

Management Letter



On the Financial Statement Audit of the Rural Community Finance Project (RCFP)

For the Period July 1, 2020 to June 30, 2021



Promoting Accountability of Public Resources

**P. Garswa Jackson Sr. ACCA, CFIP, CFC
Auditor General, R. L.**

Monrovia, Liberia
December 2021

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ACRONYM

Acronym/Abbreviation/Symbol	Meaning
AA	Administrative Assistance
AG	Auditor General
ACCA	Association of Certified Chartered Accountant
AWPB	Annual Work Plan and Budget
CBL	Central Bank of Liberia
COSO	Committee of Sponsoring Organizations of the Treadway Commission
CPA	Certified Public Accountant
CQS	Consultant Qualification Selection
DSA	Daily Sustenance Allowance
FC	Financial Comptroller
GAC	General Auditing Commission
IFAD	International Fund for Agriculture Development
ICB	International Competitive Bidding
ICS	Individual Consultant Selection
ITB	Invitation to Bid
ISSAI	International Standards of Supreme Audit Institutions
JRCPV	Journal Cash Payment Voucher
JV	Journal Voucher
LCS	Least Cost Selection
LRA	Liberia Revenue Authority
MOA	Ministry of Agriculture
NCB	National Competitive Bidding
PC	Project Coordinator
PIU	Project Implementation Unit
RCFI	Rural Community Finance Institution
RCFP	Rural Community Finance Project
RFQ	Request for Quotation
RL	Republic of Liberia
TA	Travel Authorization
TASU	Technical Assistant and supervision Unit
US\$	United States Dollars

December 30, 2021

Hon. Jeanine Milly Cooper
Minister Ministry of Agriculture
New Ministerial Complex, Congo Town
Montserrado County, Liberia

Dear Hon. Cooper:

RE: Management Letter on the Financial Statement Audit of the Rural Community Finance Project (RCFP) for the Fiscal Period July 1, 2020 to June 30, 2021.

The financial statements of the Rural Community Finance Project (RCFP) are subject to audit by the Auditor-General in terms of Section 2.1.3 of the General Auditing Commission (GAC) Act of 2014 as well as in accordance with the Term of Reference of the Project Financing Agreement.

Introduction

The audit of the Rural Community Finance Project (RCFP) for the period ended June 30, 2021 was completed; and the purpose of this letter is to bring to your attention the findings that were revealed during the audit.

Scope and Determination of Responsibility

The audit was conducted in accordance with the International Standards of Supreme Audit Institutions (ISSAIs). These standards require that the audit is planned and performed so as to obtain reasonable assurance that, in all material respects, fair presentation is achieved in the annual financial statements.

An audit includes:

- Examination on a test basis of evidence supporting the amounts and disclosures in the financial statements;
- Assessment of the accounting principles used and significant estimates made by management; and
- Evaluation of the overall financial statement presentation.

An audit also includes an examination, on a test basis, of evidence supporting compliance in all material respects with the relevant laws and regulations which came to our attention and are applicable to financial matters.

The matters mentioned in this letter are therefore those that were identified through tests considered necessary for the purpose of the audit and it is possible that there might be other matters and/or weaknesses that were not identified.

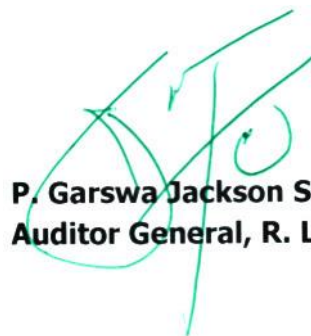
The financial statements, maintenance of effective control measures and compliance with laws and regulations are the responsibility of the Project Management. Our responsibility is to express our opinion on these financial statements.

The audit findings that were identified during the course of the audit are included below.

Thank you as we strive to promote accountability, transparency and good governance across the Government of Liberia.

APPRECIATION

We would like to express our appreciation for the courtesy accorded and assistance rendered by the staff of the IFAD Project Implementation Unit (PIU) of the Ministry of Agriculture (MoA) during the audit.



**P. Garswa Jackson Sr. ACCA, CFIP, CFC
Auditor General, R. L.**

Monrovia, Liberia
December 2021

1 DETAIL FINDINGS AND RECOMMENDATIONS

1.1.1 Irregularities Associated with Local Travel

Observation

- 1.1.1.1 Chapter 6.3 paragraph 314 of the Finance and Administrative Procedures Manual requires that expenditure is incurred by the project at three different levels: (i) at the level of the PIU, (ii) at the Level of TASU and, (iii) at the level of CBL. At each of these levels project expenditures are initiated by a request prepared/signed by the requesting staff and indicating the nature of the expenditure and other relevant information, the amount, AWPB activity, and the transaction coding. Expenditure requests may take the form of a purchase requisition (for the procurement of goods, works or services), a request for temporary assistance (for the engagement of temporary personnel or individual consultants), the monthly payroll statement (for the salaries of PIU staff) or a travel authorization (for official missions).
- 1.1.1.2 Additionally, Chapter 2.6 paragraph 81 of the Finance and Administrative Manual requires that the total amount of the DSA will be given to the traveler by check before departure, and reported in the second part of the Travel Authorization (TA) along with the date and reference of the payment. Once the arrangements are completed and payments are made, the traveler is required to sign the TA to acknowledge receipt of the payments. A copy of the signed TA is kept for the accounts, and the traveler is given the original along with the air ticket and hotel details (if applicable). For in-country travel, the traveler must have the original TA signed and stamped upon arrival and departure by the head of each entity visited, as proof of their travel.
- 1.1.1.3 It was observed during the period under audit that the PIU Management disbursed travel advance amounting to US\$ 15,460.00 for gender training in Gbarnga without evidence of an approved travel authorization for the trip on November 28, 2020.
- 1.1.1.4 We further observe that there was no evidence that the travelers signed the Travel Authorization Form for the trip on June 26, 2020. **See table 4 below for detail.**
- 1.1.1.5 Also, a review of supporting documentation on the payment vouchers revealed that TASU staff DSA were paid in cash instead of check as required by the RCFP Finance and Administrative Procedure Manual.

Table 4: Payment of Travel Advance without Travel Authorization

No	Voucher No	Date	Payee	Details	Amount
1.	306	6/26/2021	Ophelia Okia Roberts	IB Ck#:00000236, payments of fund for RCFI Managers and TASU FA DSA for the gender training in Gbng	7,526.00

No	Voucher No	Date	Payee	Details	Amount
2.	195	11/28/2020	Edwina Williams	IB Check#:00000155, Pmt to RCFP/TASU IT Officer for onward Out of Pocket pmt to the RCFIs/Ganta BDCB	7,934.00.00
Total					15,460.00

Risk

- 1.1.1.6 Cash disbursement of DSA to project staff instead of issuances of check may lead to misappropriation of project funds.
- 1.1.1.7 Making payment of DSA to staff without an approved Traveling Authorization could lead to misappropriation and abuse of funds.

Recommendation

- 1.1.1.8 The RCFP Management should ensure checks are issued for all travel related transactions.
- 1.1.1.9 The RCEP Management should facilitate the approval of all Travel Authorization Forms before the payment are made to staff.

Management Response

- 1.1.1.10 *Recommendation acknowledged. Advance was made to staff for delegates coming from different locations to attend the training. Going forward, Travel authorization forms will be prepared for Staff before payments are made.*

Auditor General's Position

- 1.1.1.11 We acknowledge Management's acceptance of our findings and recommendations. We will make a follow-up during subsequent audit.

1.1.2 Receiving and Inspection Report

Observation

- 1.1.2.1 Section 5.9 paragraph 273 of the Finance and Administrative Procedures Manual states that Upon receipt of goods procured by way of a goods contract, the accountant and the requesting staff conduct a detailed inspection of the goods before acceptance. They immediately fill out a receiving & inspection report (RIR – see model in Annex 5.1), indicating the contract number and whether all goods ordered were received and in what condition. In case of a problem (damaged or missing goods), the accountant notes the details on the RIR. The accountant keeps a copy of the RIR and sends the original to the Procurement Officer who handles the claim against the freight carrier, the insurance company and/or the supplier under the supervision of the PC. S/he also inputs the date and number of the RIR in the TOMMARCHE and files it in the procurement file.

- 1.1.2.2 It was observed during the period under audit that the PUI Management made several payments amounting to US\$ US\$117,455.00 without evidence of a Receiving and Inspection Report (RIR). **See annexure 1 for detail**

Risk

- 1.6.1.1 In the absence of Receiving and Inspection Report, the completeness and existence of goods procured may not be assured.

Recommendation

- 1.1.2.3 The Management of the PIU should ensure that the Receiving and Inspection Report is prepared for all goods procured to validate the completeness and existence of the transactions.

Management Response

- 1.1.2.4 *Management acknowledged recommendation. Goods procured are received and verified by Administrative Assistant, Accountant along with Internal Auditor who signs off on the delivery notes to certified that goods have been fully delivered and physically verified. Management have reinforced the use of Receiving and Inspection Report going forward as evidence attached (MR 4).*

Auditor General's Position

- 1.1.2.5 We acknowledge Management's acceptance of our findings and recommendation. We will make a follow-up during subsequent audit.

1.1.3 Risk and Compliance Officer

Observation

- 1.1.3.1 Paragraph 17 of the Internal Integrated Framework, published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO) indicates that in most cases, the board of head of public entity is ultimately responsible for determining whether management has implemented effective internal control including monitoring. The institution makes this assessment by (a) understanding the risks the organization faces and (b) Gaining an understanding of how senior management imagines or mitigates those risk that are meaningful to the organization objectives. Obtaining this understanding includes determining how management supports its beliefs about the effectiveness of the internal control system in those areas.

- 1.1.3.2 It was observed during the period under audit that there was no evidence the twelve (12) RCFI's have in their employ a Risk and Compliance Officer to validate transactions.

Risk

- 1.1.3.3 The lack of a Risk and Compliance Officer may prevent the identification of gaps in the operational procedures at the RCFIs and provide suggestions for improvement of project's systems and control environments, operations and programs.

Recommendation

- 1.1.3.4 The TASU Management should ensure that all the RCFIs employ a Risk and Compliance Officer.
- 1.1.3.5 The TASU should ensure that the Risk and Compliance Officer is fully functional evidenced by the conduct of audits and issuance of periodic reports.

Management Response

- 1.1.3.6 *Recommendation acknowledged. However, management will review the budget of TASU for budgetary allocation to accommodate the recommendation.*

Auditor General's Position

- 1.1.3.7 We acknowledge Management's acceptance of our findings and recommendation. We will make a follow-up during subsequent audit.

1.1.4 Fixed Assets Irregularities

Observation

- 1.1.4.1 Chapter 4.2 paragraph 163 of the Finance and Administrative Procedures Manual provides that as soon as a fixed asset is received and the supplier's invoice is approved, the AA captures the asset in the TOMPRO system, using the information on the invoice as source data. The asset "order number" is automatically generated by the system and the following data are input into the system by the AA:
- Asset description (wording)
 - Quantity purchased and unit price (the system automatically displays the total value)
 - Asset identification number or serial number (if applicable)
 - Installation (or implementation) date
 - Name of supplier
 - Supplier Invoice number and date
 - Asset location / User name
 - Budget and analysis codes (including financing levels and agreements)
 - Asset code (see details in paragraph 177)
 - Financier
- 1.1.4.2 The assets register (**see Annex 4.a**) and individual asset cards may be printed at any time.
- 1.1.4.3 During the audit several anomalies were noted with the maintenance and management of RCFP fixed assets. We observed following discrepancies:
- that fixed assets procured by the Project Management during the period under audit were not recorded in the Fixed Asset Register. **See annexure 2 for detail.**
 - fixed assets value at US\$ 100,175.00 recorded in the fixed assets register could not be verified. **See table 8 below for detail.**

- The condition of some fixed asset as observed during the verification exercise were not updated in the fixed asset register. **See table 9 below for detail.**
- six (6) cubical, (6) chairs and two (2) 12000 BTU air conditionals procured under the GOL/CBL Contribution were not coded and recorded in the fixed asset register. **See exhibit1 for details.**

Table 8: Asset on the Fixed Asset Register that could not be Verified

No.	Location	Item	Coding	Cost in US\$
1.	TASU Office	Toyota Land Cruiser	TASU/IFAD/RCFI/CBL/PICKUP – serial# JTEBB-7IJ50B005 - 648, plate# LB-2742	44,250
2.	TASU Office	Toyota Land Cruiser	TASU/IFAD/RCFI/CBL/PICKUP – Serial# JTEBB – 7IJ50B005 – 858, Plate# LB-2745	44,250

No.	Location	Item	Coding	Cost in US\$
3.	TASU Office	Office Desk with drawer	TASU/IFAD/RCFI/Off. Desk/003	175
4.	TASU Office	Laptop computer	RCFP/IFAD/LAPTOP/003 – serial#- SN#5CG83 – 348WO	1,800
5.	TASU Office	Laptop computer	RCFP/IFAD/LAPTOP/004 – serial#- SN#5CG84 – 0453j	1,800
6.	TASU Office	Laptop computer	RCFP/IFAD/LAPTOP/005	1,800
7.	TASU Office	Laptop computer	RCFP/IFAD/LAPTOP/007 – serial #- SN#5CG84-03YG2	1,800
8.	TASU Office	Laptop computer	RCFP/IFAD/LAPTOP/008	1,800
9.	TASU Office	Laptop computer	RCFP/IFAD/LAPTOP/009 – serial#- SN#5CG84 – 1005B	1,800
10.		Conference Table	RCFP/TASU/IFAD/Con. Table/004	700
Total				100,175.00

Table 9: Asset Condition not Updated in the Fixed Asset Register

No.	Location	Item	Coding	Cost In US\$
1	TASU Office	Visitor chair	RCFP/TASU/IFAD/v. chair/013	45
2	TASU Office	Visitor chair	RCFP/TASU/IFAD/v. chair/004	45
3	TASU Office	Flip Chart Stand	RCFP/IFAD/Flip Chart Stand/001	n/a
Total				90.00

Risk

- 1.1.4.4 Failure to properly account for fixed assets could lead to theft and misapplication of project assets.
- 1.1.4.5 Fixed Asset Register may be understated which may lead to misappropriation or theft.

Recommendation

- 1.1.4.6 The PIU Management should ensure fixed assets register is periodically updated as prescribed by the Chapter 4.2 paragraph 163 of the Finance and Administrative Procedures Manual.
- 1.1.4.7 Management should also account for fixed assets that were not verified during the physical inspection of the project assets.
- 1.1.4.8 Management should conduct periodic fixed asset count and/or verification to determine the current condition and location of the project asset.

Management Response

- 1.1.4.9 *At the time of GAC verification, the two vehicles were in the field during the RCFP Mission. However, they are now back at the office and can be verified. Also, most of the staff assigned with laptops were in the Field with IFAD Team during GAC physical verification and therefore could not be accessed. We are pleased to inform you that the staff are back from the field and these assets can be verified. We are taking them your office for verification. Going forward, Management will ensure that fixed assets register is periodically updated and physical count conducted.*

Auditor General's Position

- 1.1.4.10 We acknowledged management acceptance of our findings and recommendation. However, we will like to emphasis the following:
- To date most of the asset not seen during the physical verification exercise are yet to be available for inspection by the auditee.
 - Management provision of assets after physical verification period does not guarantee Management effective control of the assets, especially where the location of the asset is unknown during the verification period. Going forward, all movement of assets should be authorized and/or updated in the asset register.
 - Further, all fixed asset verification activities should be adequately documented and filed to facilitate future review.

2 Status on the Implementation of Prior Year Audit Recommendation

Recommendations conveyed during financial statement audit of Rural Community Finance Project (RCFP) for the fiscal period ended June 30, 2020 are yet to be implemented or implemented by Management of the PIU as indicated in the Table below:

Prior-year audit matters not implemented

Paragraph No.	Source of the finding	Particulars of paragraph	Recommendation	Status of Implementation
1.1.1	Final Management Letter	Request for Quotation	The RCFP Management should provide material justification for failure to apply the required procurement procedures.	Implemented
1.1.2	Final Management Letter	Supporting Documentation	The RCFP Managements should provide justification for making payments to businesses that had no valid tax clearance and business registration.	Implemented
1.2.1	Final Management Letter	Off-site Backup system	The TASU Management going forward, should ensure that all of the RCFIs/MC2 establish an off-site backup system in a remote location.	Pending
1.2.2	Final Management Letter	Approved Operational and Accounting Manual	The TASU Management should ensure that all RFCP develop and approved an Operational and Accounting Policy Manual to guide the operation of the RCFI.	Implemented

3 ANNEXURE

Annexure 1: No Receiving and Inspection Report

No.	Voucher No.	Date	Payee	Details	Amount In US\$
1.	B 0324 (0000279)	10/30/2020	Office Express	Supply of computers and accessories for RCFP-RCFIs	42,780.00
2.	Invoice# 0000226	8/3/2020	Office Express	Supply of high-quality desktops for Rural Community	18,000.00
3.	Invoice # 13599(0000338)	2/1/2021	city center	Supply of office furniture for RCFIs	17,660.00
4.	Invoice #1358(0000338)	2/1/2021	city center	Supply of office Three sited visitor chairs RCFIs	12,925.00
5.	0361	4/6/2021	city center	CK#01245191 PAYMENT TO CITY CENTER FOR THE SUPPLIED OF OFFICE FURNITURE FOR 12 RCFI	9,400.00
6..	0364	4/13/2021	Class Stationery Supplies	CK#01245194 PAYMENT TO CLASS STATIONERY SUPPLIES FOR THE SUPPLIED OF 12 CASH COUNTING MACHINES RCFI	6,000.00
7.	0393	6/10/2021	United Office Supplies	CK#01245218 PAYMENT TO UNITED OFFICE SUPPLIES FOR THE SUPPLIED OF OFFICE EQUIPMENT FOR TASU OFFICE	4,500.00
8	0000202	7/8/2020	Class Stationery Supplies	CK#01245029 PAYMENT TO CLASS STATIONERY SUPPLIES FOR THE SUPPLY OF AIR CONDITIONER AND ONE SAFE TASU	2,300.00
9	0000271	10/13/2020	Liberty Trading Company	CK#01245103 PAYMENT TO LIBERTY TRADING COMPANY FOR THE SUPPLIED OF FIREPROOF SAFE FOR TOTOTA RCFI	1,500.00
10	0373	4/29/2021	Class Stationery	CK#01245199 PAYMENT TO CLASS STATIONERY FOR THE SUPPLIED OF FIREPROOF SAFE FOR RCFP-TASU OFFICE	1,485.00
11	0000215	8/11/2020	Office Express	CK#01245043 PAYMENT TO OFFICE EXPRESS FOR THE SUPPLIED OF 13PCS OF TECNO T301 SPEAKER MICROPHONE	1,065.00
Total					117,455

Annexure 2: Fixed Assets Not Found on the Fixed Assets Register

No.	Location	Coding
1.	TASU Office	RCFP/IFAD/Printer/003
2.	TASU Office	RCFP/IFAD/Printer/002
3.	TASU Office	RCFP/IFAD/Cabinet/single door/001
4.	TASU Office	RCFP/IFAD/Double corkboard/003
5.	TASU Office	RCFP/IFAD/Double corkboard/001
6.	TASU Office	RCFP/IFAD/ICE BOX/001
7.	TASU Office	RCFP/IFAD/EXE. DESK/001
8.	TASU Office	RCFP/IFAD/Office Desk/001
9.	TASU Office	RCFP/IFAD/Safe/001
10.	TASU Office	RCFP/IFAD/Filing Cabinet/single Door/001
11.	TASU Office	RCFP/IFAD/Flip chart Stand/001
12.	TASU Office	RCFP/IFAD/Flip chart Stand/002
13.	TASU Office	RCFP/IFAD/Pro. Screen/001
14.	TASU Office	RCFP/IFAD/Com. Table/01
15.	TASU Office	RCFP/IFAD/Speaker/001
16.	TASU Office	RCFP/IFAD/Swinging Chair/002
17.	TASU Office	RCFP/IFAD/Visitor Chair/005
18.	TASU Office	RCFP/IFAD/Shredder/001
19.	TASU Office	RCFP/IFAD/Microwave/001
20.	TASU Office	RCFP/IFAD/Switch/001
21.	Foya Office	RCFP/IFAD/RCFI/Off. Desk/acct./002
22.	Foya Office	RCFP/IFAD/RCFI/Desktop/com/006
23.	Foya Office	RCFP/IFAD/RCFI/Desk/012
24.	Foya Office	RCFP/IFAD/RCFI/Cus. Chair/007
25.	Foya Office	RCFP/IFAD/RCFI/V. chair/003
26.	Foya Office	RCFP/IFAD/RCFI/V. chair/044
27.	Foya Office	RCFP/IFAD/RCFI/V. chair/013
28.	Foya Office	RCFP/IFAD/RCFI/loan OFF. Desk/002
29.	Foya Office	RCFP/IFAD/RCFI/Laptop/012
30.	Foya Office	RCFP/IFAD/RCFI/Cash Counting Machine/006
31.	Kolahun	
32.	Kolahun Office	RCFP/IFAD/Router/007
33.	Kolahun Office	RCFP/IFAD/Desk/007
34.	Kolahun Office	RCFP/IFAD/RCFI/Cash Counting/Maching/007
35.	Kolahun Office	RCFP/IFAD/RCFI/V. Chair/004
36.	Kolahun Office	RCFP/IFAD/RCFI/V. Chair/002
37.	Kolahun Office	RCFP/IFAD/RCFI/V. Chair/019
37.	Kolahun Office	RCFP/IFAD/RCFI/V. Chair/027
39.	Kolahun Office	RCFP/IFAD/RCFI/Desktop Com./007
40.	Zorlayea Office	RCFP/IFAD/RCFI/Desktop/Com/008
41.	Totota Office	RCFP/IFAD/RCFI/V. Chair/020
42.	Totota Office	RCFP/IFAD/RCFI/V. Chair/026
43.	Totota Office	RCFP/IFAD/RCFI/V. Chair/021

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No.	Location	Coding
44	Totota Office	RCFP/IFAD/RCFI/V. Chair/014
45	Totota Office	RCFP/IFAD/RCFI/Router/002
46	Totota Office	RCFP/IFAD/RCFI/Hard Drive/004
47	Totota Office	RCFP/IFAD/Laptop/Com/014
48	Gbehley-geh Office	RCFP/IFAD/RCFI/Desktop Com./094
49	Gbehley-geh Office	RCFP/IFAD/RCFI/Desktop Com./004 – CNC737NZ99
50	Gbehley-geh Office	RCFP/IFAD/RCFI/Office Chair/01
51	Gbehley-geh Office	RCFP/IFAD/RCFI/V. Chair/045
52	Gbehley-geh Office	RCFP/IFAD/RCFI/V. Chair/005
53	Gbehley-geh Office	RCFP/IFAD/RCFI/V. Chair/003
54	Gbehley-geh Office	RCFP/IFAD/RCFI/Manger Cair/005
55	Gbehley-geh Office	RCFP/IFAD/RCFI/Acc. Chair/001
56	Gbehley-geh Office	RCFP/IFAD/RCFI/Desk/004
57	Gbehley-geh Office	RCFP/IFAD/RCFI/Acc. Chair/004
58	Tappita Office	RCFP/IFAD/RCFI/Cus. Desk/001
59	Tappita Office	RCFP/IFAD/RCFI/Router/005
60	Tappita Office	RCFP/IFAD/RCFI/3 in 1 Visitor Chair/046,047 and 046
61	Tappita Office	RCFP/IFAD/RCFI/3 in 1 Visitor Chair/001,030 and 030
62	Tappita Office	RCFP/IFAD/RCFI/3 in 1 Visitor Chair/047,047 and 046
63	Tappita Office	RCFP/IFAD/RCFI/Desktop Computer/005
64	Tappita Office	RCFP/IFAD/RCFI/Exe. Desk/003
65	Tappita Office	RCFP/IFAD/RCFI/Bike/007 – engine #200130B11B/Plate No.0668
66	Tappita Office	RCFP/IFAD/RCFI/Ext. Hard Drive/009
67	Tappita Office	RCFP/IFAD/RCFI/Ext. Hard Drive/010
68	Sanniquele Office	RCFP/IFAD/RCFI/Ext. Hard Drive/003
69	Sanniquele Office	RCFP/IFAD/RCFI/Ext. Hard Drive/006
70	Sanniquele Office	RCFP/IFAD/ROUTER/003
71	Sanniquele Office	RCFP/IFAD/Cash Count. Machine/003
72	Sanniquele Office	RCFP/IFAD/RCFI/Cus. CH/003
73	Sanniquele Office	RCFP/IFAD/RCFI/OFF. DESK ACCT/006
74	Sanniquele Office	RCFP/IFAD/RCFI/DESK/007
75	Sanniquele Office	RCFP/IFAD/RCFI/F.OFF. DESK/002
76	Sanniquele Office	RCFP/IFAD/RCFI/ V. CHAIR/043
77	Sanniquele Office	RCFP/IFAD/RCFI/DESK/005
78	Foya Office	RCFP/IFAD/Laptop. Com/016
79	Totota Office	RCFP/IFAD/RCFI/Cus. Service Desk/016
80	Totota Office	RCFP/IFAD/RCFI/Desk/003
81	Totota Office	RCFP/IFAD/RCFI/Laptop/Com/012
82	Gbehley-geh Office	RCFP/IFAD/RCFI/Off. Desk-ACC/011
83	Gbehley-geh Office	RCFP/IFAD/RCFI/Cus. Service Desk/011
84	Gbehley-geh Office	RCFO/IFAD/RCFI/Cus. Chair/006
85	Tappita Office	RCFP/IFAD/RCFI/Exe. Desk/003
86	Tappita Office	RCFP/IFAD/RCFI/Cus. Service Desk/001
87	Tappita Office	RCFP/IFAD/RCFI/Desk/014



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No.	Location	Coding
88	Tappita Office	RCFO/IFAD/RCFI/Cus. Chair/001
89	Tappita Office	RCFP/IFAD/BIKE/010-serial no. MD625A-F42L1A1-2526-LB-0666
90	Sanniquelle	RCFP/IFAD/BIKE/016-serial no. JYA3HA-0044XA24-5203-LB-0663
91	Sanniquelle Office	RCFP/IFAD/RCFI/TELLER STOOL/001

4 EXHIBIT

Exhibit1: Air Conditional 12000 BTU



Office Chair



Office Cubical

