



Promoting Accountability of Public Resources

AUDITOR GENERAL'S REPORT

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

**For the Period July 1, 2016 - June 30,
2017**



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, 2017. 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\$4,096,171.26 were incurred for goods and services without supporting documents.
- Uncommitted cash balances amounting to US\$1,896.84 and L\$1,649,813.65 were not redeposited into GOL Consolidated Fund at the close of the fiscal period.
- The amount of US\$960.00 was paid for in the name of a dismissed employee.
- Assets totaling US\$62,000.00 donated by Partners were not presented for verification.

Given the significance of the matters raised 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.

(Seal of the General Auditing Commission, Office of the Auditor General, Republic of Liberia)

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, 2017

Adverse Opinion

We have audited the accompanying financial statement audit of the Civil Service Agency as at June 30, 2017, 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.

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, 2017, 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).

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\$4,096,171.26 were incurred for goods and services without supporting documents.

Uncommitted cash balances amounting to US\$1,896.84 and L\$1,649,813.65 were not redeposited into GOL Consolidated Fund at the close of the fiscal period.

The amount of US\$960.00 was paid for in the name of a dismissed employee.

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

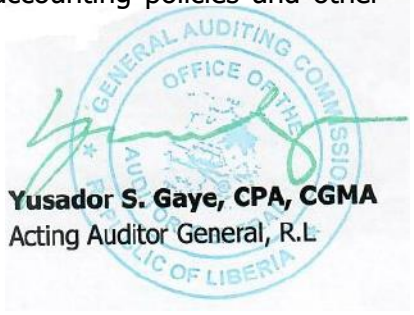

Auditor's Responsibilities for the Audit of the Financial Statements

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the International Standard of Supreme Audit Institutions (ISSAIs) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Legal and Regulatory Requirements

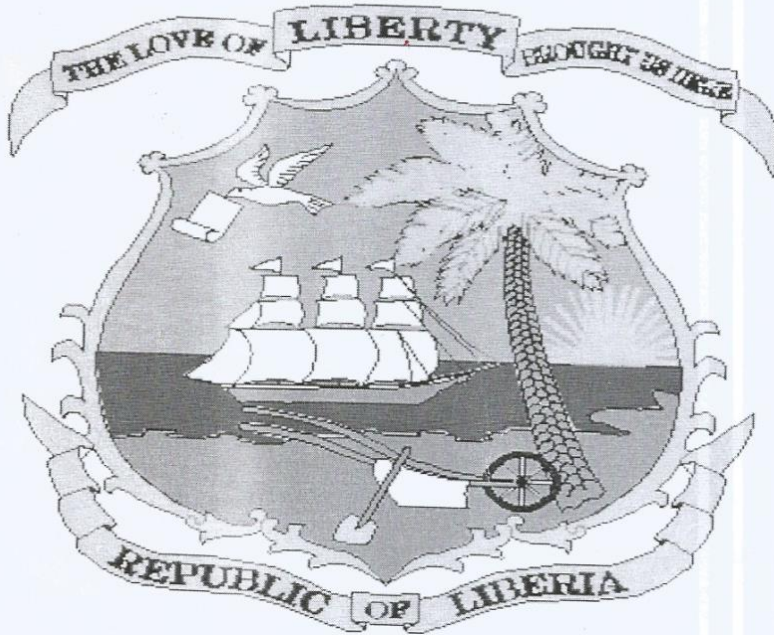
We are required by Section 2.1.3 of the New GAC Act of 2014 as well as in accordance with the Public Financial Management Act and Regulations of 2009 to audit the accompanying Civil Service Agency Financial Statements which comprises the Statement of Financial Position, Statements of Receipts and Payments, for the fiscal year ended June 30, 2017, Statement of Comparison of GOL Budget and Actual amount , Statement of Cash Flow, a summary of significant accounting policies and other explanatory information.



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, 2017

Civil Service Agency
Ministerial Complex
Monrovia, Liberia

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

2017

The Report and Financial Statements
For the year ended 30th June 2017
Are presented before audit examination
By the Auditor General for the financial Period 2016/2017

Legend
X = Wrong
✓ = correct
? = Question

2017

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

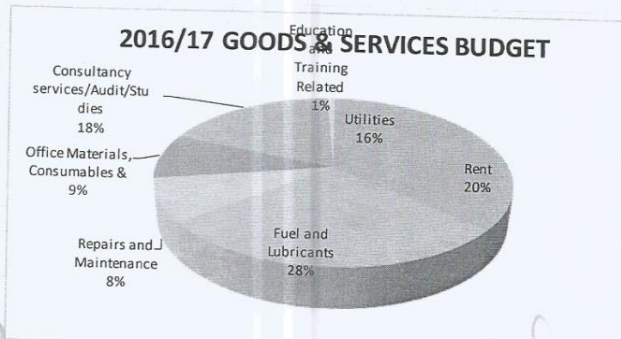
CIVIL SERVICE AGENCY

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

2017

Account Title	Original Budget
	FY 2016/17
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Supplies and Consumables	
Travel Expenses	
Utilities	66,380
Rent	80,000
Fuel and Lubricants	111,705
Repairs and Maintenance	33,295
Office Materials, Consumables &	35,490
Consultancy services/Audit/Studies	74,548
Contracted Materials and Services	
Education and Training Related	3,000.0
Other General Expenses & Allowances	
Workshop, Conference, Seminars	
GRAND TOTAL	



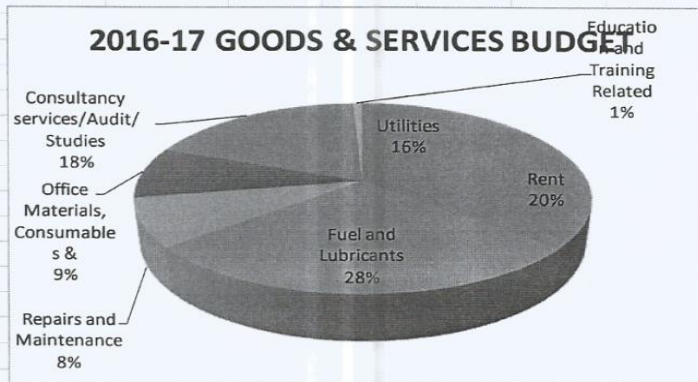
0??
 GAC Receipts
 : \$406,352.00

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

2017

Account Title	Original Budget
	FY 2016/17
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Supplies and Consumables	
Travel Expenses	
Utilities	66,250
Rent	80,000
Fuel and Lubricants	113,769
Repairs and Maintenance	33,295
Office Materials, Consumables &	35,990
Consultancy services/Audit/Studies	74,548
Specialized Materials and Services	
Education and Training Related	3,000.0
Other General Expenses & Arrears	
Workshop, Conference, Seminars	
GRAND TOTAL	406,352



204,688
G/C

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

2017

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.

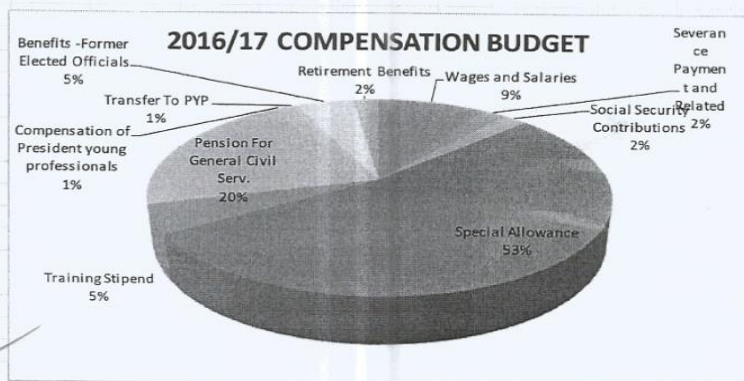
- 2. The FY2016/17 Approved Budget
- 3. Budget 2016/2017
- 4. Budget 2016/2017

The National Legislature approved the total US\$25,485,367.00 (Twenty Five Million Four Hundred Eighty Five Thousand, Three Hundred Sixty Seven United States Dollar) as authorized allocations for the Civil Service Agency for the Fiscal year 2016/2017. Portion of this amount constitutes General Claim which is used as compensation and other economic classifications is in the amount of US\$22,874,347.00 (Twenty Two Million Eight Hundred Seventy Four Thousand Three Hundred Forty Seven United States Dollar) constituting about 89.75 percent of the total Budget which is largely executed by the Ministry of Finance and Development Planning. The remaining US\$2,611,020.00 about 10.25 percent representing the core budget goes directly to the Civil Service Agency for Operations

Summary

Please see the table below for details information.

Account Title	Original Budget
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Wages, Salaries and other Employee Benefits	
Wages and Salaries	2,204,668
Honorarium	
Severance Payment and Related	500,000
Social Security Contributions	500,000
Special Allowance	13,357,347
Training Stipend	1,195,000
Pension For General Civil Serv.	5,000,000
Compensation of President young professionals	420,000
Transfer To PYP	170,000
Benefits -Former Elected Officials	1,200,000
Retirement Benefits	531,000
GRAND TOTAL	25,079,015



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

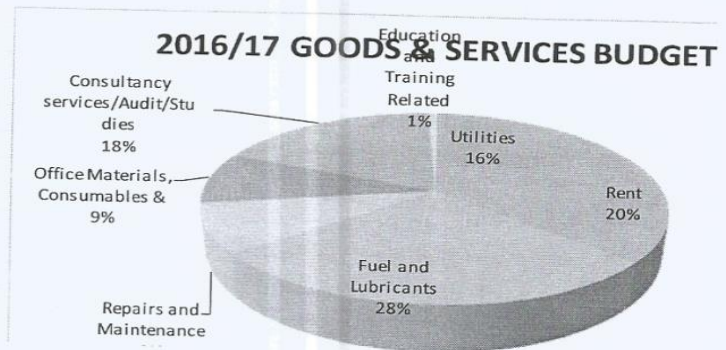
2017

Authorised Appropriation/Allocations

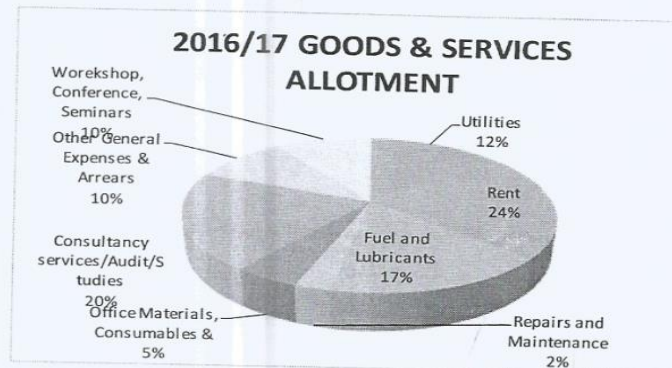
The total allotments received from the Ministry of Finance and Development Planning (MFDP) amounted to US\$22,954,892 (Twenty Two Million Nine Hundred Fifty Four Thousand Eight Hundred Ninety Two United States Dollar).

Allotment representing Employees' Compensations and other Economic Classifications is US\$22,617,317 constitutes about 98 percent of the total allotment and the rest 2 percent representing allotment for Goods and Services (US\$337,575.00).

Account Title	Original Budget
	FY 2016/17
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Supplies and Consumables	
Travel Expenses	
Utilities	66,250
Rent	80,000
Fuel and Lubricants	113,769
Repairs and Maintenance	32,295
Office Materials, Consumables &	35,490
Consultancy services/Audit/Studies	74,548
Specialized Materials and Services	
Education and Training Related	3,000.0



Account Title	Allotment
	FY 2016/17
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Supplies and Consumables	
Travel Expenses	
Utilities	41,123.00
Rent	80,000.00
Fuel and Lubricants	55,823.00
Repairs and Maintenance	8,865.00
Office Materials, Consumables &	16,002
Consultancy services/Audit/Studies	88,432
Specialized Materials and Services	
Education and Training Related	
Other General Expenses & Arrears	33,066.00
Workshop, Conference, Seminars	33,410.00
GRAND TOTAL	337,575



1. Expenditure – Operational Fund

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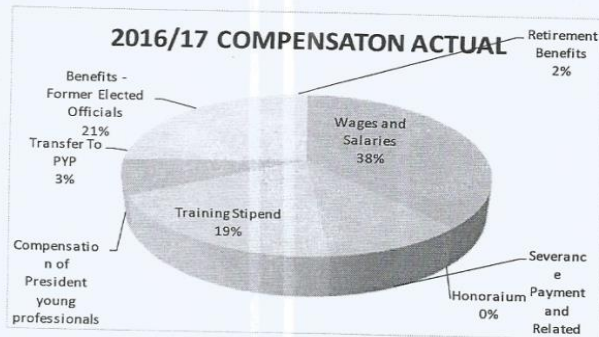
CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
 Report and Financial Statements for the Financial Period ended 30th
 June

2017

a. Employee benefits

The total amount spent on Employees Benefits and other Economic Classifications in the tone of US\$5,844,242.00 (Five Million Eight Hundred Forty Four Thousand, Two Hundred Forty Two United States Dollar) constituting about 95 percent of the total expenditure for the period under review.

Account Title	Actual
	2016/17
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Wages, Salaries and other Employee Benefits	
Wages and Salaries	2,204,623
Honorarium	-
Severance Payment and Related	614,113
Training Stipend	1,134,138
Pension For General Civil Serv.	-
Compensation of President young professionals	411,801
Transfer To PYP	170,000
Benefits - Former Elected Officials	1,199,904
Retirement Benefits	109,663
GSA NET TOTAL	5,844,242



The amount of US\$ 299,087.00 (Two Hundred Ninety Nine Thousand Four Hundred Eighty Seven United States Dollar) constituting about 5 percent of the total expenditure for the period under review was spent on Goods and Services.

1. Utilities:	
Electricity.....	1,491.32
Water and Sewage.....	3,771.00
Telecommunication...	23,216.00
Total Utilities	28,478.32
2. Fuel :	
Fuel and Lubcant Veh.	24,975.00
Fuel and Lub Gen.	26,666.24
Total Fuel.....	51,641.24
3. Repairs:	
Repairs & Maintenance Vehicle	7,463.00
4. Office Materials and Consumable:	
Cleaning Materials.....	1,500.00
Stationery.....	7,801.18
Computer Supplies.....	4,994.63
Total Consumable	14,296.00

Handwritten notes:
 CSA: 299,087
 GAC
 Recalling Liberia
 goods
 299,087.57
 Variance: 1574

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

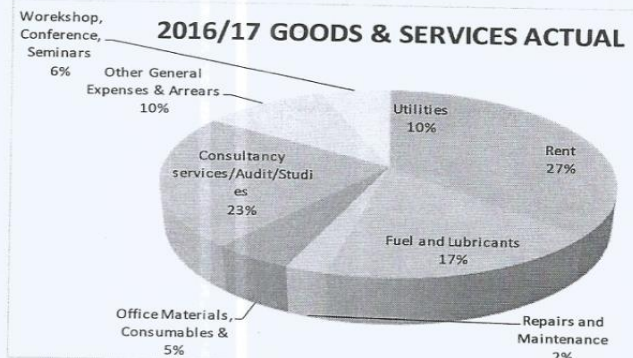
2017

- 5. Workshop:
 - Workshop.....2,987.00
 - Entertainment..... 14,737.00
 - Total.....17,724.00**

- 6. Other General Expenses:
 - Operational Expense..... 31,053.20
 - Total Other General Expenses.....31,053.20**

- 7. Rent80,000.00
- 8. Consultancy.....68,432.00

Account Title	Actual
	EY 2016/17
	US\$
<i>Comparative Analysis by Economic Classification</i>	
Supplies and Consumables	
Travel Expenses	
Utilities	78,478.23
Rent	80,000.00
Fuel and Lubricants	51,641.24
Repairs and Maintenance	7,463.00
Office Materials, Consumables &	14,258
Consultancy services/Audit/Studies	68,432
Specialized Materials and Services	
Education and Training Related	
Other General Expenses & Arrears	31,053.20
Workshop, Conference, Seminars	17,724.00
GRAND TOTAL	299,087.57



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.

3. Outstanding Obligations

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

2017

There are no outstanding commitments for the period under review .

6. Cash Balances

The cash balance for the period under review is US\$2006.80 at the rate of 1 US\$ to LRD 111.12.

7. Contingent Liabilities and Commitments

There were no long term commitments.

8. Conclusion

The Financial Statements for the period ended 30th June 2017 should be read in conjunction with the underlying notes and supplementary disclosures for better understanding and interpretation.

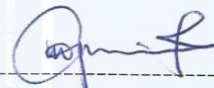


Komasah K. Sherman

Comptroller

11/17/20

Date



PP Puchu L. Bernard, ph.D

Director-General/CSA

11/17/2020

Date

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STATEMENT OF CASH RECEIPTS AND PAYMENTS
 (ALL PUBLIC FUNDS)
FOR THE FINANCIAL YEAR ENDED JUNE 30, 2016/17
 RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

FUND/ACCOUNTS DESCRIPTION	NOTES	FOR THE FINANCIAL YEAR ENDED JUNE 30, 2016/17					
		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 \$	US \$	US \$	US \$	US \$	US \$
CAPITAL DEVELOPMENT FUNDS (DONOR FINANCED PROJECTS)							
RECEIPTS							
External Assistance:	11						
Grants							
Total Receipts - Capital Development Funds		-	-	-	-	-	-
PAYMENTS							
Operations:	12						
Wages, Salaries and Employee Benefits			0		-		
Supplies and Consumables					-		
TRANSFERS:	13						
Grants			0		-		
Other transfer payments							
CAPITAL EXPENDITURES:	14						
Purchase/Construction of Property, plant and Equipment			-		-		
Total Payments - Capital Development Funds		-	-	-	-	-	-
Increase/Decrease in Cash		-	-	-	-	-	-
Cash at the beginning of the year							
Foreign currency translation difference							

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STATEMENT OF CASH RECEIPTS AND PAYMENTS
 (ALL PUBLIC FUNDS)
FOR THE FINANCIAL YEAR ENDED JUNE 30, 2016/17
 RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

FUND/ACCOUNTS DESCRIPTION	NOTE	THE FINANCIAL QUARTER YEAR ENDED JUNE 30, 2016/17					
		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 \$	US \$	US \$	US \$	US \$	US \$
OPERATIONAL FUND							
RECEIPTS							
Authorized Allocation/Appropriation	4	33,060.00	6,143,329.41			28,488,005.69	
Other Receipts	5				158,343.00		
External Assistance:							
Other Grants and Aid	6		-			-	
Total Receipts - Operational Fund		33,060.00	6,143,329.41	-	158,343.00	28,488,005.69	-
PAYMENTS							
Operations:							
Wages, Salaries and Employee Benefits	7		5,844,241.93			28,093,179.81	
Supplies and Consumables	8	31,053.20	268,034.28		149,712.00	394,825.88	
TRANSFERS:	9						
Other transfer payments			-				
CAPITAL EXPENDITURES:	10						
Purchase/Construction of Property, plant and Equipment			-			-	
Total Payments - Operational Fund		31,053.20	6,112,276.21	-	149,712.00	28,488,005.69	-
Increase/(Decrease) in Cash		2,006.80		-	8,631.00	-	-
Cash at the beginning of the period							
Foreign currency translation difference							
Cash at the End of the year - Operational Fund		2,006.80	-	-	8,631.00	-	-

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STATEMENT OF CASH RECEIPTS AND PAYMENTS
 (ALL PUBLIC FUNDS)
FOR THE FINANCIAL YEAR ENDED JUNE 30, 2016/17
 RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

FUND/ACCOUNTS DESCRIPTION	NOTES	THE FINANCIAL QUARTER YEAR ENDED JUNE 30, 2016/17					
		RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY	PAYMENTS BY OTHER GOVERNMENT ENTITIES	PAYMENTS BY EXTER NAL PART	RECEIPTS/ PAYMENTS CONTROLLED BY ENTITY	PAYMENTS BY OTHER GOVERNMENT ENTITIES	PAYMENTS BY EXTERNAL PARTIES
		US \$	US \$	US \$	US \$	US \$	US \$
Cash at the End of the year - Capital Development Funds		-	-	-	-	-	-
Cash at the Beginning of the year - All Funds	15	-	-	-	-	-	-
Cash at the End of the year - All Funds	15	2,006.80	-	-	8,631.00	-	-

STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNT (OPERATIONAL FUND)

FOR THE YEAR ENDED JUNE 2017

- RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

- Budget Approved on the Cash Basis

ACCOUNT TITLE/DESCRIPTION	For the year ended June 2016/17					FY2015/16
	Actual Amounts	Allotment	Original Budget	Difference: Allotment and Actual	Percentage Variance	Actual Amounts
	US \$	US \$	US \$	US \$	%	US \$
CASH INFLOWS						
Authorized Allocation/Appropriation	6,176,389.41	22,954,892.39	25,485,367.00	(16,778,502.98)	-73%	28,488,005.69
Grants	-	-	-	-	0%	-
Other receipts	-	-	-	-	0%	8,631.00
Total Cash Receipts	6,176,389.41	22,954,892.39	25,485,367.00	(16,778,502.98)	-73%	28,496,636.69
CASH OUTFLOWS						
Wages, Salaries and Other Employee Benefits	5,844,241.93	22,617,317.39	25,079,015.00	16,773,075.46	74%	28,093,179.81
Goods and Services Consumed	330,140.68	337,575.00	406,352.00	7,434.32	2%	394,825.88
Capital Expenditure	-	-	-	-	0%	-
Transfers to other Government Units	-	-	-	-	0%	-
Other Payments	-	-	-	-	0%	-
Total Cash Payments	6,174,382.61	22,954,892.39	25,485,367.00	(16,780,509.78)	(0.73)	28,488,005.69
NET CASH FLOW - OPERATIONAL FUND	2,006.80	-	-	2,006.80	-	8,631.00

STATEMENT OF CASH POSITION (ALL PUBLIC FUNDS)

AS AT 1st July -30 June 2017

		Notes	As at 30th June 2017	As at 30 June 2016	Change in Cash Balances
Cash/Bank Account Details	Currency Held In	15	US \$		US \$
<u>OPERATIONAL FUND</u>					
Petty Cash A/c 1	LRD				-
Total held in petty cash:			-	-	-
Bank Accounts					
CBL/ CSA Operational Account	USD		150.78	4,470.78	- 4,320.00
CBL/ CSA Operational Account	LRD		206,240.44	299,064.48	- 92,824.04
Total held in Bank Accounts:					
Total Cash and Bank Balances at the end of the period (Operational Fund):			2,006.80	7,618.83	-
<u>CAPITAL DEVELOPMENT FUNDS (DONOR FINANCED PROJECTS)</u>					
Petty Cash or Imprest					
PSMPCBL/Project Account					-
Total held in petty cash:			-	-	-
Bank Accounts					
PSMP Project Bank Account	USD				-
Total held in Bank Accounts:			-	-	-
Total Cash and Bank Balances at the end of the period (Donor Financed Projects):			-	-	-
TOTAL CASH AND BANK BALANCES - ALL PUBLIC FUNDS			2,006.80	7,618.83	-

Pension	Column1	Column2	Column3	Column4	Column5	Column6
	Actual	Allotment	Original Budget	Difference: Allotment and Actual	Percentage Variance	Actual
	FY 2016/17	FY 2016/17	FY 2016/17	FY 2016/17	FY 2016/17	FY 2015/16
	US \$	US \$	US \$	US \$	%	US \$
Employee Compensat	5,844,241.93	22,617,317.39	25,079,015.00	16,773,075.46	74%	28,093,179.81
Goods and Services	299,087.48	337,575.00	406,352.00	38,487.52	11%	394,825.88
Capital Expenditure				-	0%	
TOTAL RECEIPTS	6,143,329.41	22,954,892.39	25,485,367.00	16,811,562.98	73%	28,488,005.69

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NOTE 7 - COMPARATIVE ANALYSIS OF ESTIMATED AND ACTUAL PAYMENTS MADE DURING THE YEAR ENDED JUNE 30, 2017

Account Title	Actual	Allotment	Original Budget	Difference:		Actual 2
	FY 2016/17	FY 2016/17	FY 2016/17	Allotment and Actual	% Variance	
	US \$	US \$	US \$	US \$	%	US \$
<i>Comparative Analysis by Economic Classification</i>						
Wages, Salaries and other Employee Benefits						
Wages and Salaries	2,204,623	2,204,668	2,204,668	45	0%	2,203,115.04
Honorarium	-	-	-	-	0%	3,300.90
Severance Payment and Related	614,113	598,128	500,000	(15,985)	-3%	849,361.47
Social Security Contributions	-	-	500,000	-	0%	750,000.00
Special Allowance	-	13,407,700	13,357,347	-	0%	13,974,497.78
Training Stipend	1,134,138	1,137,600	1,196,000	3,462	0%	684,369.90
Pension For General Civil Serv.	-	3,369,559	5,000,000	-	-	6,087,623.57
Compensation of President young professionals	411,801	420,000	420,000	8,199	2%	810,326.81
Transfer To PYP	170,000	170,000	170,000	-	-	-
Benefits -Former Elected Officials	1,199,904	1,200,000	1,200,000	96	0%	1,208,547.66
Retirement Benefits	109,663	109,663	531,000	-	-	77,526.61
GRAND TOTAL	5,844,242	22,617,317	28,079,015	(16,773,075)	-74%	28,093,179.81

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NOTE 8 - COMPARATIVE ANALYSIS OF ESTIMATED AND ACTUAL PAYMENTS MADE DURING THE YEAR ENDED JUNE 2017

Account Title	Actual	Allotment	Original Budget	Difference: Allotment and Actual	% Variance	Actual 2
	FY 2016/17	FY 2016/17	FY 2016/17	FY 2016/17	FY 2016/17	FY 2015/16
	US \$	US \$	US \$	US \$	%	US \$
<i>Comparative Analysis by Economic Classification</i>						
Supplies and Consumables						
Travel Expenses					0%	5,278.50
Utilities	28,478.23	41,153.00	66,250	12,674.77	-31%	41,394.13
Rent	80,000.00	80,000.00	80,000			80,000.00
Fuel and Lubricants	51,641.24	56,623.00	113,769	4,981.76	9%	62,010.88
Repairs and Maintenance	7,463.00	8,865.00	33,295	1,402.00	16%	13,000.74
Office Materials, Consumables &	14,298	16,002	35,490	1,706.19	11%	62,368.99
Consultancy services/Audit/Studies	68,432	68,432	74,548		0%	70,547.71
Specialized Materials and Services					0%	
Education and Training Related			3,000.0		0%	27,600.00
Other General Expenses & Arrears	31,053.20	33,060.00		-2,006.80	0.06	32,625.00
Workshop, Conference, Seminars	17,724.00	33,440.00				
GRAND TOTAL	299,087	337,575	406,352	(38,487.52)	-11%	394,825.88

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Puchu L. Bernard ph.D

Director-General/CSA

11/17/2020

Date

Komasah K. Sherman



Comptroller

11/17/2020

Date

1-8-

2017

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 2017 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

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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 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 2017) exchange rate for the Liberian Dollar was LD per 111.12 to US 1.00

(c) Reporting Period

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The reporting period for these financial statements is the financial 2015/16 year of the Government, which runs from 1st July 2016 to the 30th June 2017

(d) Payments by Third Parties

Civil Service Agency also benefits from goods and services purchased on its behalf as a result of cash payments made by third parties during the period by way of loans and contributions. The payments made by other Government Units (Government Projects) and the Third Parties do constitute cash receipts or payments by *Civil Service Agency* do benefit it. They are accounted for by PFMU.

(e) Receipts

Receipts represent cash received by *Civil Service Agency* the financial period, comprising Authorised allocations/appropriations, Grants and other receipts. Receipts are recognized as follows:

(i) Authorized Allocations/Appropriations

Authorized Allocations are recognized when they are received and under the control of the *Civil Service Agency*.

(ii) Grants

Grants are recognized when received. Similarly, grants/transfers to other entities of Government are recognized when disbursement is made.

(iii) Other Receipts

Other Receipts are fees/charges collected and proceeds from sales of designated services by the *Civil Service Agency*. Sales of services are recognized in the period in which the payment for the service is received and not necessarily when the service is rendered. Other Receipts, whether directly collected by the *Civil Service Agency* or collected by another entity on its behalf is recognized when received and under its control.

(f) Expenses

In general, all expenses are recognised in the statement of Cash Receipts and Payments when paid for.

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(g) Property, Plant and Equipment (physical assets or fixed assets)

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

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investments in short-term money market instruments. Cash included in the statement of cash receipts and payments comprise the following amounts:

SUPPLEMENTARY DISCLOSURES

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

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

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STATEMENT OF CASH RECEIPTS AND PAYMENTS
 (ALL PUBLIC FUNDS)
FOR THE FINANCIAL QUARTER ENDED 30th June 2018)
 RECEIPTS BY TYPE AND PAYMENTS CLASSIFICATION BY NATURE

FUNDS/ACCOUNTS DESCRIPTION	REPTS	FOR THE FINANCIAL QUARTER ENDED 30 SEPTEMBER 2017			FOR THE FINANCIAL QUARTER ENDED 30th SEPTEMBER 2017		
		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 \$	US \$	US \$	US \$	US \$	US \$
OPERATIONAL FUND							
RECEIPTS							
Authorized Allocation/Appropriation	4	8,663.41	4,732,512.29			1,138,046.09	
Other Receipts	5						
External Assistance:							
Other Grants and Aid	6						
Total Receipts - Operational Fund		8,663.41	4,732,512.29	-	-	1,138,046.09	-
PAYMENTS							
Operations:							
Wages, Salaries and Employee Benefits	7		4,587,731.55			962,850.42	
Supplies and Consumables	8		144,780.74			175,195.67	
TRANSFERS:	9						
Other transfer payments							
CAPITAL EXPENDITURES:	10						
Purchase/Construction of Property, plant and Equipment							
Total Payments - Operational Fund		-	4,732,512.29	-	-	1,138,046.09	-
Increase/(Decrease) in Cash		8,663.41	-	-	-	-	-
Cash at the beginning of the period							
Foreign currency translation difference							
Cash at the End of the year - Operational Fund		8,663.41	-	-	-	-	-
CAPITAL DEVELOPMENT FUNDS (DONOR FINANCED PROJECTS)							
RECEIPTS							
External Assistance:	11						
Grants							
Total Receipts - Capital Development Funds		-	-	-	-	-	-
PAYMENTS							
Operations:	12						
Wages, Salaries and Employee Benefits							
Supplies and Consumables							

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