



Promoting Accountability of Public Resources

AUDITOR GENERAL'S REPORT

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

**For the Period July 1, 2017 - June 30,
2018**



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, 2018. 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\$3,148,032.20 were incurred for goods and services without supporting documents.
- Uncommitted cash balances amounting to US\$22,256.84 and L\$1,773,830.23 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.

(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, 2018

Adverse Opinion

We have audited the accompanying financial statement Audit of the Civil Service Agency as at June 30, 2018, 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, 2018, 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\$3,148,032.20 were incurred for goods and services without supporting documents.

Uncommitted cash balances amounting to US\$22,256.84 and L\$1,773,830.23 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.

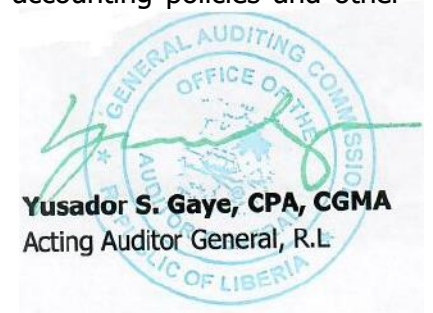
Auditor's Responsibilities for the Audit of the Financial Statements

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.

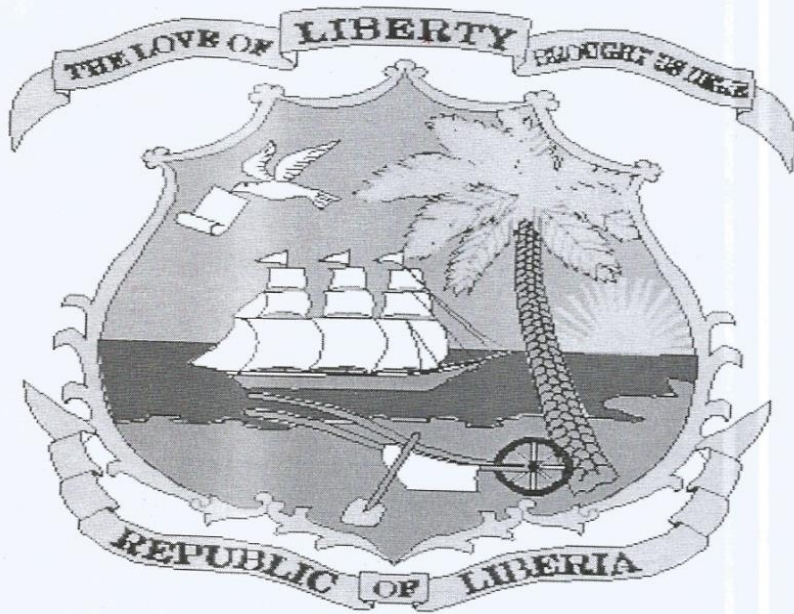
Legal and Regulatory Requirements

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.



Monrovia, Liberia

June 2021



**CIVIL SERVICE AGENCY
GOVERNMENT OF LIBERIA
REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED
JUNE 30, 2018**

Civil Service Agency
Ministerial Complex
Monrovia, Liberia

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

2018

The Report and Financial Statements
For the year ended 30th June 2018
Are presented before audit examination
By the Auditor General for the financial Period 2017/2018

~~Penyal~~
Correct = ✓
Wrong = ✗
Question = ?

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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 M&A Name to be submitted to the Minister of Finance and Development Planning, two months after the end of the financial year 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 Annual 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.



REGINALD M. WADE, Sr. (Rev.)
Acting Director General

CIVIL SERVICE AGENCY

October 16, 2018

Date

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

2018

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.

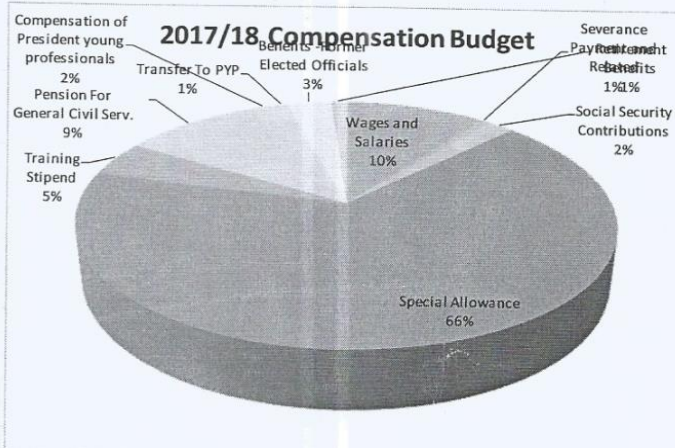
- 2. **The FY2017/18 Approved Budget**
- 3. **Budget 2017/2018**

The National Legislature approved the total US\$22,447,628.00 (Twenty Two Million Four Hundred Forty Seven Thousand, Six Hundred Twenty Eight United States Dollar) as authorized allocations for the Civil Service Agency for the Fiscal year 2017/2018

The amount budgeted for salary and other economic Classifications is US\$22,114,496.00 (Twenty Two Million, One Hundred Fourteen Thousand, Four Hundred Ninety Six United States Dollar) constituting about 98.52 percent of the total budget while the remaining US\$333, 132.00 (Three Hundred Thirty Three Thousand, One Hundred Thirty Two United States Dollar) constituting about 1.48 percent representing Goods and Services.

Summary

Account Title	Original Budget
	FY 2017/18
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Wages, Salaries and other Employee Benefits	
Wages and Salaries	2,154,677
Social Contributions	
Severance Payment and Related	150,626
Social Security Contributions	410,778
Special Allowance	14,684,668
Training Stipend	1,034,760
Pension For General Civil Serv.	2,138,987
Compensation of President young professionals	420,000
Transfer To PYP	170,000
Benefits -Former Elected Officials	700,000
Retirement Benefits	250,000
GRAND TOTAL	22,114,496

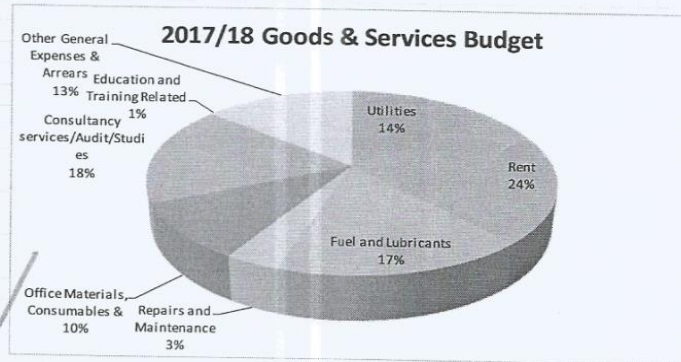


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CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
Report and Financial Statements for the Financial Period ended 30th
June

2018

Account Title	Original Budget
	FY 2017/18
	US\$
<i>Comparative Analysis by Economic Classification</i>	
Supplies and Consumables	
Travel Expenses	
Utilities	45,250
Rent	80,000
Fuel and Lubricants	56,511
Repairs and Maintenance	12,019
Office Materials, Consumables &	37,200
Consultancy services/Audit/Studies	58,893
Specialized Professional Services	
Education and Training Related	3,000.0
Other General Expenses & Arrears	44,150
GRAND TOTAL	333,132



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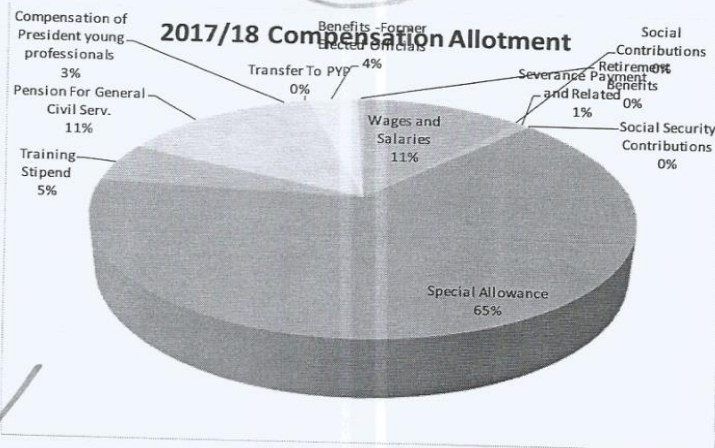
CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
 Report and Financial Statements for the Financial Period ended 30th
 June

2018

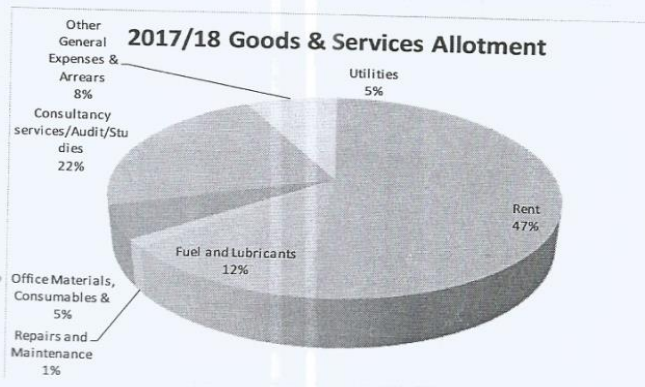
Authorised Appropriation/Allocations

The total allotments received from the Ministry of Finance and Development Planning (MFDP) amounted to US\$19,406,853.00 (Nineteen Million Four Hundred Six Thousand Eight Hundred Fifty Three United States Dollar) Allotment representing Employees' Compensations and other Economic Classifications is US\$19,237,777.00 constitutes about 99.13 percent of the total allotment and the rest 0.87 percent representing allotment for Goods and Services (US\$169,076).

Account Title	Allotment
	FY 2017/18
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Wages, Salaries and other Employee Benefits	
Wages and Salaries	2,154,677
Social Contributions	-
Severance Payment and Related	180,626
Social Security Contributions	-
Special Allowance	12,411,055
Training Stipend	1,020,760
Pension For General Civil Serv.	2,138,987
Compensation of President young professionals	498,750
Transfer To PYP	65,750
Benefits -Former Elected Officials	674,863
Retirement Benefits	92,309
GRAND TOTAL	19,237,777



Account Title	Allotment
	FY 2017/18
	US\$
<i>Comparative Analysis by Economic Classification</i>	
Supplies and Consumables	
Travel Expenses	
Utilities	7,487.00
Rent	80,000.00
Fuel and Lubricants	20,185.88
Printing and Maintenance	2,183.00
Office Materials, Consumables & Repairs and Maintenance	4,688.00
Consultancy services/Audit/Studies	37,272.00
Specialized Materials and Supplies	
Education and Training Related	
Other General Expenses & Arrears	13,991.88
GRAND TOTAL	169,076



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

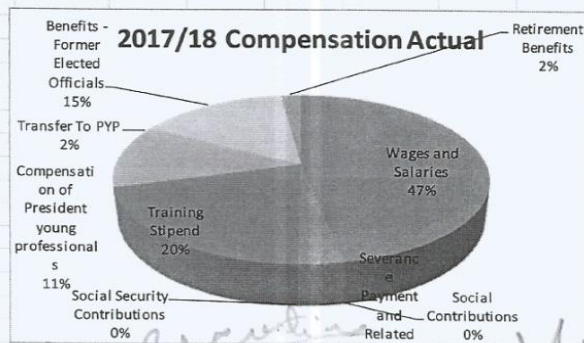
2018

Handwritten: Variance 97.18%

a. Employee benefits

The total amount spent on Employees Benefits and other Economic Classifications in the tone of US\$4,587,732.00 (Four Million Five Hundred Eighty Seven Thousand, Seven Hundred Thirty Two United States Dollar) constituting about 97.18 percent of the total expenditure for the period under review.

Account Title	Actual
	FY 2017/18
	US \$
<i>Comparative Analysis by Economic Classification</i>	
Wages, Salaries and other Employee Benefits	
Wages and Salaries	2,154,177
Social Contributions	-
Severance Payment and Related	150,528
Social Security Contributions	-
Special Allowance	-
Training Stipend	931,387
Pension For General Civil Serv.	-
Compensation of President young professionals	498,620
Transfer To PYP	65,750
Benefits -Former Elected Officials	694,862
Retirement Benefits	92,309
GRAND TOTAL	4,587,732



Handwritten: GAC Recurring 4,587,731.00 Variance #1.00

The amount of US\$ 133,222.00 (One Hundred Thirty Three Thousand Two Hundred Twenty Two United States Dollar) constituting about 2.82 percent of the total expenditure for the period under review was spent on Goods and Services.

1. Fuel :
 - Fuel and Lubcant Veh. 7,770.20
 - Fuel and Lub Gen. 6,751.76
 - Total Fuel.....14, 521.96**
 - Operational Expense..... 413.17
 - Rent80, 000.00
2. Consultancy.....37,271.74
3. Utilities/water.....1,015.00

Handwritten: Total Variance for goods & services = \$1,138

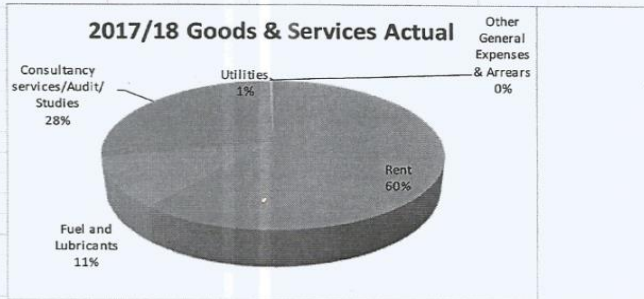
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CIVIL SERVICE AGENCY, GOVERNMENT OF LIBERIA
 Report and Financial Statements for the Financial Period ended 30th
 June

2018

Account Title	Actual
	FY 2017/18
	US\$
<i>Comparative Analysis by Economic Classification</i>	
<i>Supplies and Consumables</i>	
Travel Expenses	
Utilities	1,015.00
Rent	80,000.00
Fuel and Lubricants	14,521.96
Repairs and Maintenance	
Office Materials, Consumables &	
Consultancy services/Audit/Studies	37,272
Specialized Materials and Services	
Education and Training Related	
Other General Expenses & Arrears	415.12
GRAND TOTAL	133,222



a. **Goods and Services**

b. **Purchase of Capital Items**

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

GAC
 133,221.87
 Monia 0.13

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**

There are no outstanding commitments for the period under review .

6. **Cash Balances**

The cash balance for the period under review is US\$8,250.24 at the rate of 1 US\$ to LRD 138.27.

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

5 Outstanding Commitments

There are no outstanding Commitments for the period under review.

6. Cash Balances

The cash balance as indicated in the table below reflects Cash balance of US\$8,250.00 (Eight Thousand Two Hundred Fifty United States Dollar for the period under review.

Exchange Rate

138.27

111.12

Regniald M. Wede, Sr. (Rev.)

Acting Director General

Revised Oct. 16, 2018

Date:

Varny Boakia

Comptroller

~~*[Signature]*~~

Date: *Oct 16, 2018*

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

FUND/ACCOUNTS DESCRIPTION	NOTES	FOR THE FINANCIAL PERIOD ENDED 30th June 2018			FOR THE FINANCIAL PERIOD ENDED 30th June 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	4,720,953.42			1,138,046.09	
Other Receipts	5						
External Assistance:							
Other Grants and Aid	6		-			-	
Total Receipts - Operational Fund		8,663.41	4,720,953.42	-	-	1,138,046.09	-
PAYMENTS							
Operations:							
Wages, Salaries and Employee Benefits	7		4,587,731.55			962,850.42	
Supplies and Consumables	8	413.14	133,221.87			175,195.67	
TRANSFERS:	9						
Other transfer payments			-				
CAPITAL EXPENDITURES:	10						
Purchase/Construction of Property, plant and Equipment			-			-	
Total Payments - Operational Fund		413.14	4,720,953.42	-	-	1,138,046.09	-
Increase/(Decrease) in Cash		8,250.27	-	-	-	-	-
Cash at the beginning of the period							
Foreign currency translation difference							
Cash at the End of the year - Operational Fund		8,250.27	-	-	-	-	-
CAPITAL DEVELOPMENT FUNDS (DONOR FINANCED PROJECTS)							
RECEIPTS							
External Assistance:	11						
Grants							

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

FUND/ACCOUNTS DESCRIPTION	NOTES	FOR THE FINANCIAL PERIOD ENDED 30th June 2018			FOR THE FINANCIAL PERIOD ENDED 30th June 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 \$
Total Receipts - Capital Development Funds		-	-	-	-	-	-
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			-		-		
Total Payments - Capital Development Funds		-	-	-	-	-	-
Increase/Decrease in Cash		-	-	-	-	-	-
Cash at the beginning of the year							
Foreign currency translation difference							
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	8,250.27	-	-	-	-	-

STATEMENT OF CASH POSITION (ALL PUBLIC FUNDS)

AS AT -30th June 2018

		Notes	As at 30th June 2018	As at 30 June 2017	Change in Cash Balances
Cash/Bank Account Details	Currency Held In	15	US \$	US \$	US \$
OPERATIONAL FUND					
Petty Cash A/c 1	LRD				-
Total held in petty cash:			-	-	-
Bank Accounts					
CBL/ CSA Operational Account	USD		1,385.78	150.78	1,235.00
CBL/ CSA Operational Account	LRD		949,148.55	206,240.44	742,908.11
Total held in Bank Accounts:			8,250.24	1,973.82	7801.853266
Total Cash and Bank Balances at the end of the period (Operational Fund):			8,250.24	1,973.82	7,801.85
CAPITAL DEVELOPMENT FUNDS (DONOR FINANCED PROJECTS)					
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			8,250.24	1,973.82	7,801.85

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NOTE 4 - COMPARATIVE
ANALYSIS OF ESTIMATED
AND ACTUAL

	Column1	Column2	Column3	Column4	Column5	Column6
	Actual	Allotment	Original Budget	Difference: Allotment and Actual	Percentage Variance	Actual
	FY 2017/18	FY 2017/18	FY 2017/18	FY 2017/18	FY 2017/18	FY 2016/17
	US \$	US \$	US \$	US \$	%	US \$
Employee Compensation	4,587,731.55	19,237,777.00	22,114,496.00	(14,650,045.45)	-76%	792,850.42
Goods and Services	144,780.74	169,076.00	333,132.00	24,295.26	14%	175,196.00
Capital Expenditure				-	0%	
TOTAL RECEIPTS	4,732,512.29	19,406,853.00	22,447,628.00	14,674,340.71	76%	968,046.42

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NOTE 7 - COMPARATIVE ANALYSIS OF ESTIMATED AND ACTUAL PAYMENTS MADE DURING THE PERIOD ENDED June 2018

Account Title	Actual		Original Budget	Difference: Allotment and Actual	% Variance	Actual 2
	FY 2017/18	FY 2017/18				
	US \$	US \$	US \$	US \$	%	US \$
<i>Comparative Analysis by Economic Classification</i>						
Wages, Salaries and other Employee Benefits						
Wages and Salaries	2,154,177	2,154,677	2,154,677	500	0%	421,747.75
Social Contributions	-	-	-	-	0%	-
Severance Payment and Related	150,626	180,626	150,626	30,000	17%	71,900.00
Social Security Contributions	-	-	410,778	-	0%	-
Special Allowance	-	12,411,055	14,684,668	-	0%	-
Training Stipend	931,387	1,020,760	1,034,760	-	0%	-
Pension For General Civil Serv.	-	2,138,987	2,138,987	-	0%	-
Compensation of President young professionals	498,620	498,750	420,000	-	0%	-
Transfer To PYP	65,750	65,750	170,000	-	-	170,000.00
Benefits -Former Elected Officials	694,862	674,863	700,000	(19,999)	-3%	292,103
Retirement Benefits	92,309	92,309	250,000	-	-	87,100
GRAND TOTAL	4,587,732	19,237,777	22,114,496	✓	0%	792,850.42

GAC Re Allocation
 7,796,850.75
 CSA
 792,850.42
 Wages: 170,000

GAC Re Allocation?
 = 4,587,732.~
 Therefore, it has
 a variance of
 \$1.00 which is
 not material

NOTE 8 - COMPARATIVE ANALYSIS OF ESTIMATED AND ACTUAL PAYMENTS MADE DURING THE PERIOD ENDED 30th June 2018

Account Title	Actual	Allotment	Original Budget	Difference: Allotment and Actual	% Variance	Actual 2
	FY 2017/18	FY 2017/18	FY 2017/18	FY 2017/18	FY 2017/18	FY 2016/17
	US \$	US \$	US \$	US \$	%	US \$
<i>Comparative Analysis by Economic Classification</i>						
Supplies and Consumables						
Travel Expenses					0%	
Utilities		7,453.00	46,251		0%	4,961
Rent	80,000.00	80,000.00	80,000			80,000.00
Fuel and Lubricants	14,509.00	20,183.00	56,511		0%	
Repairs and Maintenance		2,183.00	12,019	2,183.00	100%	7,910.00
Office Materials, Consumables &		8,985	32,307		0%	9,433
Consultancy services/Audit/Studies	37,272	37,272	58,893	0.26	0%	46,432
Specialized Materials and Services					0%	
Education and Training Related			3,000.0		0%	
Other General Expenses & Arrears	13,000.00	13,000.00	44,151			26,460
GRAND TOTAL	144,781	169,076	333,132	(24,295.26)	-14%	175,196.0

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