



**THE DRAFT CONSOLIDATED BOARD
OF SURVEY REPORT FOR THE YEAR
ENDED
30TH JUNE 2021**

GOU MISSIONS ABROAD

Accountant General's office

Foreword

Section 34 (4) of the Public Finance Management Act 2015 mandates Accountant General to appoint an annual Board of Survey for each vote after the close of business on the last working day of each Financial Year or before the start of business on the first day of a Financial Year to survey the assets, stores, cash, bank balances and books of accounts of the vote for the preceding Financial Year.

Due to lack of capacity in terms of numbers/officers at the centre to traverse all entities, I delegated Accounting Officers to appoint and supervise the BoS team during this year's exercise. I would like therefore to commend them for the positive response that has seen an increase in overall numbers of submissions.

For the year under review, Government has continued with efforts to improve its assets management and updating asset registers has been top on the agenda. I commend Accounting Officers who have continuously updated the Fixed Asset Register as from improvement and usage of the fixed asset module (FAM) on IFMS and I call upon all votes to adhere to this practice.

There is great improvement both in the quality and overall submission (in terms of numbers) of the BOS reports compared to the previous annual Board of Survey. However, a number of issues and challenges remain and are highlighted in this report for further management.

My office will follow up on implementation of Board of Survey recommendations to address the issues and challenges noted during this exercise as part of the continuous efforts towards asset management improvement.

I take this opportunity to thank the Board of Survey teams for the commendable work and the Accounting Officers for the usual cooperation and continued support during the Board of survey. I request that the recommendations provided in this report are fully implemented.

L. Semakula

ACCOUNTANT GENERAL

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

PREAMBLE

Introduction to Board of Survey

The Public Finance Management Act 2015 S 34(4) mandates the Accountant General to, appoint an annual Board of Survey for each vote, after the close of business on the last working day of each Financial Year, or before the start of business on the first day of a Financial Year, to survey the assets, stores, cash, bank balances and books of accounts of the vote, for the preceding Financial Year.

The Annual Board of Survey was conducted in Central Government Votes (Ministries, Agencies, Public Universities & Tertiary Institutions, and Referral Hospitals), Local Government Votes (Districts, Municipal Councils, and Cities) and Government of Uganda Missions Abroad Votes. The e-version is available on the website www.finance.go.ug.

The previous Board of Survey carried out for the Financial Year 2019/2020 identified gaps in the management and maintenance of Assets at the votes which stemmed from the absence of complete and comprehensive Asset Registers. The focus of the Board of survey for financial year ended 2020/21 was to collect data and have a complete and up-to-date Assets Registers.

The Boards of survey activities involve physical inspection of Assets, cash, bank balances and inventories for all Votes.

Objectives of the Boards of Survey exercise

The main objective of this exercise is to ensure that Government has a comprehensive and updated asset register and that all assets are accounted for through the following:

1. Ascertaining the assets portfolio of Government and hence plan for the future replacement (new acquisitions) or upgrade of existing assets.
2. Confirming custody and use of government property for effective service delivery i.e. Assets, Inventories and cash held by Accounting Officers.
3. Identifying the physical conditions of assets under a particular vote, i.e. Obsolescence,

surplus to needs, underutilization, uneconomic etc. so as to inform decision making.

4. Ensuring completeness of the Fixed Asset Registers for proper accountability and transparency.
5. Ensuring accountability in assets management and establishing linkage between capital expenditure budgets and actual assets for the Financial Year.
6. Ensuring that bank statements and inventory closing stocks are reconciled with the cashbooks and any opening balances carried forward.
7. Reviewing implementation of previous year's Boards of Survey recommendations.

Submission of the Board of Survey for FY 2020/21

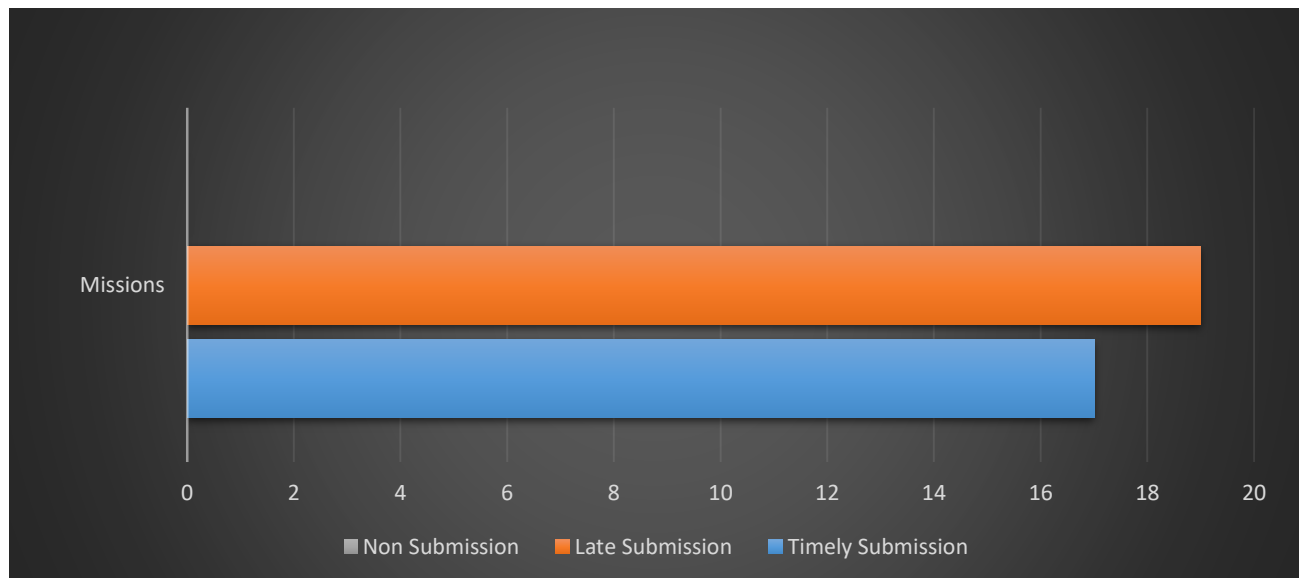
17 votes submitted their reports on time i.e. by 31st August 2021 and 19 votes submitted late. Submission rate was at 100%.

Table:1

Category	Timely Submission	Late Submission	Non Submission	Total
Missions	17	19	0	36

Figure: 1

Graph indicating 2020/21 Board of Survey submission status

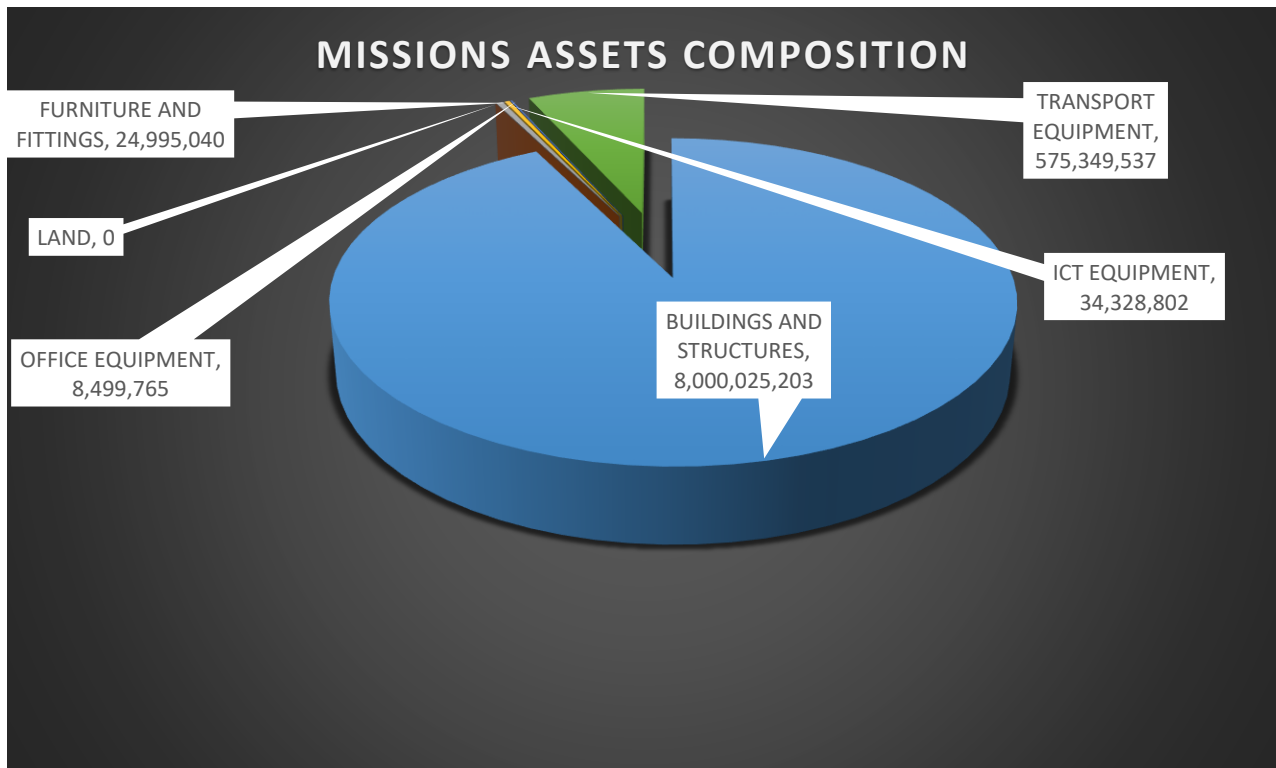


Summary of Key Findings of the Board of Survey exercise for the year under review

Asset Portfolio

Table 1: Composition of the non-current assets for Missions Abroad votes at the end of the FY 2020/21

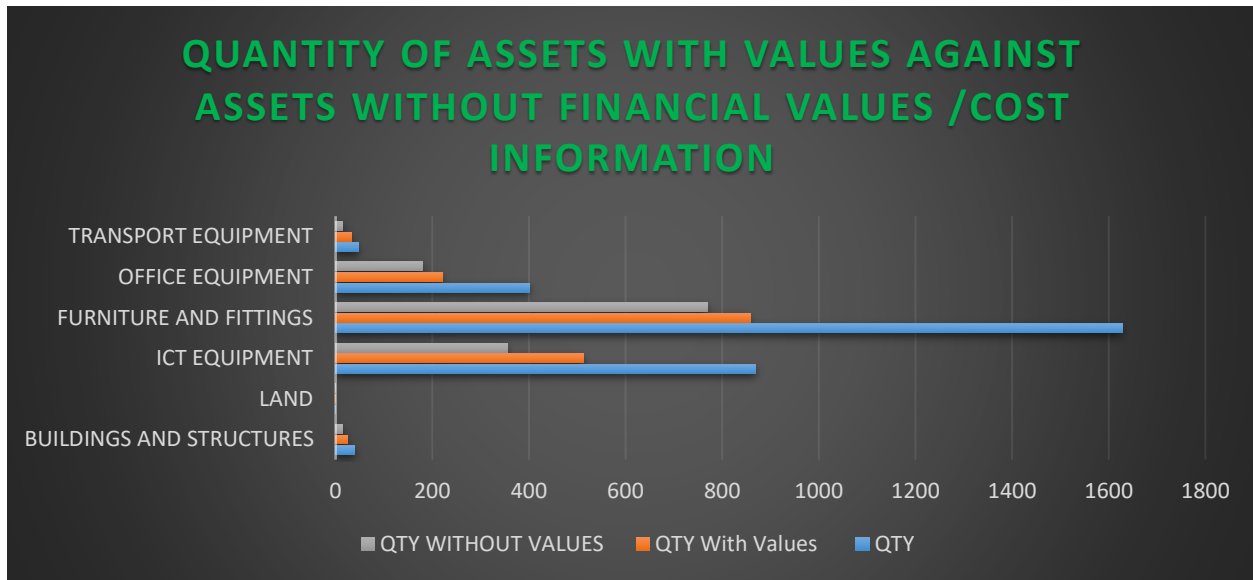
ASSETS:	QTY	VALUE
BUILDINGS AND STRUCTURES	40	8,000,025,203
LAND	1	0
ICT EQUIPMENT	869	34,328,802
FURNITURE AND FITTINGS	1,628	24,995,040
OFFICE EQUIPMENT	402	8,499,765
TRANSPORT EQUIPMENT	48	575,349,537



Buildings take up the biggest percentage followed by transport equipment and the rest share the small percentage. Land is a small piece of the pie because most Missions didn't provide information on land.

MISSION ASSETS AS ILLUSTRATED WITH AND WITHOUT VALUES AGAINST TOTALS

Asset Category/Class	Total Number of Assets	Without Financial Values	With Financial Values
BUILDINGS AND STRUCTURES	40	25	15
LAND	1	1	1
ICT EQUIPMENT	869	514	355
FURNITURE AND FITTINGS	1,628	858	770
OFFICE EQUIPMENT	402	221	181
TRANSPORT EQUIPMENT	48	33	15



Previous recommendations findings and summary.

The implementation status of the Board of survey recommendations for each issue category is provided below:

Table 2: Implementation status of the Board of Survey Recommendations.

ISSUE CATEGORY	VOTES	OPEN	WORK PROGRESS	IN	IMPLEMENTED
ASSETS NOT ENGRAVED/TAGGED	4	1	1	2	
CONTINUOUS NON-DISPOSAL OF OBSOLETE/UNSERVICEABLE ITEMS	22	6	10	6	
DELAYS IN THE IMPLEMENTATION OF BOS AND AUDIT RECOMMENDATIONS	1	1			0
GOVERNMENT LAND NOT PROPERLY MANAGED AND HIGHLY SUSCEPTIBLE TO MISUSE, ENCROACHMENT AND LOSS	3				3
HIGH COST OF STORAGE;	1	1			0

IFMS FIXED ASSET NOT BEING USED AND OR UPDATED BY MOST OF THE VOTES	0			0
INCOMPLETE ASSET REGISTERS	1			1
LACK OF ADEQUATE STORAGE SPACE	2	1		1
OTHERS	10	7	2	1
POOR MAINTENANCE OF FIXED ASSETS	5	2	2	1
POOR STORAGE CONDITIONS	3	1	2	0

It can be observed from the above table that Continuous Non-Disposal of Obsolete/Unserviceable Items takes up the biggest portion.

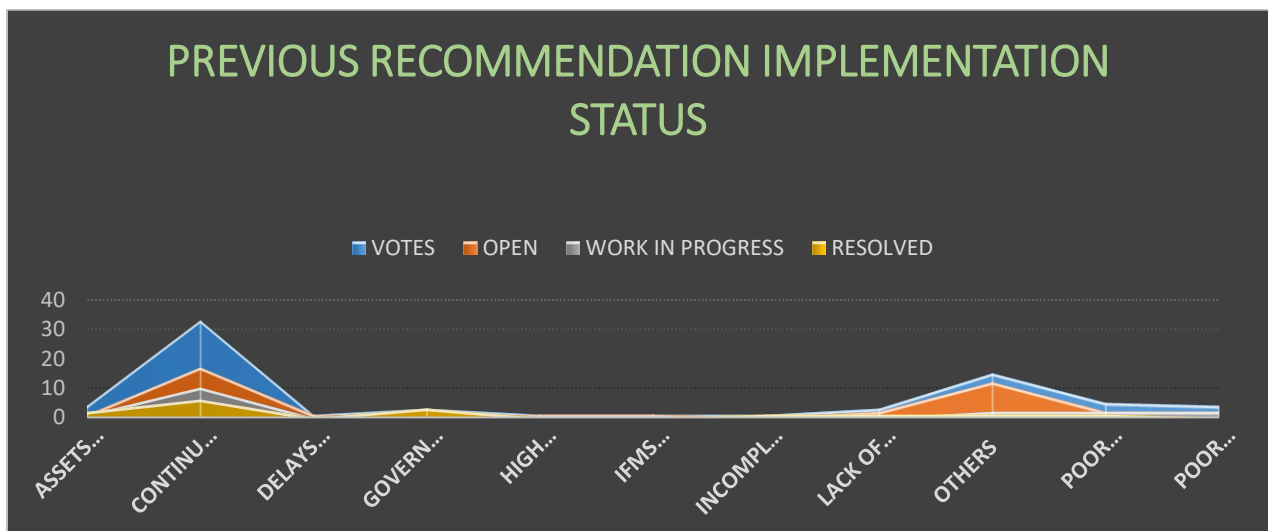
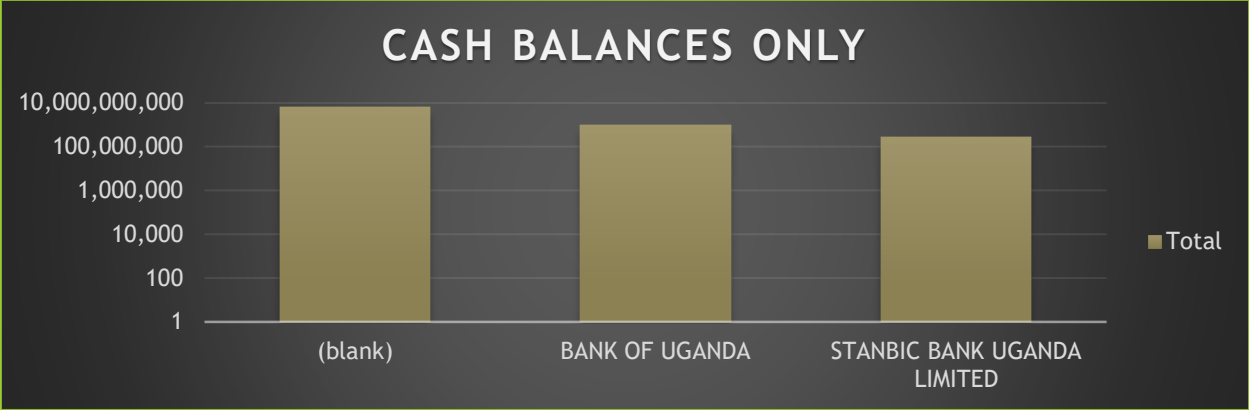


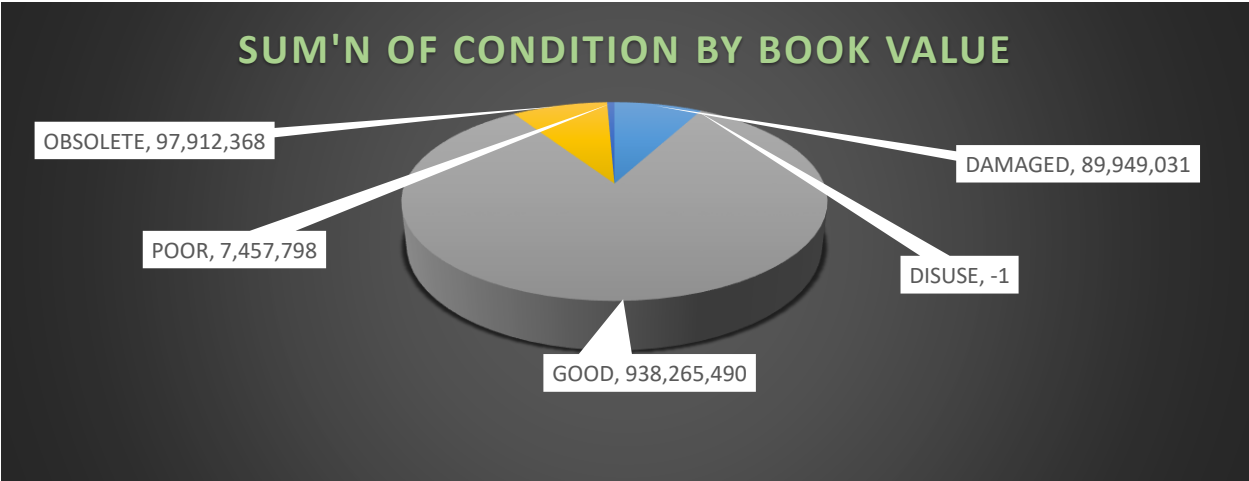
Figure 2:
Bank Balances as at 30th June 2021

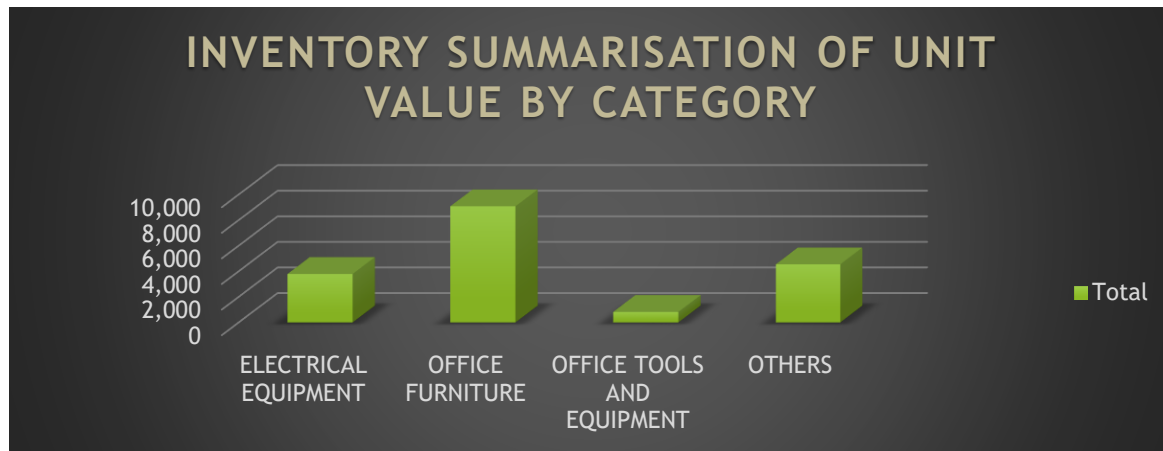
BANK	BANK BALANCE CBS
Other Banks	6,317,572,541
Bank Of Uganda	0
Stanbic Bank Uganda Limited	294,723,084



INVENTORY COMPOSITION AT MISSIONS

Inventory Category	Unit Value
ELECTRICAL EQUIPMENT	3,794
OFFICE FURNITURE	9,084
OFFICE TOOLS AND EQUIPMENT	828
OTHERS	4,546





A summary of the findings in the BOS reports for the year ended 30th June 2021

1. Most of the recommendations of the previous year's BOS were not implemented.
2. A number of Assets in some missions are not engraved.
3. Continuous non disposal of obsolete items is still prevalent leading to lack of storage space, continued wear and tear/damage and high storage costs. A number of Missions also face difficulty in disposing of items recommended for disposal due to host government policy like citizens are not allowed to purchase second hand items in some countries
4. Delays in submission of BOS reports; only 16 out of the 36 GOU Missions Abroad submitted their reports on time.
5. Lack of independence of Boards of Survey teams because of limited staff at the missions/embassies.
6. It was observed that many Missions do not have complete Asset Registers in the prescribed format. There is also no distinction between capitalized Assets, Items not capitalized and Inventory. Missions capture assets in bulk which makes it hard to ascertain value, users and other unique information.
7. Inventory is mixed up with non-currents its one list for all.
8. Missions reconciled their cash balances with balances and provided attachments.

Recommendations

The recommendations below are general and common to many votes. However, the specific ones are detailed with respect to each vote submission;

1. Accounting Officers must ensure that recommendations by the Boards of Survey are implemented, any challenge in executing this should be addressed to Accountant General for further management.

2. Accounting Officers should ensure that Boards of Survey reports are submitted within the prescribed time and in the agreed formats with Soft copies submitted to AMD@finance.go.ug.
3. Accounting Officers should use the Navision System to maintain and generate complete up-to-date Asset Registers. Accounting Officers should ensure safety of Assets by engraving/tagging and recording movements of all assets under their control.
4. Accounting Officers should ensure item recommended for disposal are duly disposed of and Asset Registers updated. Guidance should be sought on disposal of assets in countries with strict regulations on disposal of used assets.
5. Proper budgeting for maintenance of assets should be undertaken and a regular maintenance schedule followed as a good asset management practice.
6. Accounting Officers should cause regular inspection of stores to avoid loss, misuse, wastage, pilferage and damage of inventory.

Risks and Mitigations

Risks

1. Completeness of asset registers given that the Office of the Accountant General does not participate in the Board of Survey exercise.
2. No segregation of duties due to the limited staff at the Missions.

Mitigation

Continuous sensitization on the Board of Survey guidelines.

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VOTE 201 - UGANDA MISSION AT THE UNITED NATIONS, NEW YORK

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The Mission building needs to be refurbished and most assets replaced	No report on status of implementation	Management needs to follow up on implementation

ASSETS FINDINGS

Summary of Assets

- No report

List of unserviceable items for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Chair	9
2	Computer Monitor	1
3	Dining chair	8
4	Dinner set	48

5	Electric kettle	1
6	Hard drive	1
7	Microwave	1
8	Sofa set	4

Other Assets Findings

- Assets Register has been reviewed and is updated.
- The Mission has two well maintained properties; Uganda House 14 floor commercial building and Official Residence (5 floors).
- The Official Residence is currently being rented out and is generating Non Tax Revenue that is remitted to the Consolidated Fund.
- The conditions of all the three (3) Mission vehicles were ascertained; Two (2) of them, the Representation Car and the Utility Van were worn out and need replacement while one for the Deputy Head of Mission is still in good condition.
- The Assets are managed in an efficient manner. Those that get old as a result of wear and tear are boarded off in accordance with PPDA regulations.

Stores Findings

- No report.

Cash and Bank Findings

- The cash survey was done, however there was no evidence of reconciliation.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Permanent Mission of Uganda (Operation/Exp)	CITI BANK	4993905995	287,631.69	287,631.69	USD
2	Permanent Mission of Uganda(Rent A/C)	CITI BANK	4967603993	834.54	834.54	USD
3	Permanent Mission of Uganda(NTR)	CITI BANK	4967603969	100	1,250.00	USD

Recommendations

- Adhering to the reporting format of Assets and inventory as prescribed in the Board of Survey guidelines and full implementation of this taking place and still ongoing. The Mission would request for assistance from the office of the Accountant General on hands-on training.

VOTE 202 - HIGH COMMISSION OF THE REPUBLIC OF UGANDA, LONDON

Follow up on Previous Recommendations

- No report.

ASSETS FINDINGS

Summary of Assets

- No report.

List of unserviceable items recommended for disposal

- No report.

Stores Findings

- The Mission inventories were updated.

Cash and Bank Findings

- The cash books were updated and reconciled with the bank statement. All documents for reference were attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	EXPENDITURE A/C	THE ACCESS BANK UK LIMITED	01319400	17,562.08	0	GBP
2	REVENUE ACCOUNT	THE ACCESS BANK UK LIMITED	01319401	3,948.19	3,948.19	GBP

Recommendations

- No report.

VOTE 203 - UGANDA HIGH COMMISSION OTTAWA, CANADA

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Engrave Assets	NIL	Urgently Engrave Assets
2	Board off old and broken items	NIL	Urgently Board off old items
3	Repair some damaged/broken items	NIL	Repair damaged

ASSETS FINDINGS

Summary of Assets

SUMMARY OF ASSETS

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land				
Building	2		2	
TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	2	2		
Pickup				
Saloon	1	1		
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				
ICT EQUIPMENT				
Desktop Computers	11	7		4
Global Positioning System				
Laptop	1	1		
Printer	12	6		6
Projector	1	1		
Scanner				
Server				
Station User License				
Tablet / IPad				

Uninterrupted Power Supply (UPS)	4			4
Fridge	2	1		1
Heavy duty punching machines	3	2		
Paymaster Cheque writing machine	1	1		
Paper trimming machine	1	1		
OFFICE EQUIPMENT				
Detecting Machine				
Generator				
Passport Reader				
Photo Copier	2	1		1
Projector	1	1		
Radio Calling System				
Survey Equipment				
Water Tank				
MACHINERY				
Air Conditioner				
Automatic Weather Station				
Bakery Production Line				
Blue Print Machine				
FURNITURE AND FITTINGS				
Dining tables	5	1		4
Dining Chairs	32	10		22
Glass top computer table	2	2		
Wooden conference Table	1	1		
Coffee Tables	12	2		10
6 seater sofa sets	4			4
3 seater sofa sets	3			3
Coat hanger	1	1		
Small Office tables	3	3		
Queen beds	9			7
King beds	2	2		
Dressing table with mirror	4	2		2
One seater chairs	4			4
Glass center tables	3			3
Tables	4			4
Side Tables	8	2		6

Plastic chairs	15			15
Single set fabric chairs	2	1		1
Black garden chairs	15			15
Grey Garden chairs	10			10

List of unserviceable items recommended for disposal

- No report ..

Other Assets Findings

- The Embassy maintains an Asset Register which is updated manually.

Stores Findings

- Inspection of different stores was done. It was observed that Embassy assets are not engraved.
- The team observed that both the Chancery and Official Residence are currently being rented. However, the Mission has two buildings, the former Chancery and Official Residence which are badly dilapidated and are due for demolition.
- The Team also observed that the rented store was small, inadequate and too congested with damaged and obsolete stocks.
- The Embassy has many damaged/broken items both in the stores and residences

Cash and Bank Findings

- The cash book was updated and reconciled with the bank statement. All documents for reference were attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda High Commission	TD Bank	0167-7303652	95.55	95.55	USD
2	Uganda High Commission	TD Bank	0167-7303660	202.51	202.51	USD
3	Uganda High Commission	TD Bank	0167-7305558	424,781.07	424,781.07	USD
4	Uganda High Commission	TD Bank	0167-5229571	191,988.89	191,988.89	CAD
5	Uganda High Commission	TD Bank	0167-5207306	1,279.73	66.96	CAD

Recommendations

- Automating and updating the physical Assets Register was and is still being emphasized.
- The embassy should engrave all their assets to ease tracking.
- Obsolete items as attached should be disposed of to avoid congestion and to prevent further damage to the items such that value for money can be realized from them.
- Expedite the demolition and construction process for the chancery and official residence.

VOTE 204 - UGANDA HIGH COMMISSION IN INDIA, NEW DELHI

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Replacement of office pool car 74 CD 4 as it is old.	No action taken as no funds were received for the replacement.	Pending receipt of funds for a new vehicle.
2	Recommendation of disposal of various non-working assets.	Some are disposed off	Some got repaired and now working
3	Glen cooking range	Replaced with new	Old one is shifted to chancery

ASSETS FINDINGS

Summary of Assets

- No report.

List of unserviceable items recommended for disposal

- No report.

Other Assets Findings

- The Mission has 6 Vehicles: Mercedes Benz Registration no 74 CD, representation vehicle, Toyota Innova registration nos. 74CD 2, 74 CD 4, 74CD, Toyota Fortuner registration no. 74 CD 16 and a scooter Registration no. 74CD14.

Stores Findings

- It was observed that Mission assets are well engraved and kept in good condition .However, there are some items which have depleted and are unserviceable especially kitchen wear to be disposed of .
- The chancery is not appropriate to house the Ugandan high commission. Its location is not secure and susceptible to security threats.
- The mission has 6 vehicles, a Mercedes Benz registration no 74 CD1representation vehicle, Toyota innova registration no 74CD 2, 74 CD 4, 74 CD6, Toyota Fortuner registration no 74 CD16, 1- Activa scooter registration no 74CD 14.

Cash and Bank Findings

- The board of survey team verified Bank and Cash balances of the (6) six Missions accounts run at RBL bank Ltd, New Delhi.
- The team ascertained that monthly reconciliations were done and cash books properly updated and reconciled with their respective bank statements
- The cashbook is updated and reconciled with the bank statement. All documents for reference were attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda High Commission -INR	RBL Bank Ltd	409001731881	7853414085	498,313.26	INR
2	Uganda High Commission - USD	RBL Bank Ltd	409001731908	85,357.18	63,737.18	USD
3	Uganda High Commission -VAT Refund	RBL Bank Ltd	409001731933	2,193,400.93	860,995.51	INR
4	Uganda High Commission P.F	RBL Bank Ltd	409001731930	7389388.78	5,505,207.33	INR
5	Uganda High Commission UIA	RBL Bank Ltd	409001777183	0.00	0.00	INR
6	Uganda High commission Visa A/c	Kotak Mahindra Bank	9312363544	1502.02	1502.18	INR

Recommendations

- Replace Toyota In nova registration no. 74CD 4
- Most household items at official residence are good but some need to be replaced
- Faulty and worn out items which are unserviceable need to be disposed-off to avoid overcrowding at the chancery and official residence.
- The board recommends that the mission should be shifted to a more appropriate location.
- Its urgent that officers are provided with heating system for the winter

VOTE 205 - UGANDA HIGH COMMISSION IN EGYPT, CAIRO

Follow up on Previous Recommendations

- No report

ASSETS FINDINGS

Summary of Assets

CATEGORY/ DESCRIPTION	Total	Number Of Assets In Use	Number Of Assets In Fair Condition	Number Recommended For Disposal
LAND AND BUILDINGS				
Land	2	2	2	0
Buildings	2	0	2	0
TRANSPORT EQUIPMENT				
Station Wagon	2	2	0	0
Saloon	2	2	0	0
ICT EQUIPMENT				
Desktop computers	4	2	2	2
Laptop	7	3	4	4
Printer	13	9	4	4
Server	1	0	1	1
OFFICE EQUIPMENT				
Detecting Machine	1	1	0	0
Photocopier	1	1	1	1
Machinery				
Air Conditioner	37	10	27	27

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	REG.NO
1	Mercedes Benz	E 280 (111) 2006
2	Mitsubishi Pajero	3.8 V6 (114) 2010
3	Canon Printer	

CASH AND BANK FINDINGS

- The Embassy operates three bank accounts. These bank accounts were all verified and it was ascertained that monthly bank reconciliations are done. For reference, Treasury Form 5 is attached and copies of the bank statements and bank reconciliations for the month of June 2020.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	The Embassy of the Republic of Uganda	Attijariwaffa bank, Egypt	0001000360-01	36.22	36.22	USD
2	The Embassy of the Republic of Uganda	Attijariwaffa bank, Egypt	00010000362-92	525.89	525.89	EGP
3	The Embassy of the Republic of Uganda	Attijariwaffa bank, Egypt	00010000363-89	426435.99	426435.99	EGP

Stores Findings

- The available storage space is currently not being used as the Mission is still new. Consumables are distributed to the different user departments as soon as they are procured.

Other Asset Findings

- The asset register is up to date and well maintained in excel. However, some of them lack the cost value and many are not engraved. It was revealed that the Mission had embarked on the process of engraving them however due to the closure of the Entebbe International Airport due to COVID-19 pandemic and the officer assigned got caught up in Uganda.
- The Mission bought a server computer and upgraded the Financial System (Microsoft Dynamics Navision 2018) which is kept in the office of the Financial Attaché.
- In an effort to improve on the security, the Mission installed both at the Chancery and official residence

Recommendations

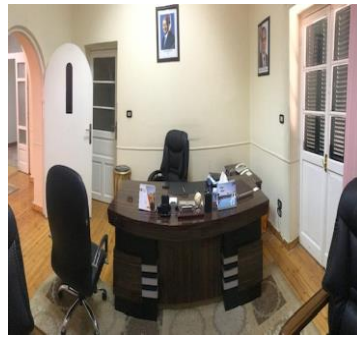
- No report.

PICTORIALS TAKEN DURING THE EXERCISE

Reception and offices



Reception



Office of the Head of Mission



Office of the Secretary to the Head of Mission

Obsolete Items



Buildings in need of renovation



VOTE 206 - UGANDA HIGH COMMISSION IN KENYA, NAIROBI

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The team observed that the obsolete items should either be boarded-off or repaired.	No follow up given	Management should follow up
2	The authorities should device ways of having Mission assets engraved, as this will help with easy identification and protection of assets.	No follow up given	Management should follow up

ASSETS FINDINGS

Summary of Assets

- No report.

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Chair	3
2	Computer	6
3	Cooker	8
4	Decoder	2
5	Desk	3
6	Fax Machine	2
7	Filing Cabinet	8
8	Fire Extinguisher	1
9	Fridge	6

10	Generator	1
11	Microwave	1
12	Photocopier	3
13	Printer	7
14	Swimming Pool Pump	1
15	Television	3
16	Typewriter	2
17	UPS	2
18	Washing Machine	1

Other Assets Findings

- No report.

Stores Findings

1. No report

Cash and Bank Findings

1. The cash survey was done but 2 Bank accounts were not reflected since the site holds 5 accounts. There was no evidence of reconciliation attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
-----	-------------------	-----------	----------------	--------------	-------------------	-----

1	Call Deposit account	Stanbic Kenya	0100002510531	2,913.75	NIL	KES
2	Call Deposit account	Stanbic Kenya	0100002510523	1,605,601.33	NIL	KES
3	Call deposit account	Stanbic Kenya	0100002487092	77.64	NIL	USD

Recommendations

- The Representation car, 85CD 1K which was involved in an accident should be considered written off and a new one bought.
- We recommend all assets to be numbered and engraved.
- The board should endeavor to compile the report in the right format and also ensure that all relevant documents are attached to the report for reference.

VOTE 207 - UGANDA HIGH COMMISSION IN TANZANIA, DAR-ES-SALAAM

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The team recommends that the short listed items in the store be disposed of to avoid further damage	Disposal has been delayed due to COVID 19	Disposal is ongoing and expected to be completed in the Financial Year 2021/22

ASSETS FINDINGS

Summary of Assets

ASSETS	No.
BUILDINGS AND STRUCTURES	
BUILDINGS OTHER THAN DWELLINGS	1
DWELLINGS	1
LAND	
LAND	2
MACHINERY & EQUIPMENT	
INFORMATION, COMPUTER AND TELECOMMUNICATIONS EQUIPMENT	39
OTHER MACHINERY AND EQUIPMENT (OTHER THAN TRANSPORT OR ICT EQUIPMENT)	72
TRANSPORT EQUIPMENT	4
Grand Total	119

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
	AQUARIUM	1
	COAT HANGER	2
	COFFEE TABLE	1
	DESK TELEPHONE HANDSET	1
	DESKTOO COMOUTER DELL	1
	DESKTOP COMPUTER DELL	1

	ELECTRIC KETTLES - KENWOOD -LOGIK	1
	FAX MACHINE (PANASONIC)	1
	FRIDGE	1
	GENERATORS	1
	LAPTOPS DELL INSPRON	1
	PAOER SHREDDER	1
	UPS MAVERICK	1

OTHER ASSET FINDINGS

- Mission Assets are engraved to avoid loss or theft of the Mission properties and the Asset database is well maintained and updated regularly on Navision.

Stores Findings

- The Team noted that stores records like land titles, vehicle registration cards and other fixed assets are kept by specially designated officer's i.e. Accounting Officer while other mission assets are attached to particular officers who have a responsibility to keep them in good condition.

Cash and Bank Findings

- The survey entailed bank and cash balances of the 4 accounts provided by the entity. The tem ascertained that monthly bank reconciliations are done by the Accounts office as cashbooks were properly updated and reconciled with their respective bank statements.

Table showing accounts reviewed by the board

BANK	BANK BALANCE CBS	CASHBOOK BALANCE CBS	Sum of BANK BALANCE AT 30 JUNE 2021
STANBIC BANK UGANDA LIMITED			
912000084121	226,418,797	226,418,797	
STANBIC BANK UGANDA LIMITED	226,418,797	226,418,797	
UGANDA HIGH COMMISSION	226,418,797	226,418,797	
USD	226,418,797	226,418,797	
9120000366763			
STANBIC BANK UGANDA LIMITED			
UGANDA HIGH COMMISSION			
TSH			
9120000883563	67,916,365	46,472,365	
STANBIC BANK UGANDA LIMITED	67,916,365	46,472,365	
UGANDA HIGH COMMISSION	67,916,365	46,472,365	
USD	67,916,365	46,472,365	
9120000883571	357,400	357,400	
STANBIC BANK UGANDA LIMITED	357,400	357,400	
UGANDA HIGH COMMISSION	357,400	357,400	
USD	357,400	357,400	

Grand Total	294,692,562	273,248,562
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Recommendations

- The collection of proceeds from the sale of the Rav 4 was completed from FY 2019/20 and all funds have been remitted to the consolidated fund as NTR. Disposal of unserviceable items is still ongoing due to COVID 19 related delays.

VOTE 208 - UGANDA HIGH COMMISSION IN NIGERIA, ABUJA

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
	Two Generators, one at the rented chancery and the other one at the Official Residence (KV 40) should be replaced as they are beyond Economic Repair.	No action taken due to lack of funds	Previous recommendation subsisting.
	Service Van (Toyota Hiace 135 CD 02, 2012 model, Engine no 2TR-8424443 which was bought in 2012 and therefore 8 years old and its mileage at 202,751km should be disposed of and replaced as its is beyond Economic Repair.	No action taken due to lack of funds	Previous recommendation subsisting.
	Each of the offices and Residences should have an inventory list on location.	No action taken due to lack of funds	The inventory list to be continuously updated.
	All disposed items which are yet to be disposed in accordance with the regulations be removed as they are breeding grounds for vermins.	No action taken due to lack of funds	Remaining items to be disposed of in accordance with the regulations.
	The asset register should be comprehensively recorded and that of the Minister Counsellor's Residence should be put in place.	No action taken due to lack of funds	<ul style="list-style-type: none"> • New Asset register has been created. • Minister Counsellor left the mission and the assets redistributed to other residences. • Asset register yet to be comprehensive.

ASSETS FINDINGS

SUMMARY OF ASSETS

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land	2			
Building	1	1		
TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	2	2		
Pickup				
Saloon	1	1		
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				
ICT EQUIPMENT				
Desktop Computers	20	13		7
Global Positioning System				
Laptop	10	8		2
Printer	20	18		2
Projector	1	1		
Scanner				
Server				
Station User License				
Tablet / IPad	3	3		
Uninterrupted Power Supply (UPS)	11			
PBX	2	2		
Desk Telephones	3	2		
Internet router	8	7		1
CCTV cameras	26	26		
Television screen	7	7		
Inverters	8	8		
OFFICE EQUIPMENT				
Detecting Machine				
Shredding machine	4	3		
Generator	4			4

Passport Reader	1			
Photo Copier	3	1		2
Projector	1	1		
Radio Calling System				
Cabinet	14	14		
Survey Equipment				
Safe	5	1		
Fire extinguishers	13	12		1
Water Tank	2	2		
ELECTRICAL APPLIANCES				
Washing Machine	3	2		
Refrigerators	10	7		3
Gas cookers	6	4		2
Electric kettles	7	6		1
Standing fans	11	10		1
Solar Panels	40			
Wall fans	5	5		
Gas cylinder	8	8		
Flat iron	5	4		
Water heater	3	3		
Water dispenser	2	1		
Industrial extension cables	1	1		
FURNITURE AND FITTINGS				
Sofa sets	9	4		5
Tables	42	38		4
Chairs	101	95		6
Wine cocktail bar cabinet	1	1		
Beds	16	12		4
Mattresses	20	13		7
Washroom mirrors	9	9		
Coat hanger	4	4		
Window blinds	30			
TV stands	2	2		
MERCHINERY				
Air Conditioners	41	31		10
Borehole	1	1		
Mowing Machine	1	1		
Water pumping machine	1	1		

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	REG.NO
1	Toyota hiace (service Van)	135 CD 02
OTHER ITEMS		
S/N	ITEM DESCRIPTION	QUANTITY
2	Air Conditioner	3
3	Camera	1
4	Computer set	2
5	Desktop	2
6	Fridge	4

7	Generator	4
8	Printer	2
9	Solar panel	1
10	UPS	2
11	Washing machine	1
12	Water dispenser	1
13	Webcam set	1
14	Wireless router	1

Other Assets Findings

- All properties engraved and marked in accordance with the Regulations.
- While most of the items which were old and obsolete had been boarded off in accordance with the Regulations, and some replaced, many obsolete items still remain in the custody of the Mission.
- Assets Register exists for the Chancery, Official Residence, First Secretary/Accounting Officer, Third Secretary, Financial Attaché and Administrative Attaché, however they don't capture all the necessary details.
- The Minister Counsellor's Residence was handed back to the owner after expiry of rent as per agreement and all usable properties in it were distributed to other officers' residences. Those which could not be distributed were disposed of according to Regulations while some were stored at the Official Residence.

Stores Findings

- The space in the stores was insufficient because of the limited space in the rented chancery.

Cash and Bank Findings

- The cash board of survey was done however no evidence was attached

Table showing accounts reviewed by the board

S/ N	BANK ACCOUNT NAME	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA HIGH COMMISSION(OPERATIONA L A/C)	STANBIC IBTC	ODA 0018314310	1,760.38	1,760.38	NAIRA
2	UGANDA HIGH COMMISSION(OPERATIONA L A/C)	STANBIC IBTC	ODA 0018314451	61,944	61,944	USD
3	UGANDA HIGH COMMISSION-NTR	STANBIC IBTC	ODA 0018327741	357.95	357.95	USD
4	UGANDA HOUSE PROJECT	STANBIC IBTC	ODA 0023473712	4.54	4.54	USD
5	UGANDA HOUSE PROJECT	STANBIC IBTC	ODA 0023473671	2,906.19	2,906.19	NAIRA

Recommendations

- Obsolete items still in the custody of the Mission should be disposed of to create space.
- Two Generators, one at the rented chancery and the other one at the Official Residence (KV 40) should be replaced as they remain beyond Economic Repair.
- Service Van (Toyota Hiace 135 CD 02, 2012 model, Engine no 2TR-8424443 which was bought in 2012 and therefore 8 years old and its mileage at 202,751km should be disposed of and replaced as its is beyond Economic Repair.
- Each of the offices and Residences should have an inventory list on location.
- The Asset register should be comprehensively recorded with clear and trackable movement of items.

VOTE 209 - UGANDA HIGH COMMISSION IN SOUTH AFRICA, PRETORIA

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Disposal of obsolete items	Items boarded off on 20/11/2020	Stores cleared.
2	Retain xtrail till replacement is given	Xtrail to be maintained.13/08/2021	Mission has few vehicles.

ASSETS FINDINGS

Summary of Assets

- No report.

List of unserviceable items recommended for disposal

- No report.

Other Assets Findings

- A hard copy of the asset register owned by the Mission was received from the Accounts section which contained all the assets owned by the Mission. It was a manually prepared register. The information will be captured later on in the Navision.
- All assets that were recommended for boarding off by the Board of survey report of 2019/20 were dully boarded off as per the approval of the Accountant General.
- The team also noted and verified all assets proposed for disposal. Most of these items are kept in different stores in properties occupied by the Mission staff.
- The team also noted a number of unserviceable items that were in the residence and due for boarding off were the very items in the Residences of other staff. Some staff paid for them while others were recommended for disposal by destruction.

STORES FINDINGS

- The team visited stores as mentioned above. In addition to the stores also inclusive are photos of the different staff office space in the chancery and residence.

Cash and Bank Findings

- The survey entailed Bank and cash balances of three accounts provided by the entity.
- Cashbooks were properly updated and reconciled to their respective bank statements.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda High Commission Rand Account	Standard Bank	013038303	1,222.12	1,222.12	Rand
2	Uganda High Commission NTR Account	Standard Bank	011222549	35,427.65	35,427.65	Rand
3	Uganda High Commission Dollar Account	Standard Bank	090285085	14.84	14.84	USD

Recommendations

- There is need to engrave all assets of the Mission especially the newly acquire assets.
- There is need to replace office furniture since they are also due for disposal, previously funds requested for purchasing.

VOTE 210 - UGANDA EMBASSY IN THE UNITED STATES, WASHINGTON

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Carry out technical assessment of the status of Mission building.	Request made through MOFA for structural engineer to make technical assessment of Mission buildings.	Follow-up being made with MOFA for technical assessment of Mission buildings.
2	Furniture storage from rented vacated residences	None	Issue to be reviewed by Administration.
3	Engraving of Assets	Mission Assets in Chancery buildings engraved.	Activity done in FY 2020/21
4	Storage space at chancery building for operational items used on a day to day basis	Storage provided	Storage space provided in basement and garage of chancery building.

ASSETS FINDINGS

ASSETS	No.
BUILDINGS AND STRUCTURES	
BUILDINGS OTHER THAN DWELLINGS	2
DWELLINGS	1
MACHINERY & EQUIPMENT	
INFORMATION, COMPUTER AND TELECOMMUNICATIONS EQUIPMENT	27
OTHER MACHINERY AND EQUIPMENT (OTHER THAN TRANSPORT OR ICT EQUIPMENT)	303
TRANSPORT EQUIPMENT	4
Grand Total	337

List of Unserviceable items

CANONQC4	1
FILING CABINETS	1
HP HEWLETT	1
OFFICE TABLES	1
OLD ROTTING SOFA SET	1
SAMSUNG TV ANALOG	1

VACCUM MACHINE	1
Grand Total	9

Other Assets Findings

- The back porch of the chancery building 5909 continues to disintegrate due to an apparent unstable foundation. It is an old building and requires regular repairs.
- Construction of a fence at the front of the official residence was partially completed during the year under review and is expected to be completed in the current financial year with the electrical and lighting facility installation.
- 3 pigeon hole shelves were purchased for use at the 2 front desks and consular Assistant's room for mail and passport sorting. Due to COVID 19 effects, the manufacturer has placed them on back order. They will be delivered Mid October 2021.
- Engraving of Assets of the Mission was partially completed and with guidance from the AGs office on rationalization of costs of labor as compared to the value of the asset being engraved, it was decided that a sticker labelling system would be adopted going forward.
- Guidance is required on how to dispose of ICT inventories including computers and how to safeguard and ensure that the information on them is wiped clean before disposal. The Mission currently stores old computers in a designated server room. The Mission also requested an ICT audit by NITA-U. It will be conducted in 2021/22.
- The Mission was not able to have technical assessment of all the 3 government properties carried out because no budget allocation was put in place for it. The funds that were allocated in FY 2019/20 were returned to the Consolidated Fund due to COVID 19 disruptions. Consequently the buildings have deteriorated seriously.
- On or around October 10th 2020, one of the official chancery buildings 5911 had a pipe burst due to age over a weekend causing floods and the entire ground floor ceiling to cave in. it was fortunate that there were no staff in the building when it

happened.. The repair was covered partly by insurance resulting in an increase in the Mission insurance premiums.

- On May 4th 2021 in cognizance with the second wave of COVID-19 in Uganda, the Mission once again requested to engage a local architect instead of the government structural engineer to make an urgent assessment of the property structures. This was in line with the schedule of comprehensive assessment to develop Terms of Reference for the proposed renovation project. The Mission attached the guidelines from the Government of the District of Colombia. No response had been received by the end of FY 2020/21.
- In June 2021, a natural gas pipe inside the building 5909 developed a slow leak which was discovered by chance by staff working over the weekend on 3rd July 2021. The gas utility company which responded to the emergency call expressed serious concern that the leak was so severe.
- The 2 chancery buildings, 5909 and 5911 have basements and are therefore drained at sub-ground level. Drainage of the 2 buildings continues to be a big problem as the Mission often experiences blockages and water back up.
- Under the Gender and Equity section of its strategic plan, the Mission continued to prioritize gender and equity considerations in implementation of its mandate by providing physical private space furnishing a nursery and breastfeeding room for staff with young children.

Stores Findings

- It was observed that the Embassy does not operate a regular store.

Cash and Bank Findings

- The two bank accounts that are operated by the Embassy were both verified and it was ascertained that monthly bank reconciliations are done.
- There was petty cash of USD 4,150 at the time of the exercise.

Table showing accounts reviewed by the board

BANK	BANK BALANCE CBS	CASHBOOK BALANCE CBS
(blank)		
9250730683	1,553,494,390	1,354,432,025
UGANDA EMBASSY	1,553,494,390	1,354,432,025
9250730691	359,795	467,515
UGANDA EMBASSY	359,795	467,515
Grand Total	1,553,854,184	1,354,899,540

Recommendations

- The Mission should review the situation of COVID 19 and determine the possibility of the possibility of being able to carry out the Technical Assessment of the statement of its premises. Subsequently a budget should be submitted to that effect. This is because the building and their installations often break down.
- A Government structural engineer should urgently be sent to Washington, DC to physically assess the structures and make urgent recommendations and ToRs upon which further works can be undertaken and a budget drawn up. The buildings are worth more than USD 6 Million and may be lost over failure to secure a maintenance budget.

VOTE 211 - UGANDA EMBASSY IN ETHIOPIA, ADDIS ABABA

Follow up on previous recommendation

- No report

ASSETS FINDINGS

Summary of Assets

- No report.

List of unserviceable items

- No report.

Other Asset Findings

- The Mission Inventories were updated though most of the assets are in poor state and require replacement

Cash and Bank Findings

- No report on the evidence of reconciliation of the accounts.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	EXPENDITURE	COMMERCIAL BANK OF ETHIOPIA	1000001098369	206,006.30	0.45	USD
2	EXPENDITURE	COMMERCIAL BANK OF ETHIOPIA	1000001114577	748,600.65	7,130.00	ETB
3	COLLECTION	BANK OF ABYSSINIA	13954267	100,533.34	100,533.34	ETB

Recommendations

- The board should endeavor to compile the report in the right format and also ensure that all relevant documents are attached to the report for reference.

VOTE 212 - UGANDA EMBASSY IN CHINA, BEIJING

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	There is need to procure an air conditioner for the private dining room at the official residence.	Not yet done	Pending Implementation.
2	The Board noted that some assets previously recommended for boarding off should be concluded as soon as possible.	Not yet done	Pending Implementation
3	Need to conclude the embossing of the newly acquired assets with serial numbers for proper registration.	Done	Fully Implemented
4	The stocks of the East African Tourist Visas valued at \$146,000 (One Hundred Forty Six Thousand USD) in custody of the Accounting Officer should be returned to Headquarters as they pose an unnecessary risk yet their issuance at the Mission is too low	Not yet done	Pending Implementation

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land				
Building				
TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	1			
Pickup				
Saloon				
Motorcycle	1			
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				

ICT EQUIPMENT				
Desktop Computers	10		10	10
Global Positioning System				
Laptop	11	1		10
Printer	10			
Projector	1			
Scanner				
Server	1			
Station User License				
Tablet / IPad				
Uninterrupted Power Supply (UPS)				
OFFICE EQUIPMENT				
Detecting Machine				
Generator				
Passport Reader				
Photo Copier	1	1		
Projector				
Radio Calling System				
Survey Equipment				
Water Tank				
MACHINERY				
Air Conditioner	27	20	6	1
Automatic Weather Station				
Bakery Production Line				
Blue Print Machine				
Bottletop (water) dispenser	5	5		

List of unserviceable items recommended for disposal

- No report

Other Assets Findings

- The Board undertook the inspection of all the listed assets of the Embassy. It was established that a number of assets had been procured in the year under review while others were still in good working condition. Other items that had been recommended

for boarding off in the last Board of survey found had not been boarded off. There are however assets which were found to be very old and due for boarding off as recommended in the attached Asset register.

- The Board noted that the previous Board of Survey recommended that vehicle No. 220019 utility Van Honda Elysian procured in 2012 be boarded off because it was old and the costs of maintenance are high. This is continued to heavily affect the mission budget.

Stores Findings

- The stores are well secured by the Accounting Officer.
- The stocks are well arranged, clearly separated between the serviceable and unserviceable articles.
- There was no loss or damage established during the year under review.
- The ledgers are up to date and there are no discrepancies with the information given.
- Visa stocks at the end of 30th June 2020 were as follows;

I Gratis DV0023268 (232)

II Ordinary single Entry EV 0263811(250) *\$50

III Multiple Entry MV0000450 (225) *100

IV East African Tourist Visa 000043550(1411) *100

Cash and Bank Findings

- The survey cross – checked Bank and cash balances on the four (4) accounts operated by the Embassy. The team also noted that there was no cash at hand during the survey.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Embassy of the Republic of Uganda	Bank of China	778350019918	0	0	CNY
2	Embassy of the Republic of Uganda	Bank of China	778350019930	0	0	CNY
3	Embassy of the Republic of Uganda	Bank of China	778350025343	153.20	153.20	USD

4	Embassy of the Republic of Uganda	Bank of China	778350025354	0	0	USD
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Recommendations

- There is need to procure a vehicle for the Deputy Head of Mission and one other utility van since vehicle No. 220019 utility Van Honda Elysian procured in 2012 is old and has continued to affect the Mission budget due to high costs of maintenance.
- The Board noted that the office computers and laptops are obsolete and have slowed down work of the Mission.
- The Board noted that some assets previously recommended for boarding off in the previous Board of Survey should be concluded as soon as possible.
- Most of the office furniture are old and need replacement.
- The Mission should engrave all assets by 30th November 2021 embossing of all the newly acquired assets with serial numbers for proper registration.
- There is need to change the Presidential Portraits at both the Embassy and the residence since the ones currently there are too old and UMC recently directed all Government entities to procure new presidential portraits following the just concluded presidential elections.
- The Mission needs to mark office rooms so as to enable the Board to carry out its duties efficiently.
- The stocks of the East African Tourist Visas valued at \$141,000 (One Hundred and Forty-One Thousand USD) in the custody of the Accounting Officer should be returned to Headquarters as they continued to pose an unnecessary risk yet their issuance at the Mission is too slow.

VOTE 213 - UGANDA EMBASSY IN RWANDA, KIGALI

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Replacement of worn out items at the Official Residence and cafeteria	Items were replaced.	More will be replaced in FY 2021/22.
2	The small apartment needs replacement of cutlery, beddings and towels.	Items were replaced.	Currently there is no occupant in the apartment.
3	There is need to board off obsolete items in some of the stores to create space for storage.	The Embassy is going to seek authorization from MOFA to dispose of the items.	The items will be disposed if after authorization from MOFA.
4	Labelling of the bookshelves in the photocopying room for easy filing.	Labelling was done in one store.	The rest will be done in FY 2021/22.
5	Install shelves in the 4 stores to effectively utilize the space and ensure proper storage	Shelves were not installed.	This will be done in the new Financial Year.

ASSETS FINDINGS

SUMMARY OF ASSETS

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land	1	1		
Building	1	1		
TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	2	1	1	
Pickup				
Saloon				
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus	1	1		
ICT EQUIPMENT				
Desktop Computers	14	3	11	

Global Positioning System				
Laptop	4		4	
Printer	5	5		
Projector	1	1		
Scanner	1	0		1
Server	1	1		
Station User License				
Tablet / IPad				
Uninterrupted Power Supply (UPS)				
OFFICE EQUIPMENT				
Detecting Machine	1	1		
Generator	2	2		
Television				
Passport Reader				
Photo Copier	2	1	1	
Projector				
Radio Calling System				
Survey Equipment				
Shredder				
Water Tank	2	2		
Soda Machine				
Vacuum cleaner				
Safes				
MACHINERY				
Lawn mower				
Air Conditioner	10	10		
Automatic Weather Station				
Bakery Production Line				
Blue Print Machine				

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	REG NO.
1.		
UPS		
UPS		
UPS		

UPS		
Dining Table		
Dining Chairs		
Coffee Maker		
Microwave		
Deep Fryer		

Kettle		
Flasks		
MOTOR VEHICLE		
UPS		
UPS		
UPS		
UPS		
UPS		
UPS		
UPS		
DiningSet		
Cooker (4)		
fridge		
DRESSING MIRROR		
SOFA SET		
COFFEE TABLE		

OFFICE CHAIR		
BREAD TOASTER		
RICE COOKER		
BLENDER		
SANDWICH MAKER		
SMALL STOOL		
TV STAND		
LAMP HOLDERS		
SINGLEBED		
QUEEN SIZE BED		
KING SIZE BED		
SINGLE SIZE MATTRESS		
QUEEN SIZE MATTRESS		
KING SIZEMATTRESS		

Other Assets Findings

- The High Commission has an Asset Register (attached). Most of the Assets are engraved.
- Stocks of Visas and Certificates of Identity together with stationery is included in a separate list of inventories inspected by the Board of Survey.

Stores Findings

- Storage space is enough but stores need to be rearranged and partitioned to provide for more storage space.

Cash and Bank Findings

- A number of cashbooks were inspected and the survey entailed Bank and Cash balances of the 5 accounts provided by the entity.
- Cash is held in a secure safe both in Accounting Officer's and Accountant's Offices and controls are adequate and followed.

- The team ascertained that monthly reconciliations are done as cashbooks were properly updated and reconciled with their respective Bank statements.
- The Mission operates five (5) bank accounts in I &M Bank. Certificates of Bank Balance and Bank statements are attached for ease of reference.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Embassy	I&M Bank Rwanda	25005347001	58,596	58,596	RWF
2	Uganda Embassy	I&M Bank Rwanda	25005347002	1,405.41	1,405.41	USD
	Uganda Embassy	I&M Bank Rwanda	25005347003	61.78	61,78	USD
	Uganda Embassy	I&M Bank Rwanda	25005347004	179.48	179.48	USD
	Uganda Embassy	I&M Bank Rwanda	25005347005	48,020	48,020	RWF

Recommendations

- The worn out items in the cafeteria and the bigger apartment should be replaced in FY 2021/22.
- There is no urgent need to replace cutlery, beddings and towels because there is currently no occupant.
- There is urgent need to dispose of obsolete items in some of the stores to create space for storage.
- Shelves should be installed and labelling done for proper filing.
- There is need to dispose of the Utility car (15CMD015R) and replace it with a new one.
- There is need to replace all the desktop computers because they have served beyond the recommended 4 years and beyond their peak performance.
- Need to replace APC battery backup (UPS/Uninterrupted Power Supply) they have served their peak performance.

- There is need to replace the central UPS in the server room especially for security cameras. Because the camera controllers have reached their life span.

VOTE 214 - UGANDA EMBASSY IN SWITZERLAND, GENEVA

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Dispose-off obsolete items to avoid congestion in the stores and prevent further damage to the items so that value for money can be realized from them	Items were disposed of in July 2020	All unserviceable items, obsolete items and old vehicles that were recommended for disposal were disposed.

ASSETS FINDINGS

Summary of Assets

ASSETS	No.
MACHINERY & EQUIPMENT	
INFORMATION, COMPUTER AND TELECOMMUNICATIONS EQUIPMENT	101
OTHER MACHINERY AND EQUIPMENT (OTHER THAN TRANSPORT OR ICT EQUIPMENT)	17
TRANSPORT EQUIPMENT	5
WEAPON'S SYSTEMS	
NON-CLASSIFIED	1
Grand Total	124

List of unserviceable items recommended for disposal

- No Report

Other Assets Findings

- The Board was able to generate an updated Asset register in the required format as listed hereunder in **Annex I:**

Stores Findings

- The board was also able to verify number of visa stickers, all types that had been issued and /or destroyed between July 2020 and June 2021.
- We were also able to ascertain what was in stock as at 30th June 2021.

Cash and Bank Findings

1. The cash book was updated and reconciled with the bank statement. All documents for reference were attached.

Table showing accounts reviewed by the board

BANK	BANK BALANCE CBS	CASHBOOK BALANCE CBS
(blank)		
240-786783.00Y	312,205,983	312,205,983
UBS BUSINESS CURRENT ACCOUNT PERMANENT MISSION OF UGANDA	312,205,983	312,205,983
(blank)	312,205,983	312,205,983
CHF	312,205,983	312,205,983
240-786783.01B	31,916,231	31,916,231
VISAS, PERMANENT MISSION OF UGANDA	31,916,231	31,916,231
(blank)	31,916,231	31,916,231
CHF	31,916,231	31,916,231
Grand Total	344,122,214	344,122,214

Recommendations

- Worn out items should be disposed of to avoid congestion within the stores.

VOTE 215 - UGANDA EMBASSY TOKYO, JAPAN

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Old files should be properly stored to provide more space for stocks, inventories and assets.	Old files have been noted to be stored in the Chancery Fax room while relevant new files are stored in the Administration Attache's office. The Mission is waiting for guidance on disposal of the old files.	Implemented
2	Consideration should be given to electronic archiving for easier storage and where necessary, transfer to Headquarters.	-Process is still ongoing for electronic archiving. -Mission management considered to get specialized help from Headquarters by way of capacity building but COVID 19 travel restrictions have curtailed this initiative.	Under consideration
3	Internal controls established for the visa stickers should be strictly implemented and monitored.	Internal controls are strictly being followed since their implementation in September 2019 after the incident. Moreover, the Mission embarked on implementation of audit recommendations of the previous financial year regarding reduced cash transactions including collection of NTR in cash. The Mission has promoted online visa applications where payments are centralized back in Uganda.	Pending guidance
4	Unserviceable/obsolete items should be boarded off to give space to new assets which will improve institutional capacity and the image of the Mission.	Unserviceable and obsolete items were boarded off and removed from the Asset register.	implemented
5	More orderly filing system should be instituted, implemented and maintained.	The Administrative Attache has been guided and has been filing orderly. In addition, the Mission will request for an officer from Headquarters who can institute the filing system at the Mission.	Under consideration.

		As mentioned in 2 above, COVID 19 restrictions have hindered this proposal so far.	
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ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land				
Building				

TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	3	2	0	1
Pickup				
Saloon				
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				

ICT EQUIPMENT				
Desktop Computers	11	5	3	3
Global Positioning System				
Laptop	5	5	0	0
Printer	6	4	0	2
Projector	1	1	0	0
Scanner				
Server	1	1	0	0
Station User License				
Tablet / IPad				
Uninterrupted Power Supply (UPS)	2	1	0	1

OFFICE EQUIPMENT				
Detecting Machine				
Generator				
Passport Reader				
Photo Copier				

Projector				
Radio Calling System				
Survey Equipment				
Water Tank				

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	TOYOTA - MARK X	GAI-12604
2	Keyboard	UHC/TYO-FIN-KB-012
3	Keyboard	UHC/TYO-FIN-KB-013
4	Keyboard	UHC/TYO-FIN-KB-014
5	Mouse	UHC/TYO-FIN-MO-013
6	Mouse	UHC/TYO-FIN-MO-014
7	Mouse	UHC/TYO-FIN-MO-015
8	Monitor	UHC/TYO-FIN-MT-012
9	Monitor	UHC/TYO-FIN-MT-013
10	Monitor	UHC/TYO-FIN-MT-014
11	Wireless LAN USB Adapter	UHC/TYO-FIN-WI-010
12	Wireless LAN USB Adapter	UHC/TYO-FIN-WI-011
13	Wireless LAN USB Adapter	UHC/TYO-FIN-WI-012
14	CPU	UHC/TYO-FIN-PU-012
15	CPU	UHC/TYO-FIN-PU-013
16	CPU	UHC/TYO-FIN-PU-014
17	Wifi Router & AP	UHC/TYO-FIN-WI-009

18	Printer	UHC/TYO-FIN-PR-007
19	Printer	UHC/TYO-FIN-PR-010
20	Phone Circuit + 7 Handsets and answering machine	UHC/TYO-FIN-PH-009
21	Television	UHC/TYO-FIN-PE-003
22	DVD Player	UHC/TYO-FIN-PE-007
23	DVD Player	UHC/TYO-FIN-PE-009
24	Television	UHC/TYO-FIN-PE-010
25	Television	UHC/TYO-FIN-PE-011
26	Television	UHC/TYO-FIN-PE-012
27	Television	UHC/TYO-FIN-PE-019
28	Humidifier (2 pcs)	UHC/TYO-FIN-HR-001
29	Oven Toaster	UHC/TYO-FIN-OV-001
30	Rice Cooker	UHC/TYO-FIN-RC-008
31	Vacuum Cleaner	UHC/TYO-FIN-VC-008
32	Flat Iron	UHC/TYO-FIN-IE-003
33	Flat Iron	UHC/TYO-FIN-IE-006
34	Desk	UHC/TYO-FIN-DK-004

35	Desk	UHC/TYO-FIN-DK-006	48	Office Chair	UHC/TYO-FIN-OC-011
36	Desk	UHC/TYO-FIN-DK-008	49	Office Chair	UHC/TYO-FIN-OC-012
37	Center Table	UHC/TYO-FIN-CT-004	50	Chair	UHC/TYO-FIN-CH-001
38	Bedside Table with Drawers	UHC/TYO-FIN-ST-009	51	Chair (2 pcs)	UHC/TYO-FIN-CH-010
39	Conference Table (5 pcs)	UHC/TYO-FIN-CF-001	52	3-Seater Sofa	UHC/TYO-FIN-SF-010
40	Conference Table (2 pcs)	UHC/TYO-FIN-CF-002	53	1-Seater Sofa (3 pcs)	UHC/TYO-FIN-SF-011
41	Conference Table	UHC/TYO-FIN-CF-003	54	3-Seater Sofa	UHC/TYO-FIN-SF-023
42	Conference Chair (12 pcs)	UHC/TYO-FIN-CF-004	55	Mobile Drawer	UHC/TYO-FIN-CD-006
43	Conference Chair (8 pcs)	UHC/TYO-FIN-CF-005	56	Mattress	UHC/TYO-FIN-MA-002
44	Conference Chair (2 pcs)	UHC/TYO-FIN-CF-006	57	Carpet	UHC/TYO-FIN-RU-004
45	Dressing Table and Chair	UHC/TYO-FIN-DT-001	58	Carpet	UHC/TYO-FIN-RU-012
46	Dressing Table and Chair	UHC/TYO-FIN-DT-002	59	Carpet	UHC/TYO-FIN-RU-013
47	Dressing Table and Chair	UHC/TYO-FIN-DT-003	60	Carpet (2 pcs)	UHC/TYO-FIN-RU-014

Other Assets Findings

- The assets on hand agreed with the Assets Register.
- The Board noted that the Assets are adequate and in good condition, except for some assets which were recommended by the Board to be disposed off and replaced. Divestment plan was attached. Included in the list is the utility car (Toyota Mark x) which was recommended for disposal and replacement due to its age (8 years) and in keeping with the host country regulations.
- With the exception of the newly acquired assets and cloth type assets, most of the Assets owned by the Mission are engraved and can easily be identified.

Stores Findings

Stocks and inventories are in good condition. Proper storage should be maintained.

Cash and Bank Findings

- Cash at hand was zero as at 30th June 2021. However, the Mission has cash in Transit amounting to 19,699,902 representing the remittance of NTR and unspent balances to the Consolidated Fund on 30th June 2021.
- The Vote has 2 Japanese Yen Bank Accounts with MUFG Bank Ltd (Expenditure and Non Tax Revenue) and Bank balances were zero (0) as at 30th June 2021.
- The Cash books were reconciling with their respective bank statements.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Embassy of Uganda	MUFG Bank LTD	0000575	0	11,325,478	JPY
2	Embassy of Uganda	MUFG Bank LTD	4771353	0	8,374,424	JPY

Recommendations

- Previous recommendations that are under consideration and pending guidance should be followed up;
 - a) Consideration should be given to electronic archiving for easier storage and where necessary, transfer to Headquarters as appropriate.
 - b) Internal controls established for the Visa stickers should be strictly implemented and monitored.
 - c) A more orderly filing system should be instituted, implemented and maintained,
- Unserviceable/obsolete items should be boarded off to give space for new assets which will improve institutional capacity and image of the Mission.
- With COVID-19 not going anywhere in the near future and online interaction being the new norm, the Mission should plan and facilitate provision of web cameras, multimedia speakers for each desktop as well as laptops for every officer.

- Earthquake survival kits should be repurchased for the Chancery and residences because of frequent earthquake occurrences in Japan.
- The mission should consider renting fully furnished residences to reduce storage concerns and disposal costs once the items become old and dilapidated.

VOTE 217 - UGANDA EMBASSY IN SAUDI ARABIA, RIYADH

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Obsolete items should be disposed of to avoid congestion in the store	No follow up given	Management should follow up
2	Utility vehicle due for replacement needs to be replaced since their maintenance is costly. The Board should endeavor to attach a status report on the implementation of board of survey recommendations	No follow up given	Management should follow up

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
TRANSPORT EQUIPMENT				
Utility Vehicle	2	2		
Representation car	1	1		
Ambulance	1	1		
ICT EQUIPMENT				
Desktop Computers	8	3	5	
Laptop	6	6		
Printer	8			
Projector	1	1		
Server	1	1		
Uninterrupted Power Supply	1			
OFFICE EQUIPMENT				
Photo Copier	1	1		
Telephone System	2	2		
MEDICAL EQUIPMENT				
Air Conditioner	23	20	3	

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY			
1	Blender	1	2	Microwave	1
			3	UPS	1

Other Assets Findings

1. No other findings on assets were given in the report.

Stores Findings

1. No stores findings were given in the report.

Cash and Bank Findings

1. The cash book was updated and reconciled with the bank statement. All documents for reference were attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Embassy of Uganda-Riyadh	Emirates NBD Bank	101-604056-1301	346.75	346.75	SAR
2	Embassy of Uganda-Riyadh	Emirates NBD Bank	101-604056-1302	10,596.50	10,596.50	SAR
3	Embassy of Uganda-Riyadh	Emirates NBD Bank	101-604056-1303	2.46	2.46	USD

Recommendations

1. Obsolete items should be disposed of.

VOTE 218 - UGANDA EMBASSY IN DENMARK, COPENHAGEN

Follow up on previous recommendation

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The Uganda Embassy buildings i.e the Chancery situated on Sofievej 15, Hellerup and the Official Residence situated on Neils Andersensvej 82, 2900 Hellerup were recommended for complete and total renovation.	Consultant engaged for Design Drawings, but the budget allocation was too little to cover even Design costs,	Procurement process cancelled due to inadequate funds. Advised by MoFA that funds will provide in FY 2022/23.
2	Several old, obsolete and faulty/ unserviceable items were recommended for boarding off and disposal (list attached).	None	COVID 19 restrictions hindered the implementation of these recommendation. Plans are underway to implement this Financial Year 2021/22.
3	Toyota Hiace Van 2.5 Combi Chassis jj 12 IjK 22000 (Jan 2009) was recommended for boarding off.	Done	
4	There is need to secure a small server room as recommended during the last report where to keep the Mission server and other critical networking gadgets in a cold room.	Pending	Awaiting approval by Ministry of Finance Planning and Economic Development.
5	There is need to put shelves in the store room as recommended in the last report where consumables can be bought and kept.	Pending	Awaiting approval by Ministry of Finance Planning and Economic Development.

ASSETS FINDINGS

SUMMARY OF ASSETS

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land	2	2		
Building	2	0		2

TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	02			
Pickup				
Saloon	02			
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				
ICT EQUIPMENT				
Desktop Computers	11			
Global Positioning System				
Laptop	04			
Printer	09			
Projector	01			
Scanner				
Server	02			
Station User License				
Tablet / IPad	02			
Uninterrupted Power Supply (UPS)				
OFFICE EQUIPMENT				
Detecting Machine				
Generator				
Television	04			
Passport Reader				
Photo Copier				
Projector	01			
Radio Calling System				
Survey Equipment				
Shredder	03			
Water Tank				
Soda Machine	01			
Vacuum cleaner	09			
Safes	02			
MACHINERY				
Lawn mower	04			
Air Conditioner				
Automatic Weather Station				

Bakery Production Line				
Blue Print Machine				

List of unserviceable items

1. The schedule of unserviceable items was not attached to the report.

Other Asset Findings

1. The Mission Inventories were updated though most of the assets are in poor state and require replacement.

Cash and Bank Findings

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Embassy- Operations A/C	Danske Bank	4001068210	3,470,239.47	3,470,239.47	DKK
2	Uganda Embassy- Consular Visa/ Passport A/C	Danske Bank	4001072765	6,907.86	6,907.86	DKK

Recommendations

There were no recommendations given.

VOTE 219 - UGANDA EMBASSY IN BELGIUM, BRUSSELS

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Disposal of the old vehicles (Van: CD 664B and Saloon Benz: CD 242B)	CD 664B was disposed February 2021	The utility Van was disposed off 1 st due to the rising cost of maintenance. CD 242B is still due for disposal as soon as funds for replacement are received in Q1 FY2021/22
2	Disposal of all the old un-reuseable assets (Office furniture) which will not be taken to the newly renovated Chancery Building.	April – some items were disposed of during the shifting	The remaining items are due for disposal once all the new furniture has been received
3	Disposal of assorted residence items when the offices have been recalled.		All items are due for disposal once all the new furniture has been received

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land	1	0	1	0
Building	2	1	1	0

TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon				
Pickup				
Saloon	4	3	1	1
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				

ICT EQUIPMENT				
Desktop Computers	20	11	9	9
Global Positioning System				
Laptop	7	6	1	1
Printer	14	4	10	10
Projector	1	0	1	1
Scanner				
Server	1	0	1	1
Station User License				
Tablet / Ipad				
Uninterrupted Power Supply (UPS)				

OFFICE EQUIPMENT				
Detecting Machine				
Generator				
Passport Reader				
Photo Copier				
Projector				
Radio Calling System				
Survey Equipment				
Water Tank				

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	REG.NO
1	Stool (Africa Shaped) Artificial flowers	
2	Round drums	
3	Swivel chair (black)	
4	Desk table with drawers	B92/08
5	Low table	B94/08
6	Computer desk	
7	Dustbin	B91/08
8	Assorted hand crafts	
9	Printer/Scanner (HP)	MFP M375nw
10	Monitor (Samsung)	CB19H9FZ
11	CPU (LG)	
12	Desk flag	
13	Big paper shredder	
14	Bookshelf	
15	Coat hanger	
16	Computer desk	
17	Telephone (Forum)	
18	Swivel Chairs	
19	Dust bin	

20	Paper tray	
21	Bookshelves	
22	Office Desk	
35	Stapler (Novus)	
36	Punching machine	
37	Monitor/phillips	
38	HP Printer/Scanner	MFP M475dn
39	HP Camera	
40	HP Head phones	
41	Executive Chair (black)	B31/08
42	Executive Desk with drawers	B30/08
43	Conference table	
44	HP monitor and CPU	
45	Filing cabinet	B28/08
46	Dustbin	
47	Small fridge	
48	Trolley	
49	Standing Fan	B36/08
50	Table flag	
51	Stools	
52	Coat hanger	

53	Working Desk	
54	HP Printer/Scanner	MFP M475dn
55	HP Monitor and CPU	
56	HP Head phones	
57	Swivel Chair (black)	B44/08
23	Bookshelf	
24	Punching Machine	
25	Side chair	
26	Laptop(VIAO)	
27	Computer Key Board(Logitech)	PID CE 135CEM - 34354
28	Fax/Printer/Scanner	
29	Wooden drawer	
30	Computer desk	B01/08
31	Dustbin	
32	Standing fan	B43/08
33	Paper trays	
34	Coat hanger	
58	Paper trays	
59	Dustbin	
60	Small Tables	
61	Cupboard Bookshelf	
62	Forks	
63	Knives	
64	Table spoons	
65	Tea spoons	
66	1 brief case of cutlery	
67	Dustbin	
68	Water filter Jug (Brita)	
69	Monitor (Packard bell)	
70	CPU (Packard bell)	
71	Computer desk	
72	Executive desk	
73	Swivel chair (black)	
74	Bookshelf	
75	Dust bin	
76	Telephone (Forum)	
77	Coffee table	
78	Side Chairs	
79	Coat hanger	
80	Office Desk	B70/08
81	Coat hanger	
82	one-seater sofa	B65/08
83	small book shelf	B71/08
84	Swivel chairs (Black)	
85	PC Monitor (Samsung)	MJ20H9CQ96592
86	Chest of drawers	B63/08
87	Big book shelf	B72/08
88	HP Printer/ scanner	MFP M375 nw
89	cupboard	
90	Office desk	B80/08

91	Coat hanger	
92	swivel chairs (black)	
93	Monitor (sumsung)	
94	cupboard	
95	Dustbin	
96	Sofa – One Seater	
97	Office Desk	
98	Swivel Chairs (Black)	
99	Bookshelf	
100	camera (canon)	
101	Projector	
102	Executive desk	
103	coat hanger	
104	standing fan	40412-B55/08
105	Swivel chair (black)	B62/08
106	side chair	
107	Low table	
108	cup board	CN671120KG
109	Dust bin	
110	HP Printer	B0508333440 (E76)
111	HP Monitor & CPU	
112	dust bin	
113	HP Printer/Scanner	MFP M475 dn
114	CPU	
115	HP headphones	
116	Coat hanger	
117	HP monitor	
118	Executive desk	
119	Mercedes Benz E240	CD 242B
120	Wooden chairs	
121	Leather chairs	
122	Flag stands	
123	Presidential portrait	
124	Glass coffee table (table)	
125	white side tables	
126	Phillips mini music system	
127	floor loudspeakers	
128	white side lamp	
129	desert plates (white)	
130	cutting board (2 piece)	
131	kettle (aluminum)	
132	serving dishes (1.5, 2.5, 4.5ltrs)	
133	square side tables	
134	Mirror	
135	Chest of drawers	
136	spooof	
137	Book shelf	

138	Frying pan	
139	Big outside umbrella	
140	Mattresses	
141	TV Stand - table	
142	air fan	
143	sauce pans	
144	chest of drawers	

145	dressing mirror	
146	double bed mattresses	
147	Glasses	
148	Tea flasks	
149	sugar bowls	

Stores Findings

1. No report on stores findings was given

Cash and Bank Findings

1. The cash book was updated and reconciled with the bank statement. All Documents for reference were attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	EMBASSY OF UGANDA -EXPENDITURE ACCOUNT	ING BANK	BE89 3100 2166 0085	235,121.32	13,070.53	Euros
2	EMBASSY OF UGANDA - REVENUE ACCOUNT	ING BANK	BE59 3104 7376 6126	4,126.85	4,126.85	Euros

Recommendations

No recommendations were given.

VOTE 220 - UGANDA EMBASSY IN ITALY -ROME

Follow up on Previous Recommendations

S/N	Previous Recommendation	Action Taken & Date	Remarks
1	Embassy to engrave assets not engraved and update asset register	Assets engraved and register updated	Assets engraved and register updated
2	Obsolete and old items should be disposed	Items disposed off	List attached
3	Furnishing of official Residence	No furniture purchased	Mission did not receive a development budget as requested.
4	Sell Mission Van to avoid excess loss of value	Not sold	Mission did not receive a development budget as requested
5	Embassy to consider purchasing Chancery and Official residence	No action taken	No development budget

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
TRANSPORT				
Station Wagon(Volvo)	1	1		
Saloon(Benz)	1	1		
Omnibus(opera)	1	1		
ICT EQUIPMENT				
Desktop Computers	11	10	1	
Laptop	5	4	1	
Printer and scanners	11	11		
Projector	1	1		
Scanner and big printer	1	1		
Server	1	1		
UPS	2	2		
OFFICE EQUIPMENT				
Photo Copier(big)	1	1		
Projector	1	1		

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Decoder Deck	1
2	HP CPU	3
3	HP Keyboard	3

4	Monitor	4
5	Printer	2
6	Scanner	1

Other Assets Findings

1. FY2018/2019 Board's recommendation on items for disposal and engraving had been undertaken. The Items for disposal were duly disposed-off in accordance with normal municipal processes of the city of Rome.

Stores Findings

1. It was noted that the previous Board had recommended purchase of several Items to replace those for disposal. While some had been purchased, the Accounting officer informed that due to limited funds implementation was ongoing and would continue in line within the approved and provided budget

Cash and Bank Findings

1. The cash book was updated and reconciled with the bank statement. All documents for reference were attached however both accounts displayed some inconsistencies.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Embassy of Uganda in Rome	BNL	IT 58M005032000000049698	247,823.31	230,823.31	EUR
2	Embassy of Uganda in Rome - NTR	Unicredit	IT0R0200805024000103221 911	78.44	78.44	EUR

Recommendations

1. It is recommended that identified items that are old and unserviceable be disposed off
2. The Mission needs to be provided with a Development Budget to replace the old furnishings at the Chancery and Official Residence due for disposal.
3. To avoid excessive loss of value, the Mission should consider selling the old Embassy van and purchasing a new one. It was noted that the current van started developing problems that associate with age (wear and tear) and cannot be comprehensively insured. This too requires a Development Budget for a replacement.
4. The Embassy should consider purchasing The Chancery an official residence which would be suitable for the Commercial Diplomacy needs including adequate space and suitable facilities. The Board notes that in Italy, land /buildings can be purchased by agreements under which the rent being paid by the Embassy is converted into installments to purchase the property.

VOTE 221 - UGANDA EMBASSY IN DRC, KINSHASA

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Obsolete assets were recommended for disposal	Some obsolete items were disposed off by sale to Public Officers.	The Disposal process was handled well in accordance with the law.

ASSETS FINDINGS

SUMMARY OF ASSETS

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land	02	02		
Building	02	01	01 (Demolished)	
TRANSPORT EQUIPMENT				
Aero plane	N/A			
Station Wagon	02	02		
Pickup				
Saloon	01			
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus	01	01		
ICT EQUIPMENT				
Desktop Computers	14	10		04
Global Positioning System				
Laptop	08	08		
Printer	11	08		03
Projector	01			
Scanner	01			
Server	02			
Station User License				
Tablet / IPad	02			
Uninterrupted Power Supply (UPS)	12	6		6
OFFICE EQUIPMENT				
Detecting Machine	01	01		
DVR	01	01		
Generator	02	02		

Passport Reader				
Photo Copier	01		01	
Projector	01			
Radio Calling System				
Survey Equipment				
Water Tank				
MACHINERY				
Air Conditioner	43	33		10
Televisions	10	06		04
Refrigerators	03	03		
Deep Freezers	02	02		
Cookers	02	02		
Fire Extinguishers	26	26		
Washing Machines	02	02		
Vacuum Cleaners	02	01		01
Bottletop Dispenser	01		01	
Transformer/Electricity Cabin	01	01		
Automatic Weather Station				
Bakery Production Line				
Blue Print Machine				

List of unserviceable items recommended for disposal

ITEM DESCRIPTION	REG.NO
Vacuum cleaner	
Refrigerator	
4 Television	
4 CPU	
4 Computer monitors	
3 Printers	
6 UPS	
Wall Clock	
2 Wooden TV stands	
Woolen Red Carpet	
Metallic curtain rods	
Air Conditioner	AC1
Air Conditioner	AC2
Air Conditioner	AC3
Air Conditioner	AC4
Air Conditioner	AC5
Air Conditioner	AC6
Air Conditioner	AC7
Air Conditioner	AC8

Air Conditioner	AC9
Air Conditioner	AC 10
Wooden door	
Wooden Window sash	
Metal window sash (opening)	
Metal window frame	
Semi-glazed metal door	
Solid metal door	
Metal grid in 20mm square tube	
Metallic frame	
Window (Ventilation)	
Metal guard rail	
Bath tabs	
Water heater	
Water heater	
Women's toilet bidet	
Water tank	
Single block wc	
Hand wash Basin	
Wash basin	

Other Assets Findings

- The asset register is up to date and well maintained in excel. However, some of them lack the cost value and many are not engraved. It was revealed that the Mission had embarked on the process of engraving them however the bar code reader used in generating the bar code requires procuring new software which could not be procured in time.
- Majority of the Mission assets are in good condition and therefore there is no need for disposal.

Stores Findings

- The Mission has 5 stores;
 - i. General store at the Chancery where offices are located.
 - ii. Official Residence.
 - iii. Uganda House, Uganda's commercial building in DRC.
 - iv. Goma Office, the Mission's liaison office in Eastern DRC
 - v. The Old Chancery store where salvaged assets from the demolished old chancery building were temporarily stored.
 - a) The Chancery offices are currently in a rented building following the demolition of the Old Chancery building which is under renovation, it was observed that the offices are well organized and had enough space, however the general store is not set up well yet.
 - b) The Official Residence was rented fully furnished however the Mission supplemented a few items that are still in good condition.
 - c) At Uganda House it was noted that everything was in order; the building is well maintained and all Mission assets are well managed.
 - d) Following the opening of Goma Liaison office in October 2020, the Mission furnished Goma offices with new stock of office equipment, which are a;; in good condition.
 - e) It was also noted that following the demolition of the Old Chancery which is currently under renovation, there were obsolete stock of Assets which were still on site.
 - f) It was also ascertained that the Mission maintains a proper Asset register and initial stock agreed with the stock at hand. Asset register attached.

Cash and Bank Findings

- The Mission maintains three (3) bank accounts.
 1. The Expenditure account in Bank of Africa (RDC)
 2. The Visa/NTR account in Ecobank (RDC)

3. The collection/Non checking account in Access bank (RDC) SA, as well the corresponding cash books.

- a) All bank balances agree with the cash book balances at 20th June 2021.
 - b) Monthly reconciliations were carried; cash books were properly updated and reconciled with their respective bank statements.
- The team observed that these accounts were correctly reconciled as per the guidelines in respect to the Treasury Accounting Instructions on cash. Please find attached the certificates of balance, bank and reconciliation statements for each account as given in the table below.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Ambassade D'Ouganda	Bank Of Africa	00029-01015-02112100007-78	\$3,205.22	\$3,205.22	USD
2	Embassy of the Republic of Uganda Visa/NTR	Ecobank RDC	00026-0001-35080037316-27	\$18,937.67	\$18,937.67	USD
3	Embassy of the Rep of Uganda/ Non Checking account	Access Bank DRC Congo	00021-00300-21910337001-63	USD 55,710.75	USD 55,710.75	USD

Recommendation

- Assets found in good conditions are recommended for continued use, while those broken, old not in use and obsolete assets are recommended for disposal. (Asset register and list of unserviceable assets attached in the format provided along with the conditions of the Assets).
- The General store setup at the Chancery should be improved.

VOTE 223 - UGANDA EMBASSY IN SUDAN, KHARTOUM

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Network server be boarded off	New server has been purchased as of August 2021	Old server yet to be disposed of
2	Cream 3 seater sofa be boarded off	Set still in use	Without funds to replace it, it cannot be disposed of yet
3	Toyota Hiace CD 35/03 be boarded off	Funds have been released in the 2021/2022 budget to purchase a new utility van	Old van is still being used till procurement of the New van is done
4	Mercedes benz CD35/01 be boarded off	Vehicle still in use	Without funds to replace it, it cannot be disposed of yet

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land				
Building				

TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	2	1	0	1
Pickup				
Saloon	1	0	0	1
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				

ICT EQUIPMENT				

Desktop Computers	11	3	4	4
Global Positioning System				
Laptop	3	3	0	0
Printer	8	2	5	1
Projector	1	1	0	0
Scanner				
Server	1	0	0	1
Station User License				
Tablet / IPad				
Uninterrupted Power Supply (UPS)	4	0	0	4

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Toyota Hiace	CD35/3
2	Mercedes Benz	CD 35/01

3	Navision Network server and internet	
4	CCTV cameras system	

Other Assets Findings

The Mission has a fleet of **03 vehicles**:

a) One new Mercedes Benz:

In August 2012, **Mercedes Benz (CD 35/01)** with the particulars here below was purchased by the Embassy for official use of the Ambassador, Head of Mission:

The Mercedes is dated and has over time developed mechanical problems such as battery related issues, engine not operating, and constantly stopping suddenly in the road. It poses a risk to the Head of Mission and there is need to board it off before it becomes a hazard.

b) One Black Mitsubishi Pajero CD35/2 which was acquired in March 2016. It was involved in a very bad motor in May 2018, the vehicle was repaired, but in the board of survey report 2018 it was recommended to be boarded off. However that it was repaired but its developing a series mechanical problems, pumps, hydraulic and its spare parts are now the most expensive in Sudan.

c) One Toyota HIACE CD 35/3 that was acquired twelve years ago, in 2009 is currently serving as the Utility van, but due to its age serious mechanical problems, engine electricity problems, battery evolving faults, radiator malfunctioning, gas leakage, the spare parts had been replaced repeatedly.

In accordance with the decision of the Board of Survey and guidance, the vehicle was re-assessed, repaired and is now in bad running condition.

After the re-inspection of the Vehicle above, the Board recommends that vehicle be disposed of in its current running condition before it breaks down again.

Inventory of other items still in use as per their allocation to the respective offices at the Chancery are detailed in respective Chancery Inventory register books:

Cash and Bank Findings

1. The cash book was updated and reconciled with the bank statement. All documents for reference were attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Embassy Khartoum	BOU	002230058400000	NIL	NIL	

Recommendations

1. The board of Survey recommends that the Toyota HIACE CD35/3 be boarded off from the assets of the Embassy through a public auctions as it become a liability with its constant breakdown and repairs.
2. The board of Survey recommends that Black Mitsubishi PAJERO CD35/2 recommends that vehicle be disposed of for it is broken down totally.
3. The board of survey recommends that Mercedes Benz CD 35/01 to be disposed of for the spare parts and maintenance it repeatedly and in higher cost for closed of the servicing company in Sudan due to the economic crisis and high rate of inflation.
4. The board of survey recommends the network server and internet be boarded off as it constant malfunctioning and failure to keep up with current demands.

VOTE 224 - UGANDA EMBASSY IN FRANCE, PARIS

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The renovation process of the Chancery building beconsidered as urgent.	Renovation approved andstarted	Remarkable work progress
2	Expert analysis engaged to ascertain if the Chancery building does not contain banned building materials (Asbestos and Lead).	Asbestos and lead analysis done and the two compounds found. Elimination work undertaken	Removal of the two accomplished
3	The Mission should purchase professional hardware,operating systems and work tooled program.		No action undertaken
4	The Mission should get new computers and printers for the following offices, Deputy Head of Mission, First Secretary, Front Office, Third Secretary, AdministrativeAttache and the Logistics Officer.		No action undertaken
5			

ASSETS FINDINGS

Summary of Assets

ASSETS	No.
BUILDINGS AND STRUCTURES	
BUILDINGS OTHER THAN DWELLINGS	1
MACHINERY & EQUIPMENT	
INFORMATION, COMPUTER AND TELECOMMUNICATIONS EQUIPMENT	60
OTHER MACHINERY AND EQUIPMENT (OTHER THAN TRANSPORT OR ICT EQUIPMENT)	32
TRANSPORT EQUIPMENT	2
WEAPON'S SYSTEMS	
NON-CLASSIFIED	2
Grand Total	97

List of Unserviceable items

ITEM	No.
ACER 2 IN 1	1
ACER COMPUT ER CPU	1
BROTHER 3 IN 1 PRINTER	1
COMP UTER HP	1
COMPUT ER CPU (SERVER)	1
COMPUTER (ACER) 2 IN 1	1
COMPUTER HP	1
COMPUTER HP PAVILION	1
COMPUTER HP WITH KEYBOARD AND MOUSE	1
DEL CP SERVER	1
DESKTOP PC DELL	1
DETECTING MACHINE	1
HP COMPUTER	1
HP DESKTOP PC	1
HPPC2INL	1
LAPTOP-HP	1
MERCEDES BENZ 350S	1
PC DESKTOP	1
PC DESKTOP TOWER	1
PC HP	1
PEUGEOT EXPERT 3	1
PHOTO CAMERA	1
PRINTER - BROTHER	2
PRINTER BROTHER	2
PRINTER- BROTHER	2
PRINTER HP	2
PRINTER HP OFFICE JET	1
SCANNER	1
SERVER VENTO ASUS	1
UNINTERRUPTED POWER SUPPLY (UPS)	1
Grand Total	34

Other Assets Findings

A 50% check on inventories was done because the Chancery which is the main storage facility is undergoing renovation. However, 80% of the assets and inventories in the store are eligible for disposal.

Stores Findings

- Due to the ongoing renovation at the chancery, an extra storage space was rented out at Shurgard on address 2 Rue des Charretieres- 95100 Argenteuil.
- It should be noted that the stores consist of numerous documents, brochures and magazines.

Cash and Bank Findings

1. The cash book was updated and reconciled with the bank statement. All documents for reference were attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
BANK						
		BANK BALANCE CBS	CASHBOOK BALANCE CBS	Sum of BANK BALANCE AT 30 JUNE 2021	Sum of CASHBOOK BALANCE	
	(blank)					
	3000303301	18,329,998	18,329,998	4298.78	18329997.92	
	(blank)	18,329,998	18,329,998	4298.78	18329997.92	
	AMBASSADE DE L'OUGANDA PARIS	18,329,998	18,329,998	4298.78	18329997.92	
	EUR	18,329,998	18,329,998	4298.78	18329997.92	
	817018014	3,759,264,692	3,725,712,299	881628.68	3725712299	
	(blank)	3,759,264,692	3,725,712,299	881628.68	3725712299	
	AMBASSADE D'OUGANDA	3,759,264,692	3,725,712,299	881628.68	3725712299	
	EUR	3,759,264,692	3,725,712,299	881628.68	3725712299	
	Grand Total	3,777,594,689	3,744,042,297	885927.46	3744042297	

Recommendations

No recommendations were given in the report.

VOTE 225 - UGANDA EMBASSY IN GERMAN, BERLIN

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	There is need for refurbishment of the Official Residence and Office of the Deputy Head of Mission.	Not implemented	The Mission has no development budget.
2	The Ministry of Finance, Planning and Economic Development should give timely responses to requests by the Mission for inclusion of a development budget.	Not implemented	The Mission has no development budget.
3	The Mission should budget for and purchase and start flying the East African Community (EAC) Flag at the Chancery building as recently directed by Government.	Not implemented	The Mission is liaising with the property Management.

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land				
Building				
TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon				
Pickup				
Saloon	3	2		1
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				
ICT EQUIPMENT				
Desktop Computers	14	6		8
Global Positioning System				

Laptop	2	2		
Printer	13	6		7
Projector				
Scanner				
Server	2	1		1
Station User License				
Tablet/ iPad				
Uninterrupted Power Supply (UPS)				

OFFICE EQUIPMENT				
Detecting Machine				
Generator				
Embossing Machine	1	1		
Passport Reader				
Photo Copier				
Projector				
Radio Calling System				
Survey Equipment				
Water Tank				

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Web Camera	1
2	TV Sony KDL 43"	1
3	TV Samsung UE 43 NU 7199	1
4	Electric Mixer RusselHobbs	1
5	Microwave Oven Panasonic	1
6	Microwave Oven Sharp	1
7	Office Desk	1

8	Table/ White	1
9	Laptop bag	1
10	Garbage Can	1
11	Moping bucket	1
12	Small kitchen cupboard	1
13	Coffee Table/Brown	1
14	Coffee Table/Tempered glass	1
15	Thermo Flask Black	1

Other Assets Findings

1. A hard copy of all the Assets owned by Uganda Embassy Berlin was printed and all major assets have been captured. A list of the Assets was attached to the report.
2. The Team also noted and verified all the Assets proposed for disposal.

Stores Findings

1. Inspection was done to ascertain the status of assets, inventories and stores.

Cash and Bank Findings

1. The team ascertained that monthly reconciliations are done and the cash books were properly updated and reconciled with their respective bank statements.

Table showing accounts reviewed by the board

S/N	Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Operations Account	Commercial Bank	DE7210040000 0268188000	14,008.52	8,581.55	EUR
2	NTR/EATV Account	Commercial Bank	DE4510040000 0268188001	2,601.80	2,601.80	EUR

Recommendations

1. There is need for refurbishment of the Official residence and the office of the Deputy Head of Mission.
2. The Ministry of Finance, Planning and Economic Development should give timely responses to requests by the Mission.
3. There is need for the upgraded NAVISION 2017 to incorporate an inventory Management Module that is fully activated and user friendly to enable full automation of the inventory process (preferably the ability to directly upload an excel asset register worksheet on to the system).
4. The process of disposing of unserviceable items should take place in the Financial Year.
5. The Mission needs a bigger Chancery with sufficient room for storage.

VOTE 226 - UGANDA EMBASSY IN IRAN, TEHRAN

Follow up on Previous Recommendations

S/N	Previous Recommendation	Action Taken	Remarks
1.	Board of Survey of the previous FY recommended the disposal of several office equipment, furniture and fittings and car tires, as per attached extract.	Items fully disposed of.	These were old unserviceable items which had been stored for a long period and had already been replaced

ASSET FINDINGS

SUMMARY OF ASSETS

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land				
Building				

TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon				
Pickup				
Saloon	3	3		
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				

ICT EQUIPMENT				
Desktop Computers	10	9	1	
Global Positioning System				
Laptop				
Printer	9	8		1
Projector				
Scanner				
Server	2	2		
Station User License				
Tablet/ iPad				
Uninterrupted Power Supply (UPS)				

OFFICE EQUIPMENT				
Detecting Machine				
Generator				

Embossing Machine	1	1		
Passport Reader				
Photo Copier	2	1		1
Projector				
Radio Calling System				
Survey Equipment				
Air Conditioner	3	3		
Water Tank				

LIST OF UNSERVICEABLE ITEMS

S/N	ITEM DESCRIPTION	QUANTITY
1	3-SEATER CHAIR	UG/CH/066
2	PRINTER	UG/PRINTER/011
3	PHOTOCOPIER	UG/PRINTER/010
4	COMPUTER MONITOR	UG/MON/O12
5	CPU	UG/PC/012
6	SITTING ROOM CHAIR	UG/CH/070
7	SITTING ROOM CHAIR	UG/CH/071
8	SITTING ROOM CHAIR	UG/CH/072
9	SITTING ROOM CHAIR	UG/CH/073
10	SITTING ROOM CHAIR	UG/CH/074
11	SITTING ROOM CHAIR	UG/CH/075
12	SITTING ROOM CHAIR	UG/CH/127
13	SITTING ROOM CHAIR	UG/CH/128
14	SITTING ROOM CHAIR	UG/CH/129
15	SITTING ROOM CHAIR	UG/CH/130
16	SITTING ROOM CHAIR	UG/CH/131

17	SITTING ROOMCHAIR	UG/CH/132
18	SITTING ROOMCHAIR	UG/CH/133
19	TABLE	UG/TAB/066
20	TABLE	UG/TAB/067
21	TABLE	UG/TAB/068
22	TABLE	UG/TAB/069
23	TABLE	UG/TAB/065
24	TABLE	UG/TAB/074
25	TABLE	UG/TAB/075
26	TABLE	UG/TAB/076
27	TABLE	UG/TAB/078
28	TABLE	UG/TAB/070
29	TABLE	UG/TAB/079
30	TABLE	UG/TAB/080
31	FRIDGE	UG/FRIDGE/003

STORES FINDINGS

No Report.

CASH AND BANK BALANCES

S/N	Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Embassy Tehran	Bank of Uganda	002260058400000	0	0	USD
2	Uganda Embassy in Tehran-Dollar Operations	Bank Melli	2006010000041	0.09	0.09	USD
3	Uganda Embassy in Tehran-Revenue	Bank Melli	20060702739	0.88	0.88	USD
4	Uganda Embassy in Tehran-Operations	Bank Melli	0105769230009	0	0	IRR

RECOMMENDATIONS

No Report.

VOTE 227 - UGANDA EMBASSY IN MOSCOW, RUSSIA

Follow up on Previous Recommendations

S/N	Previous Recommendation	Action Taken	Remarks
1.	Solicitation for funds to enable change of location to better, appealing, spacious and strategically located premises to enhance service delivery and image.	The Mission obtained funds to enable change of location to suitable premises for the Chancery which will enhance service delivery and improve on the country's image.	Confirmed
2.	Board off all Items in poor condition	Missions assets in very poor condition e.g. Furniture have been boarded off(destroyed/dumped)	Confirmed
3.	Replace gadgets which are necessary but have become outdated for example computers.	The Mission has acquired new equipment-computers, printers and furniture.	Confirmed
4.	Procure a carpet for the entire Chancery floor.	The Mission undertook repairs at the Chancery to improve on working conditions	Confirmed

5.	Handover vacant premises for the former third secretary/consular officer	Vacated premises for the Third Secretary were handed over to the Landlord.	Confirmed
6.	Single Entry Visa sticker booklet series TSU615135-TSU605150 to be returned to the Ministry of Internal Affairs since it is no longer in use.	No follow up given	Management should follow up

ASSETS FINDINGS

Summary of Assets

No summary of Assets was attached to the report.

OTHER ASSET FINDINGS

The assets which were not labelled have been labelled except textiles, utensils and those that cannot be labelled.

STORES FINDINGS

The new Chancery offers ample storage space for stationery, consumables, old documents to be archived, exhibition/promotional materials, obsolete furniture, equipment, vehicle tire etc.

All the residences for Homebased staff were visited, found to be secure except the need for more furnishing.

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Silver Coat hanger	UG/HOM/014
2	Fax Machine (Panasonic)	UG/CH/62
3	Canon Printer	UG/CH/106
4	Sofa/ Couch (cream)	UG/DHOM/001-3
5	8 Seater Dining Table	UG/DHM/004
6	Dining Chairs	UG/DHM/006-12
7		
8		
9		
10		
11		
12		

Cash and Bank Findings

A review of the bank account balances reflected 167,675.81 Euros and 2,956,122.26 Rubles in form of unspent balances. All the transfers received from Treasury/ Consolidated Fund could not be expended in the Financial Year due to the COVID-19 pandemic. There was no cash at hand.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Embassy, Moscow - NTR	JCS VTB Bank	40807978300050000230	29904-21	167675-81	EUR
2	Uganda Embassy, Moscow - Operations	JCS VTB Bank	40807840300050000520	475-91	475-91	USD
3	Uganda Embassy, Moscow - Operations	JCS VTB Bank	4080781050000000318	1051916-23	2956122-26	RUBLE
4	Uganda Embassy, Moscow - Transfer of NTR	JCS VTB Bank	40807810900050000468	NIL	NIL	RUBLE

Recommendations

- Need for funds to continue funding the new Chancery.
- Board off all items in poor conditions as indicated in attached lists.
- Procure more equipment and furniture to enhance performance.
- Unspent balances as at 30.06.2021 to be remitted to the Consolidated Funds.

VOTE 228 - UGANDA EMBASSY IN AUSTRALIA, CANBERRA

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Some of the items at the Official Residence, Chancery and Administrative Attaches Residence were too old and out of use hence due for disposal.	Items were disposed of.	Advised for immediate disposal
	The Kia Utility vehicle purchased in August 2006 was grounded and due for disposal.	The Kia was disposed of	

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land				
Building				

TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	1	1		
Pickup				
Saloon	1	1		
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				

ICT EQUIPMENT				
Desktop Computers	19	12		7
Global Positioning System				
Laptop	4	3		1
Printer	12	6		6
Projector	1	1		
Scanner				
Server	2	1	1	

Station User License				
Tablet/ iPad				
Uninterrupted Power Supply (UPS)	1		I	

OFFICE EQUIPMENT				
Detecting Machine				
Generator				
Passport Reader				
Photo Copier	2	1		I
Projector				
Radio Calling System				
Survey Equipment				
Water Tank				

Other Assets Findings

A survey was done at the Chancery, Official Residence and other staff residences to ascertain the status of the Mission's assets. It was observed that all the Mission's assets are engraved and kept in good condition. However, there are some items which have depleted and are unserviceable and need to be disposed of.

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	REG.NO
2	Paper Shredder	UHC-CAN-CH-SH/001
3	Office Chair	UHC-CAN-CH-SC/001
4	Canon Copier (Colored)	UHC-CAN-CH-PR/001
5	HP Printer	UHC-CAN-CH-PR/003
6	Microwave	UHC-CAN-CH-MW/001
7	Toaster	UHC-CAN-CH-TO/001

8	Electric Kettle	UHC-CAN-CH-EK/001
9	Office Chair (Black)	UHC-CAN-CH-SC/005
10	Brother Printer	UHC-CAN-CH-PR/005
11	Dustbin	N/A
12	Entertainment Unit	UHC-CAN-OR-ES/001
13	5 Seaters Sofasets (White)	UHC-CAN-OR-SS/012
14	2 Seaters SofaSets	UHC-CAN-OR-SS/001

Cash and Bank Findings

The Board of survey team verified cash and bank balances of the two accounts held and run at National Australia Bank (NAB), Canberra. The team ascertained that monthly bank reconciliations were done and cashbooks properly updated and reconciled with their respective bank accounts. Certificates of Balances and Bank reconciliations were attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda High commission -NTR	NAB	57-860-5604	0	0	AUD
2.	Uganda High commission-Operations	NAB	57-690-9102	254.67	254.67	AUD

Recommendations

The Board of Survey team recommends that the faulty and worn out items which were unserviceable need to be disposed of to avoid overcrowding of the stores at the Chancery and Residences.

VOTE 229 - UGANDA EMBASSY IN SOUTH SUDAN, JUBA

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	There is need for boarding off all the unserviceable items that have been recommended for disposal.	The Mission has taken the effort to look for funds to dispose of the items.	Recommendation wasn't adhered to by the Mission.
2	There is need for the Mission to have and maintain a daily vehicle mileage book to minimize the misuse of the vehicles by the drivers.	The Mission has put in place travel tracking books in each vehicle to help control the misuse of the vehicles.	Recommendation was adhered to by the Mission.
3	It was observed that the Mission Asset register was well prepared but there is need for the Vote to ensure that all its assets are embossed to avoid the loss of some of them like the small portable items of value	The Mission did request for quotations for the suitable service providers in South Sudan but failed to obtain any. The Mission will ensure the assets are engraved next Financial Year.	Recommendation wasn't adhered to by the Mission
4	Digitization of all documents including VISA files would create both space and guaranteed security since the security in the country is uncertain.	The Mission is still searching for the right software to use for digitization of the VISA files and several documents.	Recommendation wasn't adhered to by the Mission
5	Decongest the visa section by transferring the old visa application to another safer place.	The Mission is still trying to create space in the office of the Head of Accounts and server room to relocate the old VISA applications.	Recommendation wasn't adhered to by the Mission
6	There is need for guidance on the period of time hard copy documents should be kept prior to the disposal.	The Administration is yet to write to the Office of Accountant General and the Permanent Secretary-Ministry of Foreign Affairs regarding the recommended procedure for disposal of documents.	Recommendation wasn't adhered to by the Mission
7	Provision of fire proof cabinets to ensure safety in case of fire outbreaks, vandalism and heavy rains.	The Mission hasn't yet obtained the fire proof cabinets because there was no budget allocated to it for the purchases.	Recommendation wasn't adhered to by the Mission
8	Ministry of Foreign Affairs and the International Cooperation of South Sudan should be contacted to intervene in completing the legal issues on the land in question,	The Mission did draw the matter of land occupied by the encroachers to the respective offices in South Sudan.	Recommendation was adhered to by the Mission.

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land	3	1	2	0
Building	3	0	0	0
TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	2	2	0	0
Pickup	1	1	0	0
Motorcycle	1	1	0	0
ICT EQUIPMENT				
Desktop Computers	5	5	0	
Laptop	7	6	0	1
Projector	1	1	0	0
Scanner	1	1	0	1
Server	1	1	0	0
Uninterrupted Power Supply (UPS)	5			5
OFFICE EQUIPMENT				
Detecting Machine	3	1	0	2
Generator	3	2	0	1
Photo Copier	1	1	0	0
Projector	1	0	0	0
MACHINERY				
Air Conditioner	4	4	0	0

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Armored car 4 spare tyres	1
2	Chair	6pcs
3	Coat hanger	1pc
4	CPU	1pc
5	Generator	1pc
6	Internet switch(D-link)	1pc
7	Key board	1pc
8	Laptop	1pc
9	Monitor	2pcs
10	Obit fan	3pcs
11	Office stamps	8pcs

12	Office tables	5pcs
13	Old tyres	NA
14	Paper Shredder	1pc
15	Portrait (H.E Salvakir)	1pc
16	Portrait (Y.K Museveni)	3pcs
17	Refrigerator	1pc
18	Security Scanner	1pc
19	Sofa chair	2pcs
20	UPS	5pcs
21	Wardrobe	2pcs
22	Water Dispenser	1pc
23	Wheel barrow	2pcs

Other Assets Findings

OTHER ASSETS FINDINGS

- The asset register is up to date and well maintained in excel. However, some of them lack the cost value and many are not engraved. It was revealed that the Mission had embarked

on the process of engraving them however the bar code reader used in generating the bar code requires procuring new software which could not be procured in time.

- Majority of the Mission assets are in good condition and therefore there is no need for disposal.

Stores Findings

- The available storage space is currently not being used as the Mission is still new. Consumables are distributed to the different user departments as soon as they are procured.

Cash and Bank Findings

- The Mission maintains four bank accounts. The team reviewed and verified the cash and bank balances as at 30th June 2021.
- The team observed that these accounts were correctly reconciled as per the guidelines in respect to the Treasury Accounting Instructions on cash. Please find attached the certificates of balance, bank and reconciliation statements for each account as given in the table below.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Embassy Juba	BOU	002290058400000	0.0	NIL	USD
2	Uganda Embassy Juba	KCB-JUBA	5500152947	102,229.0	NIL	USD
3	Uganda Embassy Juba	KCB-JUBA	5501587912	471,160.53	NIL	USD

Recommendations

- The Mission should engrave all assets.
- There is need to put shelves in the store room as recommended in the last report where consumables can be bought and kept.

VOTE 230 - UGANDA EMBASSY IN UNITED ARAB EMIRATES, ABU DHABI

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Boarding off of two utility cars (CD8943 and CD1609)	The two cars were traded in for another new car Toyota Innova 2020 Model	Trade in with Toyota Company (aiFattaim) was the best alternative since in UAE it is hard to sell poor mechanical cars which are supposed to be dumped off.
2	More adequate space especially at Chancery for storage	We engaged the Ministry of Finance for additional funding to acquire a bigger property.	Still waiting for additional funding
3	Engraving of Assets	Still pending	Covid-19 affected the exercise of engraving.

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
TRANSPORT EQUIPMENT				
Station Wagon	2	2	2	0
Saloon	1	1	1	0
ICT EQUIPMENT				
Desktop Computers	5	5	5	0
Laptop	6	6	6	0
Printer	7	7	7	0
Projector	1	1	1	0
Server	4	4	4	0
OFFICE EQUIPMENT				
Photo Copier	1	1	1	0

List of unserviceable items recommended for disposal

1. Schedule of unserviceable items was not attached to the report.

Other Assets Findings

1. The Assets database is well maintained and updated regularly a copy of which is attached.
2. It was also noted that the record on vehicles was updated and maintained regularly giving details about the state and condition of vehicles.

Stores Findings

1. The stores looked at included the Chancery, Official Residence and other Residences.

2. The stores records were kept by special designated officers i.e. consumables, Vehicles and other fixed assets separately. The record keeping is commendable and items are posted on time in the stores book.

Cash and Bank Findings

1. A total of three books together with their statements were reviewed and properly reconciled to their respective cashbooks as per the guidelines in respect to the Treasury accounting instructions (certificate of balance attached). The Accounts referred to are summarized as below.

Table showing accounts reviewed by the board

S/N	Account Number	Account Name	Bank Balance	Cash Book Balance	CUR
1	90020200008920	Bank of Baroda	4,977.04	4,977.04	AED
2	90020200009013	Bank of Baroda	2,120.07	2,120.07	USD
3	90020200008916	Bank of Baroda	8,096.02	8,096.02	AED

Recommendations

1. It was noted that there is need for adequate space especially at Chancery where walkways are being used as stores. It is strongly recommended and advised that the management should acquire bigger premises which should cater for stores.

VOTE 231 - UGANDA EMBASSY IN BURUNDI, BUJUMBURA

Follow up on Previous Recommendations

No Report

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	Number In Good Condition	Number In Fair Condition	Recommended For Disposal
LAND AND BUILDINGS				
Building	1	1		
TRANSPORT EQUIPMENT				
Station wagon	2			
Pickup	2	1		1
MACHINERY				
Transformer	1	1		
Air conditioner	7			7
ICT EQUIPMENT				
Computer	14	5	1	8
Printer	10	1	6	3
Server	4	3		
UPS	23	9	1	13
OFFICE EQUIPMENT				
Access control systems	1	1		
CCTV system	2	1	1	
Television	10	7		3
Fire Alarm system	1	1		
Generator	1	1		
Photocopier	1		1	
Power stabilizer	1	1		
Public Address System	1	1		
Telephone PABX system	2	1		1
Water Tank	1	1		
Air Conditioner	15	8		7
Baggage Scanner	1	1		

Other Assets Findings

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Air Conditioner	7
2	Cabinets	2
3	Camera	5
4	CCTV Recorder	1
5	Chairs	24
6	Desks	12
7	External Drive	1
8	Fan	5
9	Intercom system	1
10	Kettle	1
11	Keyboard	1

12	Microwave	1
13	Money Detector	1
14	Monitor	2
15	Printers	2
16	Safe	2
17	Server	1
18	Shelves	2
19	Stools	2
20	Tables	6
21	UPS	2
22	Vacuum Cleaner	1
23	Volatage Regulator	5

Stores Findings

Inspection was done and different locations were visited to ascertain the status of Assets, Inventories and stores.

Cash and Bank Findings

1. The survey entailed Bank and Cash balances of 5 accounts provided by the entity. The team ascertained that monthly reconciliations were done as cash books were properly updated and reconciled with their respective bank statements.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Embassy of Uganda in Burundi - Expenditure	Banque Commerciale Du Burundi (BANCOBU)	0017806-02-52	390,994	390,994	BIF
2	Embassy of Uganda in Burundi - Expenditure	Central Bank of Burundi	3302/630	18,324.62	77.62	USD
3	Embassy of Uganda in Burundi - Expenditure	Bank of Uganda	002310058400000	30	30	USD
4	Embassy of Uganda in Burundi - Revenue	Central Bank of Burundi	3302/676	101.37	101.37	USD
5	Embassy of Uganda in Burundi - Revenue A/C	Central Bank of Burundi	1199/164	343,488	343,488	BIF

Recommendations

1. Obsolete Items as attached should be disposed of to avoid congestion and to prevent further damage to the items such that value for money is realized from them.
2. All the Embassy vehicles that were inspected are worn out and need replacement as soon as possible in order to avoid unnecessary expenditures on repairs and avoid fatal road accidents.

VOTE 232 - UGANDA CONSULATE IN CHINA, GUANGZHOU

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Replacement of the utility van	Not yet done	Funds were not provided during the FY under review but have been provided in 2021/22.
2	Boardroom chairs are in a dire state and need urgent replacement.	Not yet boarded off	The Consulate did not get development funds for replacement.
3	Obsolete furniture at staff residences, ICT and Office Equipment should be boarded off.	Obsolete items disposed off	Items boarded off by disposal. Such items do not have a resale value in China.
4			

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	Number In Good Condition	Number In Fair Condition	Recommended For Disposal
LAND AND BUILDINGS				
Land	1	1		
TRANSPORT EQUIPMENT				
Saloon car	1	1		
Station wagon				
Pickup				
Omnibus	1			1
MACHINERY				
Transformer				
Air conditioner				
ICT EQUIPMENT				
Computer	9		9	
Laptop	2	2		
Printer	7		2	5
Server	1		1	
UPS				
OFFICE EQUIPMENT				
Access control systems				
CCTV system				
Fire Alarm system				
Generator				
Photocopier				
Power stabilizer				
Public Address System				
Telephone PABX system				
Water Tank				

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	Five-seater sofa	UCG/ADM/SS/001
2	Five-seater sofa	UCG/ADM/SS/002
3	Five-seater sofa	UCG/ADM/SS/003
4	Office Chair	UCG/ADM/CH/01 1
5	Conference Chair	UCG/ADM/C- CH/001
6	Conference Chair	UCG/ADM/C- CH/002
7	Conference Chair	UCG/ADM/C- CH/003
8	Conference Chair	UCG/ADM/C- CH/004
9	Conference Chair	UCG/ADM/C- CH/005
10	Conference Chair	UCG/ADM/C- CH/006
11	Conference Chair	UCG/ADM/C-

		CH/007
12	Conference Chair	UCG/ADM/C- CH/008
13	Conference Chair	UCG/ADM/ C- CH/009
14	Conference Chair	UCG/ADM/C- CH/010
15	Conference Chair	UCG/ADM/C- CH/011
16	55" TV Samsung	UCG/ADM/TV/001
17	TV Samsung	UCG/ADM/TV/002
18	Cash Safe	UCG/ADM/SF/002
19	HP Printers M1005	UCG/ADM/PR/001
20	HP Printers M1005	UCG/ADM/PR/002
21	HP Printers M1005	UCG/ADM/PR/004
22	HP Printers M1005	UCG/ADM/PR/006
23	HP Printers M1005	UCG/ADM/PR/007
24	Five-seater sofa	UCG/ADM/SS/001

- Upon review of the recommendations for the previous period, it was noted that the security camera system was disposed of. It was not replaced which compromises the security of the Chancery.
- It was further noted that boardroom furniture continues to be used despite being previously recommended for board off.
- The Utility Van is over 10 years old and has exceeded 300,000km. funds for procurement of a new van were budgeted in FY 2021/22.
- The two television sets are outdated and are unable to play new file formats.
- There is urgent need for retooling funding to procure a multipurpose photocopier.
- **Stores Findings**
Inspection was done at the Consulate to ascertain the status of Assets, inventories and stores.

Cash and Bank Findings

1. The survey entailed cash and bank balances of the three (3) accounts operated by the Consulate. The team ascertained that monthly reconciliations were done and cashbooks properly updated and reconciled with their respective bank statements..

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Consulate in Guangzhou (Exp A/C)	Bank of China	691257759269	3336,834.51	329834.51	USD
2	Uganda Consulate in Guangzhou (Exp A/C)	Bank of China	715957733820	17,328.27	17,328.27	RMB
3	Uganda Consulate in Guangzhou (NTR)	Bank of China	661361096678	426.66	426.66	RMB

Recommendations

- As a matter of urgency, the security camera system at the Chancery should be procured and installed.
- Boardroom chairs should be replaced as soon as possible.
- Obsolete furniture at the Chancery and office equipment should be boarded off by disposal due to the fact that such used items have no market value in China, if the Consulate was to call for sale bids from the public.
- Whereas the Utility van was earlier recommended for replacement due to its old age and maintenance costs, this was not done because the Consulate did not receive development funds on that budget item. Therefore, the committee recommended continued use until funds for replacement are released.

VOTE 233 - UGANDA EMBASSY IN TURKEY, ANKARA

Follow up on Previous Recommendations

No schedule was attached to the report.

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	Number In Good Condition	Number In Fair Condition	Recommended For Disposal
LAND AND BUILDINGS				
Land				
TRANSPORT EQUIPMENT				
Saloon car	2		1	1
Station wagon				
Pickup				
Omnibus	2	1		1
MACHINERY				
Transformer				
Air conditioner				
ICT EQUIPMENT				
Computer	7		7	
Laptop	2	2		
Projector	1	1		
Printer	7	7		
Server	1			1
UPS	8	8		
OFFICE EQUIPMENT				
Access control systems				
Detecting Machine	1			1
Passport reader	1			1
Air conditioners	10	10		
CCTV system				
Fire Alarm system				
Generator				
Photocopier				
Power stabilizer				
Public Address System				
Telephone PABX system				
Water Tank				

List of unserviceable items recommended for disposal

No list of unserviceable items was attached to the report.

Cash and Bank Findings

No table showing cash and bank balances was attached to the report.

Recommendations

No recommendations were given.

VOTE 234 - UGANDA EMBASSY IN SOMALIA, MOGADISHU

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Kitchen Electrical oven and storage drawers	No action taken to date	Accountant General to boost development budget.
2	Furniture	No action taken to date	Funds awaited
3	Metal Detector	No action	Funds awaited
4	Regular inspection of stores	Done once a month	
5	Proof of ownership	Tagging	Engraving services not available in Somalia.

ASSETS FINDINGS

Summary of Assets

ASSETS	No.
BUILDINGS AND STRUCTURES	
BUILDINGS OTHER THAN DWELLINGS	5
DWELLINGS	3
MACHINERY & EQUIPMENT	
INFORMATION, COMPUTER AND TELECOMMUNICATIONS EQUIPMENT	54
OTHER MACHINERY AND EQUIPMENT (OTHER THAN TRANSPORT OR ICT EQUIPMENT)	25
TRANSPORT EQUIPMENT	3
OTHER FIXED ASSETS	
INTELLECTUAL PROPERTY PRODUCTS	1
WEAPON'S SYSTEMS	
NON-CLASSIFIED	4
Grand Total	95

List of unserviceable items recommended for disposal

ITEM	No.
AILIPU PUBLIC ADDRESS SYSTEM	1
DESKTOP COMPUTER CORE I3	1
GAS COOKER	1
HP PRINTER	1
JET CAR WASH	1
KING MAX GRASS CUTTER	1

LG TV 43"	1
OFFICE FILING CABINET	1
Grand Total	8

Other Assets Findings

1. No other findings on assets were given in the report.

Stores Findings

1. No stores findings were given in the report

Cash and Bank Findings

1. The cash and Bank survey was done but there was no evidence attached.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Mission to Somalia	BOU	002340058400000	0	259,058	USD

Recommendations

1. The board should endeavor to present the report in the prescribed format given in the BoS guidelines issued by Accountant General.

VOTE 235 - UGANDA EMBASSY IN MALAYSIA, KUALA LUMPER

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Paper shredder UHC-KL/CH-PRO/39 was faulty and recommended for disposal.	Not yet disposed of.	New one was bought. Ref No. UHC-KL/CH-PRO/076
2	Two Mission vehicles, Mercedes Benz Reg, No 116-01-DC and Toyota Hiace Reg, No. 116-101-DC are due for replacement.	Not yet disposed of.	Funding for utility van provided in Financial Year 2021/22.

3	Recommended that most of the household items bought in 2015 at Official and staff residences be disposed of.	Not yet disposed of.	No funding for retooling.
4	Unserviceable items at the Chancery, Official and staff residences which were faulty and worn out needed to be disposed of.	Not yet disposed of.	To be disposed of in 2021/22.
5	LG TV screen UHC-KL/CH-PRO/048 was recommended for disposal.	Not yet disposed of.	Replacement shall be effected in 2021/22
6	Trolley Reg. No. UHC-KL/CH-PRO/035 was recommended for disposal.	Not yet disposed of.	New one was bought.
7	Canon printer Reg. No. UHC-KL/CH-COM/006 was recommended for disposal.	Not yet disposed of.	To be disposed of in 2021/22.
8	Bar stools at the Admin Attache's Residence Reg. No. UHC-KL/RES-FUR/075,076 and 077 respectively were recommended for disposal.	Not yet disposed of.	To be disposed of in 2021/22.

ASSETS FINDINGS

Summary of Assets

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
TRANSPORT EQUIPMENT				
Saloon	01	01		
Omnibus	01	01		
ICT EQUIPMENT				
Desktop Computer	15	05	02	08
Laptop	05	02	02	01
Printer	09	05		04
Projector	01	01		
Scanner	01	01		
Server	01	01		
OFFICE EQUIPMENT				
Photo Copier	01	01		
Projector	01	01		

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	QUANTITY
1	HP DESK COMPUTER	9
2	CANON COMPUTER	3
3	HP PRINTER	1

4	PAPER SHREDDER	1
5	SONY HOME THEATRE	1
6	AIR HUMIDIFIER	1
7	BAR STOOLS	6

8	ASSORTED ART PIECES	10
9	CARPET	1
10	ELECTRIC KETTLE	1

11	RICE COOKER	
12		
13		

Other Assets Findings

- It was observed that the Mission Assets at the Chancery are engraved and in good condition.
- The Mission has 2 vehicles, One Representation car Mercedes Benz E250 Registration Number 116-01-DC and a Utility Van Toyota Hiace Registration Number 116-101-CD both purchased in 2015 are still in good condition.

The assets for the Mission at Residences are well maintained and engraved. Some assets which were worn out have been replaced and those that require disposal have been recommended.

Cash and Bank Findings

The Board of Survey team verified cash and bank balances of the 2 Mission Accounts run at May Bank Berhard, Malaysia. The team ascertained that monthly reconciliations were done and cashbooks properly updated and reconciled with their respective bank statements.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda High Commission, Kuala Lumpur(Operation)	MAY BANK,MALAYSIA	512679317747	62,215.88	55,065.48	MYR
2	Uganda High Commission, Kuala Lumpur(Operation)	MAY BANK,MALAYSIA	512679318451	63.88	63.88	MYR

Stores Findings

The Chancery is well maintained with enough space to accommodate Mission work which represents a good image of the country Uganda.

Recommendations

The Mission needs a brand new Representation vehicle for the Head of Mission due to the wear and tear of the car that the Mission is currently using though in good condition has exceeded the replacement time.

VOTE 236 - UGANDA CONSULATE IN KENYA, MOMBASA

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Obsolete items should be disposed of to avoid congestion and to prevent further damage to the items such that value for money can be obtained from them.	Disposal process initiated.	Disposal process is still ongoing. This was disrupted by the COVID 19 pandemic. Furthermore, the climatic conditions of Mombasa being salty, the machinery and material fabric loses quality due to wear and tear hence making it difficult to dispose of items.

ASSETS FINDINGS

Summary of Assets

ASSETS	No.
MACHINERY & EQUIPMENT	
INFORMATION, COMPUTER AND TELECOMMUNICATIONS EQUIPMENT	26
OTHER MACHINERY AND EQUIPMENT (OTHER THAN TRANSPORT OR ICT EQUIPMENT)	62
TRANSPORT EQUIPMENT	2
Grand Total	90

List of unserviceable items recommended for disposal

No Report attached.

Other Assets Findings

1. A physical inspection of the different locations to ascertain the status of assets, inventories and stores.

Cash and Bank Findings

The survey entailed bank and cash balances of 3 accounts provided by the entity. The team ascertained that monthly reconciliations were done as cashbooks were properly updated and reconciled with their respective bank statements.

Table showing accounts reviewed by the board

BANK	BANK BALANCE CBS	CASHBOOK BALANCE CBS
(blank)		
STANBIC BANK	30,522	30,522
UGANDA CONSULATE MOMBASA	30,522	30,522
100003590978	30,522	30,522
Grand Total	30,522	30,522

Stores Findings

1. It was observed that Mission Assets are engraved and kept in good condition however there are some unserviceable items that need to be disposed to save space.

Recommendations

- Obsolete items should be disposed of to avoid congestion and to prevent further damage to the items such that value for money can be obtained from them.
- All items that are not engraved should be engraved
- Bigger and more secure storage space is needed.

VOTE 237 - UGANDA EMBASSY IN ALGERIA, ALGIERS

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Engraving of Assets	All Embassy Assets have been engraved.	Done
2	Closure of Account in Tunis	Account closed.	Done
3	Opening of NTR/ Revenue account in Algiers	NTR Account was opened.	Done

ASSETS FINDINGS

SUMMARY OF ASSETS

ASSET CATEGORY	TOTAL	No. of Assets Good and in use	No. of Assets Fair Condition	No. of Asset Recommended for disposal
LAND AND BUILDINGS				
Land				
Building				
TRANSPORT EQUIPMENT				
Aero plane				
Station Wagon	02			
Pickup				
Saloon	01			
Motorcycle				
Trailer\Truck				
Earth Moving Equipment\Tractor				
Omnibus				
ICT EQUIPMENT				
Desktop Computers				
Global Positioning System				
Laptop				
Printer				
Projector				
Scanner				
Server				
Station User License				
Tablet / iPad				
Uninterrupted Power Supply (UPS)				
OFFICE EQUIPMENT				

Detecting Machine				
Generator				
Passport Reader				
Photo Copier				
Projector				
Radio Calling System				
Survey Equipment				
Water Tank				
MACHINERY				
Air Conditioner				
Automatic Weather Station				
Bakery Production Line				
Blue Print Machine				

List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION	REG.NO
1	Office Table	A;G/UG/ST1/TA
2	Flags	
3	Telephone Set	ALG/UG/ST1/TE
4	Chairs (3 seater)	ALG/UG/SR2/OC
5	Chair (1 seater)	ALG/UG/ST2/OC
6	Table glass	ALG/UG/ST2/GT
7	Computer set	ALG/UG/ST3/CO
8	Visitors chair	ALG/UG/ST5/OC
9	Desk	ALG/UG/ST5/DK
10	Working Table	ALG/UG/ST5/TA
11	Small Table	ALG/UG/ST6/CO
12	Telephone set	ALG/UG/ST6/PL
13	Cabin	ALG/UG/ST6/CA
14	Chairs	ALG/UG/ST6/C
15	Center table	ALG/UG/ST7/CT

16	Wooden cabin	ALG/UG/ST7/WC
17	Chairs	ALG/UG/ST12/C
18	Computers (2)	ALG/UG/ST13/CO
S/N		
19	Printer	ALG/UG/ST13/PR
20	Round wooden table	ALG/UG/ST13/TA
21	Chair	ALG/UG/ST13/C
22	Power Stabilizer	ALG/UG/ST13/PS
23	Trays	ALG/UG/ST13/CH
24	Hard drive	ALG/UG/ST13/HD
25	Computer (2)	ALG/UG/ST14/CO
26	Printer (2)	
27	Shredder	ALG/UG/ST14/S
29	Computer	ALG/UG/ST14/S
30	Printer	ALG/UG/ST15/PR

Other Assets Findings

1. The Assets were inspected and register was updated
2. The Representation car is old and requires replacement having been bought in 2007

Cash and Bank Findings

- It was observed that the Mission;
- Closed old bank accounts previously held in Libya under the old Uganda Embassy Tripoli with zero balances namely after receiving advice from Accountant General vide letter dated 18th October 2018.

▪ **Table showing accounts closed by the Mission.**

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Collection/Expenditure a/c		00055000679	0.0		
2	Project A/c		0000058203	0.0		
3	Revenue A/c		0000059967	0.0		

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	AMBASSADE DE L'OUGANDA	SOCIETE GENERAL ALGERIE	021-0008-1212-001240-34	773.49	153.49	EUROS
2	AMBASSADE DE L'OUGANDA	SOCIETE GENERAL ALGERIE	021-0008-1171100389-21	DZD27,684.83	DZD27,684.83	DINAR
3	AMBASSADE DE L'OUGANDA	SOCIETE GENERAL ALGERIE NTR	021-0008-1160000458-05	DZD 0	DZD 0	DINAR

Stores findings

1. The Assets were inspected and register was updated.
2. The Representation car is old and requires replacement having been bought in 2007.

Recommendations

- The Accounting Officer should effect the closure of the closed bank accounts in NAVISOM and reflect the balances to zero since the accounts have been dormant and closed for years.
- The Accounting Officer should transfer unspent balances of euros 153.49 on bank account 1 and DZD 27,684.83 on bank 3 to Consolidated Fund.
- The Asset Register should be updated to new format after training of members.

VOTE 238 - UGANDA EMBASSY IN DOHA, QATAR

Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The Mission should engrave all Assets by 30 th November 2020	Not done	The scanning device needs new software.
2	There is need to expand the CCTV cameras coverage at the chancery to capture outside the gates.	Done	
3	There is need to deploy security guard to improve on the security at the Chancery.	Done	
4	There is need to secure a small server room as recommended during the last report where to keep the Mission server and other critical networking gadgets in a cold room.	Not done	The space is not enough at the Chancery
5	There is need to put shelves in the store room as recommended in the last report where consumables can be bought and kept.	Not done	

ASSET FINDINGS

SUMMARY OF ASSETS

ASSETS	No.
BUILDINGS AND STRUCTURES	
DWELLINGS	5
MACHINERY & EQUIPMENT	
INFORMATION, COMPUTER AND TELECOMMUNICATIONS EQUIPMENT	35
OTHER MACHINERY AND EQUIPMENT (OTHER THAN TRANSPORT OR ICT EQUIPMENT)	94
TRANSPORT EQUIPMENT	2
Grand Total	136

List of unserviceable items recommended for disposal

1. The schedule of unserviceable items was not attached to the report.

Other Assets Findings

1. The asset register is up to date and well maintained in excel. However, some of them lack the cost value and many are not engraved. It was revealed that the Mission had embarked on the process of engraving them however the bar code reader used in generating the bar code requires procuring new software which could not be procured in time.
2. Majority of the Mission assets are in good condition and therefore there is no need for disposal.

Stores Findings

- The available storage space is currently not being used as the Mission is still new. Consumables are distributed to the different user departments as soon as they are procured.

Cash and Bank Findings

- The Mission maintains four bank accounts. The team reviewed and verified the cash and bank balances as at 30th June 2021.
- The team observed that these accounts were correctly reconciled as per the guidelines in respect to the Treasury Accounting Instructions on cash. Please find attached the certificates of balance, bank and reconciliation statements for each account as given in the table below.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Embassy	QNB	0013-194362-001	QAR 18,094.00	QAR 18,094.00	QAR
2	Uganda Embassy	QNB	0013-194362-002	QAR 1,180.55	QAR 1,180.55	QAR
3	Uganda Embassy	QNB	0013-194362-052	USD 145,677.00	USD 145,677.00	USD
	Uganda Embassy	QNB	0013-194362-053	USD149.95	USD149.95	USD

RECOMMENDATIONS

- The Mission should engrave all assets.
- There is need to put shelves in the store room as recommended in the last report where consumables can be bought and kept.

APPENDICES

APPENDIX I - ON-TIME SUBMISSION BY DATE

S/N	VOTE NO.	VOTE NAME	REPORT SUBMISSION DATE
1	238	Uganda Embassy in Doha, Qatar	05-Aug-21
2	221	Uganda Embassy in DRC (Kinshasa)	17-Aug-21
3	237	Uganda Embassy in Algeria, Algiers	17-Aug-21
4	212	Uganda Embassy in China (Beijing)	18-Aug-21
5	218	Uganda Embassy in Denmark (Copenhagen)	20-Aug-21
6	203	Uganda High Commission Canada (Ottawa)	25-Aug-21
7	213	Uganda Embassy in Rwanda (Kigali)	26-Aug-21
8	232	Uganda Consulate in Guangzhou, China	26-Aug-21
9	202	Uganda High Commission in the United Kingdom	27-Aug-21
10	225	Uganda Embassy in Germany (Berlin)	27-Aug-21
11	231	Uganda Embassy in Burundi, Bujumbura	27-Aug-21
12	228	Uganda Embassy in Canberra	29-Aug-21
13	201	Uganda Mission at the United Nations, New York	30-Aug-21
14	236	Uganda Embassy in Malaysia (Kuala Lumpur)	30-Aug-21
15	229	Uganda Consulate in Juba	31-Aug-21
16	220	Uganda Embassy in Italy (Rome)	31-Aug-21
17	233	Uganda Embassy in Turkey (Ankara)	31-Aug-21

APPENDIX II - LATE SUBMISSIONS

S/N	VOTE NO.	VOTE NAME	REPORT SUBMISSION DATE
1	230	Uganda Embassy in UAE, Dubai	01-Sep-21
2	226	Uganda Embassy in Tehran	03-Sep-21
3	219	Uganda Embassy in Belgium (Brussels)	06-Sep-21
4	215	Uganda Embassy in Japan (Tokyo)	13-Sep-21
5	234	Uganda Embassy in Somalia (Mogadishu)	13-Sep-21
6	211	Uganda Embassy in Ethiopia (Addis Ababa)	15-Sep-21
7	208	Uganda High Commission in Nigeria (Abuja)	16-Sep-21
8	223	Uganda Embassy in Sudan (Khartoum)	17-Sep-21
9	209	Uganda High Commission in South Africa (Pretoria)	21-Sep-21
10	214	Uganda Embassy in Switzerland (Geneva)	20-Sep-21
11	207	Uganda High Commission in Tanzania (Dar es Salaam)	22-Sep-21
12	235	Uganda Consulate in Mombasa	22-Sep-21
13	210	Uganda Embassy in the United States (Washington)	22-Sep-21
14	205	Uganda High Commission in Egypt (Cairo)	22-Sep-21
15	224	Uganda Embassy in France (Paris)	22-Sep-21
16	217	Uganda Embassy in Saudi Arabia (Riyadh)	22-Sep-21
17	227	Uganda Embassy in Moscow	24-Sep-21
18	206	Uganda High Commission in Kenya (Nairobi)	27-Sep-21
19	204	Uganda High Commission in India (New Delhi)	04-Oct-21

