgeted for salary and other economic Classifications is US\$26,189,680.00 (Twenty Six Million, One Hundred Eighty Nine Thousand, Six Hundred Eighty United States Dollar) constituting about 98.2 per cent of the total budget while the remaining US\$473,790.00 (Four Hundred Seventy Three Thousand, Seven Hundred Ninety United States Dollar) constituting about 1.8 per cent representing Goods and Services.

Summary



CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
Report and Financial Statements for the Financial Period ended 30th
June

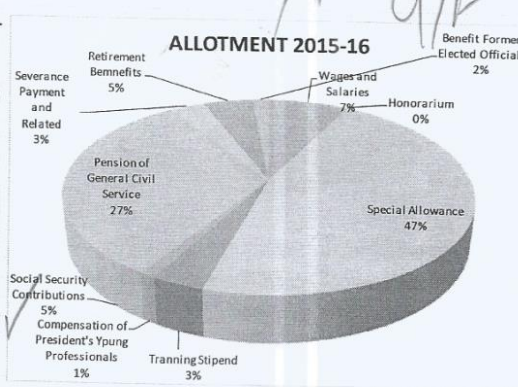
2016

Authorised Appropriation/Allocations

The total allotments received from the Ministry of Finance and Development Planning (MFDPP) amounted to US\$30,389,038.00 (Thirty Million Three Hundred Eighty Nine Thousand Thirty Eight United States Dollar) Indicating a US\$ 3,693,944.00 (Three Million Six Hundred Ninety Three Thousand, Nine Hundred Forty Four United States Dollar) constituting about 14.10 percent in excess of the total budget.

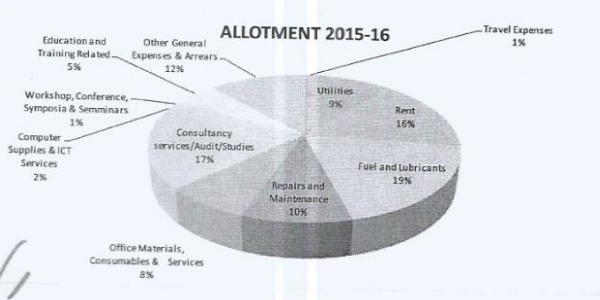
Allotment representing Employees' Compensations and other Economic Classifications is US\$29,883,624.00 constitutes about 98 percent of the total allotment and the rest 2 percent representing allotment for Goods and Services (US\$513,087.00).

	FY 2015/16 US \$'000
Comparative Analysis by Economic Classification	
Wages, Salaries and other Employee Benefits	
Wages and Salaries	2,204,671.00
Unspecified Expense	
Honorarium	3,300.00
Special Allowance	14,000,000.00
Tranning Stipend	1,060,900.00
Compensation of President's Ypung Professionals	317,600.00
Social Security Contributions	1,420,000.00
Pension of General Civil Service	8,081,623.00
Severance Payment and Related	958,869.00
Transfer to President's Young Professionals	
Retirement Bemmefits	1,372,661.00
Benefit Former Elected Officials	464,000.00
GRAND TOTAL	29,883,624.00



Handwritten note: Quantitative & qualitative analysis

	FY 2015/16 US \$'000
Comparative Analysis by Economic Classification	
Supplies and Consumables	
Travel Expenses	7,369.00
Utilities	46,988.00
Rent	80,000.00
Fuel and Lubricants	96,704.00
Repairs and Maintenance	48,920.00
Office Materials, Consumables & Services	37,792.00
Consultancy services/Audit/Studies	85,000.00
Computer Supplies & ICT Services	10,000.00
Workshop, Conference, Symposia & Seminars	5,010.00
Education and Training Related	27,600.00
Other General Expenses & Arrears	60,031.00
GRAND TOTAL	505,414.00



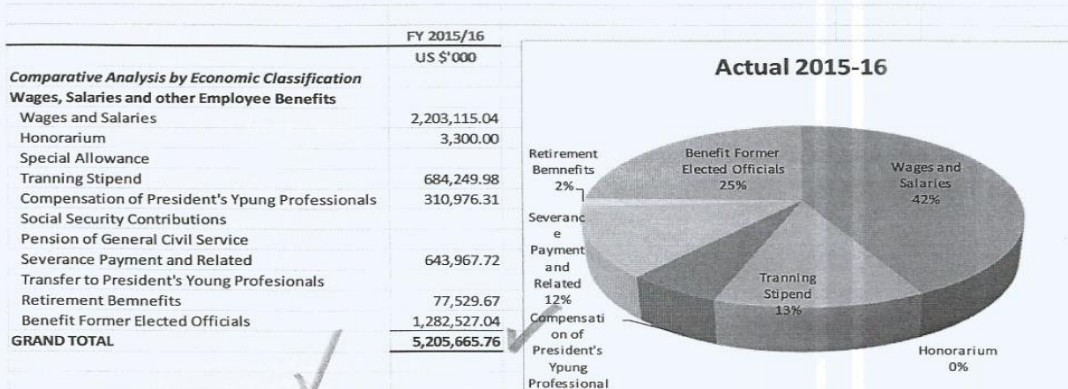
1. Expenditure – Operational Fund

CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
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a. Employee benefits

The total amount spent on Employees Benefits and other Economic Classifications in the tone of US\$5,205,665.76 (Five Million Two Hundred Eighty Five Thousand, Six Hundred Sixty Five, Seventy Six Seven Cents United States Dollar) constituting about 92.32 percent of the total expenditure for the period under review.



The amount of US\$ 445,452.20(Four Hundred Forty Five Thousand Four Hundred Fifty Two Twenty Cent United Stated Dollar) constituting about 7.8 present of the total expenditure for the period under review was spent on Goods and Services.

1. Travel Expense:

Foreign Travel.....	3,800.00
Foreign DSA	1,228.50
Foreign Travel Incd... ..	250.00
Total Travel	\$5,278.50

2. Utilities:

Water and Sewage.....	6,973.26
Telecommunication... ..	37,434.87
Total Utilities	44,408.13

3. Fuel :

Fuel and Lubcant Veh.....	23, 569.81
Fuel and Lub Gen.	52,423.99
Total Fuel.....	75, 993.80

4. Repairs:

Repairs & Maintenance Civil.....	15,467.08
Repairs & Maintenance Vehicle	21,149.99
Repairs & Maintenance Eqpt.....	2,985.00

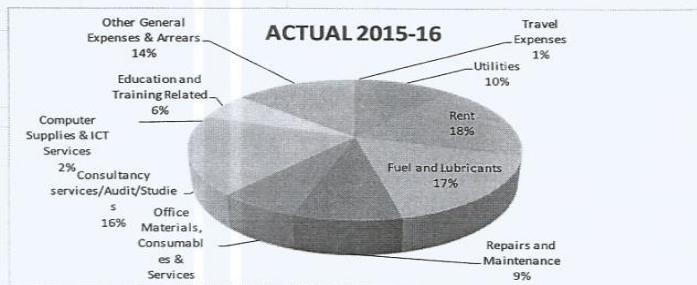
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	Total Repairs	\$39,602.07
5.	Office Materials and Consumable:	
	Cleaning Materials.....	4,000.00
	Stationery.....	14,831.00
	Printing.....	10,875.00
	Total Consumable	29,706.00
6.	Education:	
	Scholarship Local.....	3,000.00
	Capacity Building.....	24,650.00
	Total Education	27,650.00
7.	Other General Expenses:	
	Celebration & Gifts.....	11,999.00
	Workshop.....	5010.00
	Entertainment	12,632.99
	Operational Expense.....	32,625.
	Total Other General Expenses	62,266.99
8.	Computer Supplies	9,999.00
9.	Rent	80,000.00
10.	Consultancy.....	70,547.71

	FY 2015/16 US \$'000
Comparative Analysis by Economic Classification	
Supplies and Consumables	
Travel Expenses	5,278.50
Utilities	44,408.13
Rent	80,000.00
Fuel and Lubricants	75,993.80
Repairs and Maintenance	39,602.07
Office Materials, Consumables & Services	29,706.00
Consultancy services/Audit/Studies	70,547.71
Computer Supplies & ICT Services	9,999.00
Workshop, Conference, Symposia & Seminars	
Education and Training Related	27,650.00
Other General Expenses & Arrears	62,266.99
GRAND TOTAL	445,452.20



b. Goods and Services

c. Purchase of Capital Items

For the period under review there was no purchase of Capital Items.

2 Project Flows

The Public Sector Modernization Project at the Civil Service Agency is financially managed by PFMU seated at the Ministry of Finance and Development Planning.

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Recruitment
GAC: 4,1768
CSA: 4,763.00
Wages: \$5.00

3 Outstanding Obligations

There are outstanding commitments for the period under review in the amount of US\$4,763.00 (Four Thousand Seven Hundred Sixty Three United States Dollar) for Telecommunication (\$65.00), Repair & Maintenance Civil (\$247.00) and Repair & Maintenance Civil (\$4,456.00)

6. Cash Balances

The cash balance for the period under review is US\$8,079.83 at the rate of 1 US\$ to LRD 90.00.

7. Contingent Liabilities and Commitments

There were no long term commitments.

8. Conclusion

The Financial Statements for the period ended 30th June 2016 should be read in conjunction with the underlying notes and supplementary disclosures for better understanding and interpretation.


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Komasah K. Sherman

Comptroller


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Puchu L. Bernard, ph.D

Director-General/CSA

STATEMENT OF CASH RECEIPTS AND PAYMENTS
(ALL PUBLIC FUNDS)

FOR THE YEAR ENDED (FY2015/16)

RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

FUND/ACCOUNTS DESCRIPTION	NOTES	FOR THE FINANCIAL PERIOD ENDED 2015/16		FOR THE FINANCIAL PERIOD ENDED 2014/15		
		RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY	PAYMENTS BY OTHER GOVERNMENT ENTITIES	PAYMENTS BY EXTERNAL PARTIES	RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY	PAYMENTS BY OTHER GOVERNMENT ENTITIES
		US \$'000	US \$'000	US \$'000	US \$'000	US \$'000
OPERATIONAL FUND						
RECEIPTS						
Authorized Allocation/Appropriation	4					
Other Receipts	5		5,651,117.96			
External Assistance:	6					
Grants From Multilateral Agencies		-				
Grants From Bilateral & Other Agencies		-				
Borrowings from Multilateral Agencies		-				
Borrowings from Bilateral Agencies		-				
Other Grants and Aid		-				
Other Borrowings		-				
Total Receipts - Operational Fund			5,651,117.96			
PAYMENTS						
Operations:						
Wages, Salaries and Employee Benefits	7					
Supplies and Consumables	8		1,200.00			
TRANSFERS:	9					
Grants		-				
Other transfer payments		-				

STATEMENT OF CASH RECEIPTS AND PAYMENTS
(ALL PUBLIC FUNDS)

FOR THE YEAR ENDED (FY2015/16)

RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

FUND/ACCOUNTS DESCRIPTION	NOTES	FOR THE FINANCIAL PERIOD ENDED 2015/16		FOR THE FINANCIAL PERIOD ENDED 2014/15		
		RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY US \$'000	PAYMENTS BY OTHER GOVERNMENT ENTITIES US \$'000	PAYMENTS BY EXTERNAL PARTIES US \$'000	RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY US \$'000	PAYMENTS BY OTHER GOVERNMENT ENTITIES US \$'000
CAPITAL EXPENDITURES:						
Purchase/Construction of Property, plant and Equipment	10	-	-	-	-	-
Purchase of Financial Instruments		-	-	-	-	-
Total Payments - Operational Fund		-	1,200.00	-	-	-
Increase/Decrease in Cash		-	-	-	-	-
Cash at the beginning of the year		-	-	-	-	-
Net change in cash (receipts less payments)		-	-	-	-	-
Foreign currency translation difference		-	-	-	-	-
Cash at the End of the year - Operational Fund		-	-	-	-	-
CAPITAL DEVELOPMENT FUNDS (DONOR FINANCED PROJECTS)						
RECEIPTS						
External Assistance:	11	-	-	-	-	-
Grants		-	-	-	-	-
Loans		-	-	-	-	-
Total Receipts - Capital Development Funds		-	-	-	-	-

**STATEMENT OF CASH RECEIPTS AND PAYMENTS
(ALL PUBLIC FUNDS)**

FOR THE YEAR ENDED (FY2015/16)

RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

FUND/ACCOUNTS DESCRIPTION	NOTES	FOR THE FINANCIAL PERIOD ENDED 2015/16		FOR THE FINANCIAL PERIOD ENDED 2014/15		
		RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY	PAYMENTS BY OTHER GOVERNMENT ENTITIES	RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY	PAYMENTS BY OTHER GOVERNMENT ENTITIES	PAYMENTS BY EXTERNAL PARTIES
		US \$'000	US \$'000	US \$'000	US \$'000	US \$'000
PAYMENTS						
Operations:	12					
Wages, Salaries and Employee Benefits		-		-		
Supplies and Consumables		-		-		
TRANSFERS:	13					
Grants		-		-		
Other transfer payments						
CAPITAL EXPENDITURES:	14					
Purchase/Construction of Property, plant and Equipment		-		-		
Purchase of Financial Instruments		-		-		
Total Payments - Capital Development Funds		-		-		
Increase/Decrease in Cash						
Cash at the beginning of the year						
Net change in cash (receipts less payments)		2.00				
Foreign currency translation difference						
Cash at the End of the year - Capital Development Funds						

STATEMENT OF CASH RECEIPTS AND PAYMENTS
(ALL PUBLIC FUNDS)

FOR THE YEAR ENDED (FY2015/16)

RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

FUND/ACCOUNT'S DESCRIPTION	NOTES	FOR THE FINANCIAL PERIOD ENDED 2015/16			FOR THE FINANCIAL PERIOD ENDED 2014/15		
		RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY	PAYMENTS BY OTHER GOVERNMENT ENTITIES	PAYMENTS BY EXTERNAL PARTIES	RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY	PAYMENTS BY OTHER GOVERNMENT ENTITIES	PAYMENTS BY EXTERNAL PARTIES
		US \$'000	US \$'000	US \$'000	US \$'000	US \$'000	US \$'000
Cash at the Beginning of the year - All Funds	15		-	-		-	-
Cash at the End of the year - All Funds	15	2.00	-	-		-	-

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NOTE 4 - COMPARATIVE ANALYSIS OF ESTIMATED AND ACTUAL AUTHORISED ALLOCATIONS RECEIVED FOR THE FINANCIAL YEAR ENDED 30TH JUNE 2016

	Actual	Final Budget	Original Budget	Difference: Final Budget and Actual	Percentage Variance	Actual
	FY 2015/16	FY 2015/16	FY 2015/16	FY 2015/16	FY 2015/16	FY 2014/15
	US \$'000	US \$'000	US \$'000	US \$'000		US \$'000
Employee Compensation	5205665.76	29,883,624.00	26,189,680.00	24,677,958.24	0.83	-
Goods and Services	432819.21	513,087.00	473,790.00	80,267.79	0.16	-
Capital Expenditure				-	-	
TOTAL RECEIPTS	5,638,484.97	30,396,711.00	26,663,470.00	24,758,226.03	0.81	-

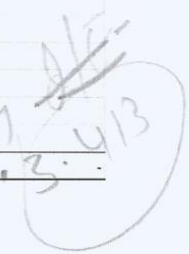
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CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
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NOTE 7 - COMPARATIVE ANALYSIS OF ESTIMATED AND ACTUAL PAYMENTS MADE DURING THE FINANCIAL YEAR ENDED 30TH JUNE 2016

Account Title	Actual	Final Budget	Original Budget	Variance (Actual vs. Revised Estimates)	% Variance	Actual
	FY 2015/16	FY 2015/16	FY 2015/16	FY 2015/16	FY 2016/16	FY 2014/15
	US \$'000	US \$'000	US \$'000	US \$'000		US \$'000
Comparative Analysis by Economic Classification						
Wages, Salaries and other Employee Benefits						
Wages and Salaries	2,203,115.04	2,204,671.00	2,204,617.00	1,555.96	0.00	
Unspecified Expense			34,650.00			
Honorarium	3,300.00	3,300.00				
Special Allowance		14,000,000.00	14,000,000.00	14,000,000.00	1.00	
Tranning Stipend	684,249.98	1,060,900.00	1,060,900.00	376,650.02	0.36	
Compensation of President's Ypung Professionals	310,976.31	317,600.00	225,000.00	6,623.69	0.02	
Social Security Contributions		1,420,000.00	1,500,000.00	1,420,000.00	1.00	
Pension of General Civil Service		8,081,623.00	4,600,513.00	8,081,623.00	1.00	
Severance Payment and Related	643,967.72	958,869.00	1,000,000.00	314,901.28	0.33	
Transfer to President's Young Professionals						
Retirement Bemnefits	1,282,527.04	1,372,661.00	1,100,000.00	90,133.96		
Benefit Former Elected Officials	77,529.67	464,000.00	464,000.00	386,470.33	0.83	
GRAND TOTAL	5,205,665.76	29,883,624.00	26,189,680.00	24,677,958.24	0.83	



CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
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NOTE 8 - COMPARATIVE ANALYSIS OF ESTIMATED AND ACTUAL PAYMENTS MADE DURING THE FINANCIAL YEAR ENDED 30TH JUNE 2016

Account Title	Actual	Final Budget	Original Budget	Variance (Actual vs. Revised Estimates)	% Variance	Actual
	FY 2015/16	FY 2015/16	FY 2015/16	FY 2015/16	FY 2015/16	2014/15
	US \$'000	US \$'000	US \$'000	US \$'000		US \$'000
Comparative Analysis by Economic Classification						
Supplies and Consumables						
Travel Expenses	5,278.50	7,369.00	7,369.00	2,090.50	0.28	
Utilities	44,408.13	46,988.00	68,750.00	2,579.87	0.05	
Rent	80,000.00	80,000.00	80,000.00	-	-	
Fuel and Lubricants	75,993.80	96,704.00	96,704.00	20,710.20	0.21	
Repairs and Maintenance	39,602.07	48,920.00	48,921.00	9,317.93	0.19	
Office Materials, Consumables & Services	29,706.00	37,792.00	37,792.00	8,086.00	0.21	
Consultancy services/Audit/Studies	70,547.71	85,000.00	85,000.00	14,452.29	0.17	
Computer Supplies & ICT Services	9,999.00	10,000.00	10,000.00	1.00	0.00	
Workshop, Conference, Symposia & Seminars						
Education and Training Related	27,650.00	27,650.00	3,000.00	-		
Other General Expenses & Arrears	49,634.00	72,664.00	36,254.00	23,030.00	0.32	
GRAND TOTAL	432,819.21	513,087.00	473,790.00	80,267.79	0.16	

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Pochu L. Bernard, Ph.D



Director-General/CSA

Date

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Komasah K. Sherman



Comptroller

11/23/2020

Date

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NOTES OF EXPLANATIONS AND ELABORATION RELATING TO THE FINANCIAL STATEMENTS

The numbered notes that follow relate directly to the content of the Financial Statements above and are numbered accordingly.

1 General Information – Reporting Entity

The financial statements are for Civil Service Agency, a public sector entity of the Government of Liberia. The financial statements encompass the reporting entity as specified in the relevant legislation (*Public Finance Act 2009*). *Civil Service Agency* principal activity is to *provide Human Resources services to constituents*.

The Financial Statements presented above reflect the Cash Receipts and Payments of the Civil Service Agency for the financial Period ended 30th June 2016 the basis of moneys received by, held in or paid out by the *Civil Service Agency* during the Period under review. The Entity controls its own bank accounts. Some appropriations are deposited into its bank accounts, from which cash expenditures are administered upon presentation of appropriate documentation and authorisation.

The principal address of the reporting entity is Congo Town, Monrovia, Liberia.

2 Accounting Policies

These are the specific principles, bases, conventions, rules and practices adopted by the Government of the Republic of Liberia in preparing and presenting the financial statements. The principal accounting policies adopted in the preparation of the financial statements therein are set out below.

(a) Basis of preparation

These financial statements have been prepared in accordance with the requirements of the Public Financial Management Act, 2009 and comply with the Cash Basis International Public Sector Accounting Standard (Cash Basis IPSAS): Financial

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Reporting under the Cash Basis of Accounting. The measurement basis applied is the historical cost basis, except where otherwise stated in the accounting policies below. The accounting policies adopted have been consistently used throughout.

(b) Reporting currency and translation of foreign currencies

(i) Functional and presentation (or reporting) currency

The Republic of Liberia operates a dual currency regime comprising the Liberian Dollar (LD) and the United States of America Dollar (US \$) both of which are legal tenders. The attendant Financial Regulations to the PFM Act of 2009 states that:

“ the monetary unit of Liberia for all government agency accounting and financial reporting shall be the Liberian Dollar. The United States Dollars **may** also be used for financial reporting purposes, but the Liberian Dollar is the base currency.”

Hence, for the purpose of the Financial Statements being submitted, the United States Dollar is used as the reporting currency, which is permitted under the attendant Financial Regulations to the PFM Act of 2009 and adopted by the Government of Liberia as its reporting currency.

(ii) Translation of transactions in foreign currency

Foreign currency transactions and transactions in Liberian Dollar and other foreign currencies are translated into United States Dollar using the exchange rates prevailing at the dates of the transactions. Closing monetary balances are translated into the reporting currency using the closing rates. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of financial performance.

The Period-end (30th June 2020) exchange rate for the Liberian Dollar was LD per US

(c) Reporting Period

The reporting period for these financial statements is the financial 2015/16 year of the Government, which runs from 1st July 2015 to the 30th June 2016

(d) Payments by Third Parties

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Property, plant and equipment principally comprises land, buildings, plant, vehicles, equipment, and any other capital assets controlled by the *Civil Service Agency*.

Under the Government's cash basis of accounting, purchases of property, plant and equipment are expensed fully in the year of purchase. However, a memorandum record is maintained in the Fixed Assets Register at historical cost for all non-current assets of the *Civil Service Agency*. Unrealized gains or losses arising from changes in the values of property, plant and equipment are not recognized in the financial statements. Proceeds from disposal of property, plant and equipment are recognized as other receipt in the period in which it is received.

(h) Inventories

Consumable supplies are expensed in the period in which they are paid for.

(i) Employee benefits

Employee benefits include salaries, wages, allowances, pensions and other related-employment costs. Employee benefits are recognized when they are paid. No provision is made for accrued leave or reimbursable duty allowances.

(j) Contingencies

Contingent liabilities are recorded in the Statement of Contingent Liabilities (on memorandum basis) when the contingency becomes evident and under the cash accounting method they are recognized only when the contingent event occurs and payment is made. Contingent assets are neither recognized but disclosed where probable.

(k) Commitments and Guarantees

Long term Commitments, including operating and capital commitments arising from non-cancellable contractual or statutory obligations as well as Guarantees made, will be reported as Notes to the Financial Statements.

3 Authorization Date

The financial statements were authorized for issue on June 30, 2015 by , Director General

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15 Cash and Cash Equivalents

Cash and Cash Equivalents comprise Cash on hand, demand deposits and cash equivalents. Demand deposits and cash equivalents comprise balances with banks and investments in short-term money market instruments. Cash included in the statement of cash receipts and payments comprise the following amounts: