

REPUBLIC OF BURUNDI
BURUNDI LEADERSHIP TRAINING PROGRAM "BLTP"

FINAL REPORT

Report of Factual for financial statements of the accounts of the Women's Leadership and participation for Peace project executed by the Burundi Leadership Training Program Association, Financial year 2023

SOGES

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FACTUAL OBSERVATIONS RELATING TO A CONTROL OF EXPENDITURE INCURRED BY THE ASBL BURUNDI LEADERSHIP TRAINING PROGRAM UNDER THE GRANT CONTRACT FINANCED BY THE NIMD

Madam the Legal Representative,

The Société Générale de Services "SOGES", an approved member of the Order of Professional Accountants of Burundi (OPC), has signed a service provision contract with ASBL BLTP for the control of expenses incurred within the framework of the Women's Leadership Project and Participation For Peace L4P.

Objective

Our mandate focused on the execution of agreed procedures concerning the control of expenses of the various subsidy contracts concluded between the ASBL BLTP and the Funder NIMD.

It involved the execution of certain defined procedures, the results of which are used by the contracting authority to draw conclusions from the procedures which have been carried out.

The objective of this expenditure control is to enable the auditor to verify that the expenditure declared by the beneficiary in the financial report relating to the action financed under the grant contract was actually incurred (**reality**) and is precise (**accuracy**).) and **eligible**, and to submit to the beneficiary the report on the agreed procedures that have been carried out. Eligibility implies that the funds made available by the Donor have been used in compliance with the terms and conditions of the grant contract.

Standards and ethics

We carried out our mandate in compliance with:

- Terms of reference relating to this mission
 - The audit protocol Strengthening Civil Society (by the letter of 4 May 2023 new audit protocol with reference: MINBUZA-2023.863215 / COPRO 22035.B)''
 - International Standard on Related Services (ISRS) specifically standard 4400 Commitments to perform Agreed Upon Procedures regarding Financial Information, issued by IFAC;
 - Provisions of the Code of Ethics for Professional Accountants published by IFAC.
- And in accordance with the Code of Ethics for professional accountants, published by IFAC and that published by the Order of Professional Accountants of Burundi "OPC".

Although ISRS 4400 does not provide for independence as a criterion for agreed engagements, the auditor has an obligation to comply with the independence requirements of the Code of Ethics for Professional Accountants.

These mainly concern the following criteria:

- Integrity
- Probity
- Confidentiality
- Professional ethics
- Professional competence
- Compliance with standard standards

Procedures performed

As requested, we have only carried out the procedures specified in the terms of reference of this mandate.

The content of these agreed procedures is standard practice and the procedures have been carried out for the sole purpose of helping the lessor to determine whether the expenses declared by the beneficiary in the financial report have actually been incurred (**reality**), are accurate (**accuracy**) and are **eligible**.

These procedures have been established solely for the purpose of assisting the fund provider (Donor) to verify that the expenses you have declared in the attached financial report are eligible in accordance with the conditions of the grant contract.

Since the procedures performed by us did not constitute an audit of the consolidated financial statements, our opinion will relate only to the accompanying financial report.

Information source

The report presents the information that was provided by the Management of the ASBL BLTP in response to specific questions or that we obtained and deduced from its information and accounting systems.

Factual observations

After verifying the financial report of the L4P project we certify the following:

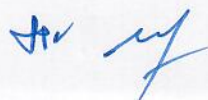
Expenses incurred on the Women's Leadership and Participation For Peace L4P Project in acronym. The Project is funded by the Netherlands Institute for Multiparty Democracy

The total expenditure which is the subject of this control amounts to a total of **€174,696.19**

In accordance with the audit protocol Strengthening Civil Society (by the letter of 4 May 2023 new audit protocol with reference: MINBUZA-2023.863215 / COPRO 22035.B)'';
We summarize our findings in the following lines:

Mission to implement agreed procedures in accordance with the ISRS standard 4400

The auditor must carry out the audit in accordance with ISRS 4400. This means that the auditor does not provide assurance, but only reports its audit findings. This protocol describes audit activities



1. Allocation of expenditures/cost

A. The consortium partner must describe:

- how it is ensured that the direct costs/expenditures in the (project) records match the financial statements and how (direct and indirect) costs/expenditures are allocated to the individual projects in these (project) records. If the consortium partner has a different procedure for the allocation of costs/expenditures it should be explained;
- how work done by staff is recorded (by means of timesheets for example) to allow staff-related costs/expenditures to be allocated to the projects in the (project) records.

B. The consortium partner must describe the organisation's procedures and internal policies for determining the allocation of costs/expenditures and overheads/indirect costs to the activity. This description must explain:

- how the consortium partner allocates the overheads/indirect costs to the activity and whether any changes have been made to the allocation system. A consistent approach should be adopted in this respect;
- how the consortium partner ensures that the overheads/indirect costs recharged are no higher than necessary to cover costs.

This standard is respected by the BLTP

2. Incident management (duty to report)

The consortium partner must describe the organisation's procedures and internal policies for detecting, dealing with and reporting incidents. This concerns incidents which may relate to fraud, corruption, sexual misconduct and other serious forms of inappropriate behaviour. This description must also address how such incidents can be reported and how they are recorded.

Key areas that must at least be covered by the internal policies and procedures, for instance by a code of conduct, are:

- inappropriate sexual behaviour, sexual harassment and sexual violence
- aggression, discrimination and bullying
- abuse of power
- corruption and fraud
- misuse or improper use of resources
- conflict of interests and nepotism
- tax avoidance and the pursuit of an asset management/investment policy contrary to the organisation's objectives
- manipulation of or misuse/leaking of information (or access to information)
- the existence of a whistleblowing procedure
- the existence of a point of contact inside or outside the organisation for reporting and recording incidents.

The auditor must ascertain that:

- the internal policies and procedures are focused on the aforementioned subjects

- incidents related to the activity that have been registered in these records are reported to the Ministry in accordance with the described procedures and as demonstrated by supporting documents.

This standard is respected by the BLTP

3. Procurement

The consortium partner must describe the procedures and internal policies for the procurement of goods and services. This description must incorporate measures to ensure that suppliers are selected objectively and must include at least:

- the bidding procedure
- the procedure for assessing bids
- how procedures for the procurement of goods and services have been made available on paper and/or digitally to the relevant staff. • The auditor must ascertain that the consortium partner's description matches the information gathered during the audit activities referred to in part 3.A and report their findings on this matter.
- The auditor must ascertain that, in relation to 15 of the selected and audited external invoices relating to the audited eligible costs⁵ mentioned in part 3.A, that the organisation's procurement policy has been complied with. It must be ascertained that the objective selection of suppliers has been ensured for the transactions in question, with several bids being sought from a threshold amount of EUR 33,000.⁶ If there are fewer than 15 invoices, the auditor will ascertain this in relation to all external invoices and audited invoices.

This standard is respected by the BLTP

4. Management by cooperating partners outside the consortium

Not applicable

Use of this report

This report has no other purpose than that expressed in the objective specified above.

It is intended for the exclusive confidential use of the Auditor and the contracting authority, for the sole purpose of submitting it to the contracting authority under the requirements defined in the financing agreement.

This report may neither be used by the consultant or the contracting authority for purposes other than those intended nor communicated to other parties.

The contracting authority can only transmit this report to the parties duly authorized to read it, in particular the representations of the various Lessors.

This report concerns exclusively the financial reports referred to above and does not extend to the consolidated financial statements of the beneficiary.

While waiting to be able to present our report to you, we are at your disposal to provide you with any additional information or assistance you may wish to obtain.

Please accept, Madam Legal Representative, the assurance of our very distinguished consideration.

SOCIETE GENERALE DE SERVICES

CPA Patrice NIBIGIRA

Head of Mission



Jean Bosco NAHIMANA

Audit and Finance Manager

