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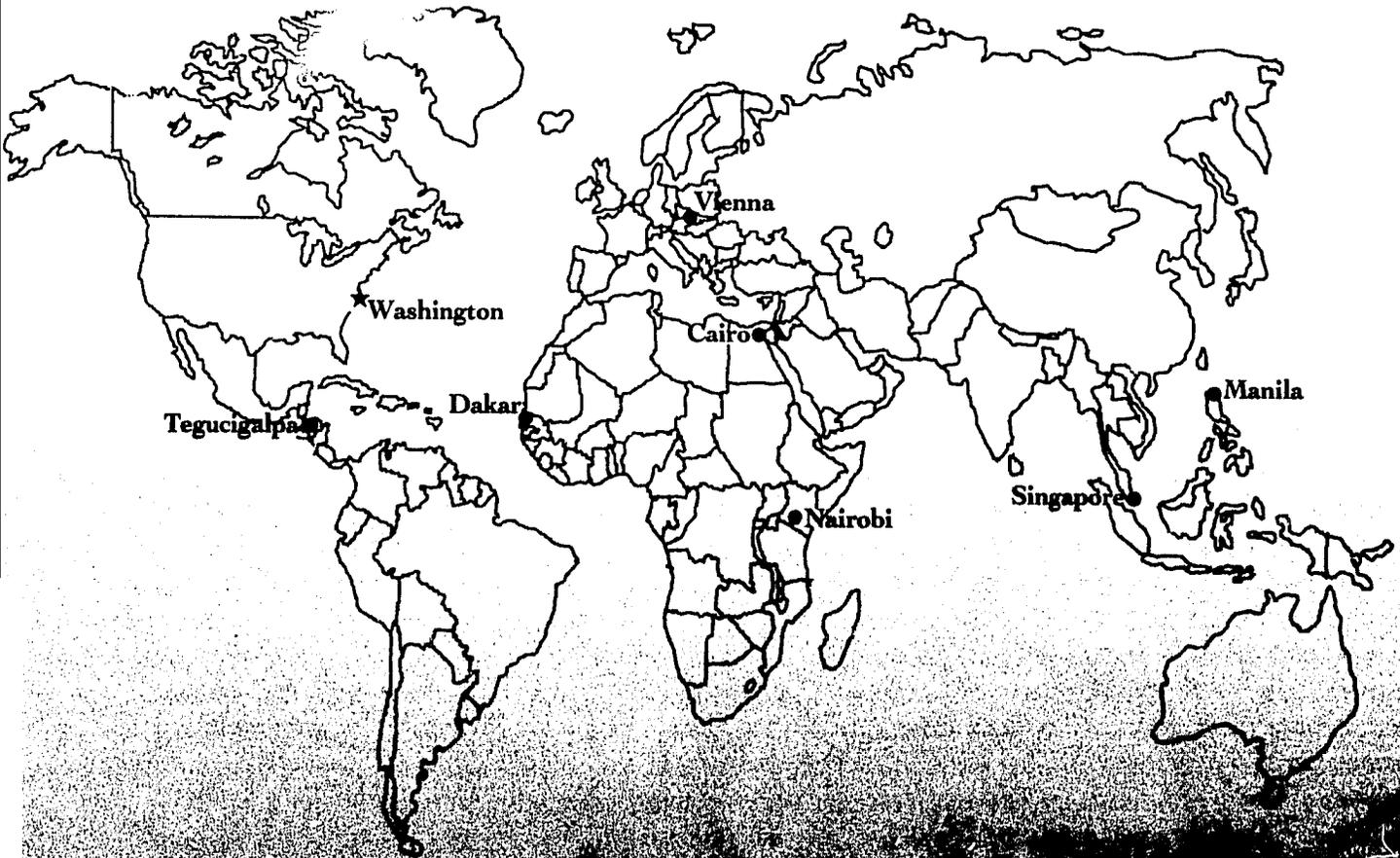
Regional Inspector General for Audit  
Nairobi, Kenya

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**Audit of  
The International Center of Insect Physiology  
and Ecology Grant Under Bases of Plant  
Resistance to Insect Attack Project No. 698-0435.02**

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Report No. 3-698-92-06-N  
March 25, 1992



U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

UNITED STATES OF AMERICA  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
REGIONAL INSPECTOR GENERAL/AUDIT

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March 25, 1992

memorandum

TO: Fred C. Fischer, Director, REDSO/ESA

FROM: Toby L. Jarman, RIG/A/Nairobi 

SUBJECT: Audit of The International Center of Insect Physiology and Ecology Grant Under Bases of Plant Resistance to Insect Attack Project No. 698-0435.02, Audit Report No. 3-698-92-06-N

Enclosed are five copies of a mission-contracted financial audit report of the International Center of Insect Physiology and Ecology (ICIPE) Grant Under Bases of Plant Resistance to Insect Attack (BPRIA) Project No. 698-0435.02. The accounting firm of Price Waterhouse, Kenya performed the audit.

The BPRIA Project is a part of ICIPE's Crop Pests Research Program. The purpose of the project is to strengthen national agricultural research systems and breeding programs in crop pest research by developing strategies for utilizing plant resistance to insect pests as a component of farmers' integrated pest management. The primary goal of the project is to help reduce food losses and thereby increase food production by resource-poor small-scale farmers in the tropics, particularly in Africa. The audit covered the period August 27, 1984 through August 31, 1991 with disbursements totalling \$3,855,410.

The objectives of the audit were to:

- examine and express an opinion on the Fund Accountability Statement;
- evaluate and report on the auditee's internal control structure; and

- examine and report on the auditee's compliance with the grant and applicable U.S. laws and regulations.

The auditors concluded that the Fund Accountability Statement did not present fairly the expenditures of BPRIA project for the period audited. Of the costs that could be audited, the audit questioned \$418,930 and considered \$119,169 as unsupported. These questioned and unsupported costs represented 11 percent and 3 percent, respectively, of total disbursements. The auditors also reported that they were unable to audit costs amounting to \$1,670,405. Those costs could not be traced to specifically identifiable transactions because of the lack of a formal link between the ledgers recording the accounting transactions of ICIPE and the billing statements submitted to USAID for the actual expenditures incurred on the BPRIA Project. Further, the report identified material weaknesses in the internal control structure and material instances of noncompliance.

The auditors reported that the scope of their audit was limited due to their inability to visit ICIPE's Mbita Point Field Station. Although all material supporting documentation of the field station is forwarded to and filed at the Nairobi head office, their inability to visit the station limited a number of audit procedures, particularly verification of fixed assets and assessment of internal controls at the station.

The draft audit report was submitted to the auditee for comment, and the auditee's detailed comments (Appendix I of the auditor's report) were incorporated in the final report by Price Waterhouse. As a result of the draft audit report and other information it had recently received, REDSO/ESA has suspended the ICIPE grant. It has also directed ICIPE to hire an accounting firm to review documentation identified as deficient during the subject audit for the purpose of either substantiating identified unsupported costs or providing the basis for issuance of a bill for collection to ICIPE.

We are including the following recommendations in the Inspector General's recommendation follow-up system.

**Recommendation No. 1:** We recommend that the Director, Regional Economic Development Services Office for East and Southern Africa suspend future grant funding, in line with A.I.D. regulations, to the International Center of Insect Physiology and Ecology until Recommendation No. 4 is implemented.

**Recommendation No. 2:** We recommend that the Director, Regional Economic Development Services Office for East and Southern Africa schedule a follow-on audit of all unaudited A.I.D. funding to the International Center of Insect Physiology and Ecology under the Bases of Plant Resistance to

**Insect Attack Project, including \$1,670,405 which the auditors were unable to trace to identifiable accounting transactions.**

**Recommendation No. 3: We recommend that the Director, Regional Economic Development Services Office for East and Southern Africa determine the allowability, and recover, as appropriate, from the International Center of Insect Physiology and Ecology:**

**3.1 \$418,930 in questioned costs; and**

**3.2 \$119,169 in unsupported costs.**

**Recommendation No. 4: We recommend that the Director, Regional Economic Development Services Office for East and Southern Africa ensure that the International Center of Insect Physiology and Ecology takes action to correct internal control and compliance weaknesses identified in the audit report including establishment of separate accounts for A.I.D. funds and retention of sufficient documentation to substantiate project deposits and expenditures.**

We consider Recommendations No. 2, 3 and 4 unresolved pending receipt of a plan for corrective actions. Recommendation No. 1 is considered closed based upon actions you have already taken. We note that you have initiated actions on Recommendation No. 3. We will resolve/close this recommendation once you have reached agreement with the auditee on the amount of disallowed costs and provided our office with related supporting documentation of any bills for collection or recoveries.

Thank you for the cooperation and courtesy extended to Price Waterhouse and Regional Inspector General for Audit representatives during the audit.

Attachments - a/s.

**AUDIT OF  
THE INTERNATIONAL CENTER OF INSECT PHYSIOLOGY  
AND ECOLOGY GRANT UNDER BASES OF PLANT RESISTANCE  
TO INSECT ATTACK PROJECT NO. 698-0435.02**

**ATTACHMENTS**

USAID/KENYA

MISSION CONTRACTED AUDIT OF INTERNATIONAL CENTER FOR INSECT  
PHYSIOLOGY AND ECOLOGY (ICIPE) UNDER REDSO/ESA BASES OF PLANT  
RESISTANCE TO INSECT ATTACK PROJECT NO 698-0435

## *Price Waterhouse*



5 March 1992

Mr Nicholas Makaa  
Auditor  
USAID  
Nairobi

Dear Mr Makaa

**MISSION CONTRACTED AUDIT OF ICIPE BASES OF PLANT RESISTANCE TO  
INSECT ATTACK PROJECT NO 698-0435**

We enclose three copies of the audit report performed under our Indefinite Quantity Contract No 623-0000-I-00-9019-00, Delivery Order 3. This audit was performed in accordance with generally accepted auditing standards and the financial and compliance elements of the Controller General's Government Auditing Standards.

We have attached the comments of the management of ICIPE as Appendix 8.

We would like to express our appreciation to the staff of USAID/ Kenya and ICIPE for the cooperation and assistance given to the Price Waterhouse team during this audit.

Yours Sincerely

PPM S Hoffman  
Project Manager

MISSION CONTRACTED AUDIT OF ICIPE BASES OF PLANT RESISTANCE TO  
INSECT ATTACK PROJECT NO. 698-0435

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## **GLOSSARY**

|                  |   |
|------------------|---|
| <b>BPRIA</b>     | <b>Bases of Plant Resistance to Insect Attack</b>                                 |
| <b>CPRP</b>      | <b>Crop Pests Research Programme</b>  |
| <b>DIGC</b>      | <b>Duduville International Guest Centre</b>                                       |
| <b>GAAP</b>      | <b>Generally Accepted Accounting Principles</b>                                   |
| <b>ICIPE</b>     | <b>International Centre for Insect Physiology and Ecology</b>                     |
| <b>NFA</b>       | <b>Mission Contracted or Non Federal Audit</b>                                    |
| <b>REDSO/ESA</b> | <b>Regional Economic Development Services Office for East and Southern Africa</b> |
| <b>RIG/A/N</b>   | <b>Regional Inspector General/Audit/Nairobi</b>                                   |

MISSION CONTRACTED AUDIT OF ICIPE BASES OF PLANT RESISTANCE TO  
INSECT ATTACK PROJECT NO. 698-0435

1 INTRODUCTION

1.1 BACKGROUND

In August 1984 the Regional Economic Development Services Office for East and Southern Africa (REDSO/ESA) authorized a grant of \$2,500,000 to support ICIPE under the Bases of Plant Resistance to Insect Attack (BPRIA) Project. This initial funding was for a five year period which ended August 1989 when a total of \$2,499,998 had been expended under the grant.

An additional \$2,300,000 was authorized in August 1989 to support the continuation of activities which were initiated under the first grant.

The second phase of funding is for a three year period to August 1992. Disbursements related to the period of review, August 1989 to August 1991, amount to \$1,355,412 under this grant.

The purpose of the BPRIA project is to strengthen the national agricultural research systems and breeding programs in crop pest research by developing strategies for utilizing plant resistance to insect pests as a component of farmers' integrated pest management.

The primary goal is to help reduce food losses and thereby increase food production by small scale farmers in the tropics, particularly in Africa.

ICIPE is currently undertaking a number of research programmes of which the Crop Pests program is the largest.

BPRIA is part of the Crop Pests program.

Our Mission Contracted Audit covered the project period August 27, 1984 to August 31, 1991 with disbursements totalling \$3,855,410 (Exhibit 2).

The audit sample profile is included as Exhibit 3.

## 1.2 AUDIT OBJECTIVES

### 1.2.1 Audit Objectives and Scope

Price Waterhouse was contracted under its Indefinite Quantity Contract (623-0000-I-00-9019-00) to perform a Mission Contracted Audit of the Bases of Plant Resistance to Insect Attack Project, ICIPE in accordance with generally accepted auditing standards and the U.S. Comptroller General's "Government Auditing Standards" (1988 revision).

The principal objectives were to perform a financial audit and to report on:

- . the auditee's Fund Accountability Statement
- . the auditee's internal control structure
- . the auditee's compliance with the grant provisions and applicable U.S. laws and regulations.

The fieldwork was restricted to the Nairobi Headquarters of ICIPE where the majority of documentation for the BPRIA is kept and did not include a visit to the field station at Mbita Point, Western Province, Kenya.

### 1.2.2 Methodology

Price Waterhouse conducted its initial survey of the accounting records from 4th to 7th November 1991 and subsequently prepared its workplan for approval by RIG/A/N. Fieldwork was commenced 8th November 1991.

The principal audit steps performed included:

- . a review of the terms and conditions of the grants for the BPRIA project, applicable standard provisions and regulations and other project documents as deemed necessary
- . a review of the accounting systems and internal control structure in order to assess the overall strength of the system and its ability to enable compliance with GAAP and contract clauses and provisions

- . performance of detailed audit tests to evaluate the auditee's actual compliance with grant and applicable provisions, the adequacy of the accounting systems and internal controls and to obtain reasonable assurance of detecting irregularities and illegal acts
- . testing of expenditures in the Fund Accountability Statement to determine the extent to which expenditures relate to actual identifiable cost transactions and to determine the extent of non-compliance, unallowable or unsupported expenses
- . reconciliation of all grant receipts on the fund accountability statement to records held by the USAID controller
- . review of the existence of an internal audit function and of the Management Letters for systems weakness noted by the external auditors of ICIPE during the period
- . review of the bank account and reconciliation procedures

### 1.3 BRIEF SUMMARY OF AUDIT RESULTS

#### 1.3.1 Fund Accountability Statement

Our audit work showed that there is no formal link between the ledgers recording the accounting transactions of ICIPE and the billing statements submitted to USAID for the actual expenditure incurred on the BPRIA project.

Items on the billing statements which could be traced to identifiable accounting transactions amounted to \$2,185,005 from total funds expended of \$3,855,410. We were not able to audit the balance of \$1,670,405. These costs are accordingly classified as unsupported.

With respect to identifiable transactions, the results of our audit include \$418,930 in questioned costs and \$119,169 in unsupported costs. Total unsupported costs therefore amount to \$1,789,574. (See Section 2.3.3 for the Summary Audit Results).

1.3.2 Internal Control Structure

Our evaluation of the internal control structure identified certain material weaknesses and reportable conditions which are described in the Independent Auditor's report. (See section 3). Areas requiring improvement include the identification of costs by donor project and maintaining records for donor accounting and invoices.

1.3.3 Compliance with Supporting Grant and Related Provisions

Our evaluation of ICIPE's compliance with the provisions of the Grants for the BPRIA project identified material non-compliances (See section 4). These included the lack of separate accounting for grant funds, the inability to identify specific transactions funded by the grant and the failure to secure written approval of deviations to grant requirements from USAID.

1.3.4 Exhibits

The results of our detailed transaction testing of the Fund Accountability Statement are quantified in Exhibits 2 through 7.

In Exhibit 1, we have summarized all of the recommendations included in this report.

1.4 **SUMMARY OF MANAGEMENT COMMENTS**

Because of the detailed nature of this report and the response of ICIPE's management to it, we have attached their response as Appendix 8.

We appreciate the quick response from ICIPE and the time and effort which has obviously gone into responding point by point.

We have reviewed their comments and note that in many instances they have agreed with our findings. Where they do not agree, none of the information provided causes us to modify our original position.

## *Price Waterhouse*



### 2 FUND ACCOUNTABILITY STATEMENT

#### 2.1 INDEPENDENT AUDITOR'S REPORT

We have audited the Fund Accountability Statement for the International Center for Insect Physiology and Ecology (ICIPE) Bases of Plant Resistance to Insect Attack Project number 698-0435 for the period August 27, 1984 through August 31, 1991.

This Statement is the responsibility of ICIPE.

Our responsibility is to express an opinion on this statement based upon our audit.

We conducted our audit in accordance with generally accepted auditing standards and in accordance with the Government Auditing Standards (1988 revision) issued by the Comptroller of the United States.

Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Fund Accountability Statement is free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in this statement.

An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall statement presentation.

We believe that our audit provides a reasonable basis for our opinion.

The Fund Accountability Statement has been prepared by ICIPE using a comprehensive basis of accounting other than GAAP. Billings are based on cash transactions or for procurement, at the time when the invoice is recorded. Payroll is billed on the projected annual package and indirect costs are apportioned over the year based on an annual projection of costs allocated to the project.

We were unable to visit the Mbita Point Field Station during the course of our audit. The majority of costs billed to USAID are for the provision of goods or services at Mbita Point so although all material supporting documentation is forwarded and filed at the Nairobi head office, the inability to visit the field station limited a number of audit procedures. These included the ability to physically verify fixed assets and to assess the effectiveness of internal controls at the field station.

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The costs reported in the Fund Accountability Statement include costs amounting to \$1,670,405 which cannot be traced to specifically identifiable transactions. Consequently, it has not been possible to audit these costs.

With respect to expenditure where the transactions are specifically identifiable, the results of our audit include \$418,930 in questioned costs and \$119,169 in unsupported costs. These amount to 41% of the transactions tested in our audit sample. It is therefore not possible to draw conclusions about the fairness of the transactions not specifically tested during our audit work.

In our opinion, the Fund Accountability Statement does not present fairly, in conformity with the basis of accounting described in Exhibit 2, the expenditure of the BPRIA project for the period August 27, 1984 to August 31, 1991.

Information contained in this report may be privileged. The restrictions of 18 USC 1905 should be considered before any information is released to the public. This report is intended solely for the use of ICIPE or USAID and should not be used for any other purpose.

December 23, 1991.

*Lice Waterhouse*

## 2.2 FUND ACCOUNTABILITY STATEMENT

The Fund Accountability Statement and accompanying Notes to the Statement are included as Exhibit 2.

## 2.3 FINDINGS AND RECOMMENDATIONS

### 2.3.1 Introduction

The revenue and expenditure included in the Fund Accountability Statement are based on the billing documents submitted to USAID every four months.

These billing statements formed the basis of the sample selection.

From August 1984 to November 1988, the project operated on a Periodic Cash Advance basis.

It then changed to Periodic Reimbursement based on Actual Expenses to avoid more stringent reporting requirements imposed on grants operating on an advance basis.

The accounting records of ICIPE are based at the Nairobi Headquarters, including records relevant to the BPRIA project.

The field station at Mbita Point in Western Province, Kenya, operates on an imprest system, sending supporting documentation to Nairobi weekly.

A substantial proportion of the operating expenses of the BPRIA project are authorized or paid from the Mbita Point Field Station and all equipment and development improvements are located at Mbita Point.

However, the audit of the project was restricted to fieldwork at the Nairobi Headquarters.

Conversion of Kenya Shillings to US dollars is based in the earlier years on an annual average exchange rate.

Later billings have used the actual conversion rate at the time of billing.

### 2.3.2 Sample Selection Criteria

The basis for our sample was the four-monthly billing statements submitted by ICIPE to USAID for the project.

Our methodology was to trace from these billings to the ledgers and where possible select a sample from the individual transactions making up the billing amounts. The items were selected on a judgmental basis giving weight to high value transactions.

The sample profile is as follows:

| TOTAL BILLED IN US \$ | TOTAL IDENTIFIABLE TRANSACTIONS | SAMPLE SELECTED | PERCENTAGE SELECTED | NOT REVIEWED |
|-----------------------|---------------------------------|-----------------|---------------------|--------------|
| 3,855,410             | 2,185,005                       | 1,304,376       | 60%                 | 880,629      |

The total identifiable amount represents those costs on the billing statement which ICIPE can trace to individual transactions.

The difference between the amount billed and the total identifiable amount represents "costs" which arise from:

- . total recorded costs exceed the USAID budget and therefore the billings were limited to the budget amount without identification of specific transactions
- . costs included on the billing statement were calculated on a percentage basis from a larger total of costs, whether drawn from the crop pests ledger or other ledgers
- . costs which cannot be traced to the ledgers.

These costs, amounting to US \$1,670,405 have been classified as unsupported. In addition to this figure, tests on specific transactions have also given rise to some costs being classified as unsupported.

These amount to US \$119,169 bringing the total of unsupported costs to US \$1,789,574.

### 2.3.3 Summary Audit Results

Our audit results can be summarized as follows:

| COSTS CLAIMED | ACCEPTED  | QUESTIONED | UNSUPPORTED | NOT AUDITED |
|---------------|-----------|------------|-------------|-------------|
| \$3,855,410   | 1,629,127 | 336,639    | 1,789,574   | 100,070     |

The circumstances leading to our negative audit opinion result in Price Waterhouse being unable to accept items not tested.

Unsupported and questioned costs should be resolved between REDSO/ESA and ICIPE prior to the completion date of the second BPRIA grant, August 1992. The basis of accounting should be agreed so as to ensure that all future amounts billed can be traced back to specific accounting transactions or an agreed basis of common or indirect cost allocation.

**2.3.4 Billings exceed Grant Budget**

**Finding**

The grants specify the total expenditure by line. Although requests for variation from the original budget have been noted only one approval for the variation to the 1984-85 budget has been agreed in writing by USAID. Incorporating this revision into the budgets originally outlined in the grants, the following line items have been exceeded in the year claimed and have been classified as questioned:-

| Line Detail         | 1st Grant<br>US \$ | 2nd Grant<br>US \$ | Total<br>US \$ |
|---------------------|--------------------|--------------------|----------------|
| Professional Staff  | -                  | 6,157              | 6,157          |
| Technical Staff     | 24,362             | 823                | 25,185         |
| Gratuity            | -                  | 2,651              | 2,651          |
| Expendable Supplies | 57,357             | 1,909              | 59,266         |
| Equipment           | 572                | -                  | 572            |
| Communication       | -                  | 9,665              | 9,665          |
|                     | -----              | -----              | -----          |
|                     | \$ 82,291          | \$21,205           | \$103,496      |
|                     | -----              | -----              | -----          |

**Recommendation No 1**

Copies of the correspondence from ICIPE requesting the budget revisions have been forwarded to REDSO at their request. The above amounts represent the difference between actual expenditure and the original budgets and should be resolved by REDSO/ESA and ICIPE. If the revised budgets are accepted by REDSO, certain line items have still exceeded the limits requested in the revised budgets and these should also be reviewed by REDSO and ICIPE.

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2.3.5 Compensation of the Project Leader

**Finding**

Note 1 to the budget included in the 1984-89 grant states that the project leader will be funded by another donor. The grant 1989-92 is described as a continuation of the first Grant. The compensation included in the billing for the project leader consists of salary and gratuity payments. Payments described by ICIPE as "gratuity" replaced a former pension scheme and are a fixed percentage of the basic salary, accrued monthly but paid to the employee in December each year. For the Project Leader these costs have been questioned as follows:-

| Period         | Salary<br>US \$ | Gratuity<br>US \$ |
|----------------|-----------------|-------------------|
| May-Aug 1991   | 11,822          | 1,789             |
| Jan-April 1991 | 13,746          | 2,081             |
| Sept-Dec 1990  | 14,325          | 2,194             |
| May-Aug 1990   | 13,926          | 2,135             |
| Jan-April 1990 | 13,384          | 2,076             |
| Sept-Dec 1989  | 15,510          | 2,387             |
|                | -----           | -----             |
| TOTAL US \$    | 82,713          | 12,662            |

**Recommendation No 2**

ICIPE should resolve these questioned costs with REDSO/ESA.

2.3.6 Staff Numbers

**Finding**

The number of staff and trainees funded under the two grants are specified. Where the number of persons has been exceeded, the compensation of the lowest paid staff has been questioned. The total questioned amount for technical staff in excess of the number specified is US \$56,999 for salaries and US \$6918 for gratuities. The notes to the budget in the 1984-89 Grant also state the expectation that most of the work requiring routine technical support will be accomplished in the first three years and therefore some of the technical personnel can be dispensed with. However it is in this category that the numbers of staff have been exceeded.

The exclusion of the total of the Project Leader's remuneration has reduced the number of scientists to the number allowed by the grant.

### **Recommendation No 3**

ICIPE should seek a written variation of the grant from REDSO/ESA to state that the monetary restriction superceded the numerical restriction on staff.

#### **2.3.7 Tax Equalization Payments**

##### **Finding**

Certain Kenyan employees are on International Contracts but are liable for Kenyan income taxes not paid by other employees on International Contracts. To compensate these employees, ICIPE takes out Keyman insurance policies in their names with ICIPE as the beneficiary of the policies.

Payments equal to the tax deductions are added to the gross salary of the employee and called "advances" on the terminal value of the Keyman policy. These tax equalization payments amount to \$53,006 and have been treated as a questioned cost for the following reasons:

- . the tax equalization payments are not included in the Service Agreements of the staff concerned or in the ICIPE Staff Rules and Regulations. Circular A-122 (Attachment B, Paragraph 6b(1)) requires that all compensation payments conform to the established policy of the organisation
- . Circular A-122 "Cost Principles for Nonprofit Organisations" (Attachment B Paragraph 6f(4)) states that the costs of an insurance policy covering employees where the organisation is named as the beneficiary are not an allowable expense.

##### **Recommendation No 4**

ICIPE should seek to resolve the above amount with REDSO/ESA. The employees of ICIPE should be made aware that these payments constitute further income in their hands and therefore may be liable to income tax.

#### **2.3.8 Housing and Transport Allowances**

##### **Finding**

The staff costs funded by the grants may be taken to include all the compensation of the staff specified.

However, where staff are housed in accommodation owned by ICIPE no housing allowance is paid to the staff member but the allowance is included in the billing to USAID. Similarly, where the member of staff reimburses ICIPE for a proportion of the rent, it is the gross and not the net figure which is included in the billing statement. Although the cost of building and maintaining the houses may be allowable and allocable, the costs cannot be accurately billed under staff compensation and the figures included in the billing statements have no supporting documentary evidence. These amounts for housing have been classified as unsupported and amount to US \$34,983.

Similarly transport allowances have been billed under staff compensation but are not supported by payments to the staff members involved. These amount to US \$2,172 and have been classified as unsupported.

#### **Recommendation No 5**

ICIPE should resolve the above amounts with REDSO/ESA.

#### **2.3.9 Double Claims on Staff Allowances**

##### **Finding**

Employees compensation includes allowances such as Medical Capitation, Group Life Assurance and Annual Leave and Passage allowances. These have frequently been billed to USAID on an annual lump sum basis in the January-April Billing statement. However the lack of a systematic approach towards the compilation of the Billing statements has allowed these allowances to be billed again in a later period. These double claims have been classified as questioned costs and amount to US \$3,294.

##### **Recommendation No 6**

ICIPE should develop a systematic methodology for extracting the billing statement from their accounting records. This would be part of the much larger task of developing and agreeing with REDSO/USAID a mutually satisfactory donor accounting system.

The treatment of the double claims already made will need to be resolved between ICIPE and REDSO/ESA.

**2.3.10 Claims Exceeding the Payroll**

**Finding**

Schedules provided by ICIPE to support the claims on the billing statements for staff salaries did not account for the full amount billed for several periods. Since these schedules have been agreed to ICIPE's payroll and staff regulations, the excess has been classified as questioned costs. This amounts to US \$25,646. We also noted several examples where the claim for the staff salaries was less than evidenced by the supporting payroll schedule, leading to the possibility of underclaims for some members of staff. These errors highlight the inadequacy of the billing system.

**Recommendation No 7**

ICIPE and REDSO will need to resolve the amounts overclaimed and underclaimed on specific individuals. It may be possible to scrutinise all staff and "net off" any overbilling against amounts which have been underclaimed.

**2.3.11 Claims for Staff not working on the BPRIA Project**

**Finding**

Dr. Reddy has not been involved in the BPRIA project on a continual basis. When he is not involved, his compensation has been excluded from the Billing statements. However for the period September to December 1989, the gratuity element of his compensation was not excluded. This amounts to US \$1,330 and has been classified as a questioned cost.

Dr. Okoth was working under a Postdoctoral Research Fellowship which expired 30th April 1989. He received a four month extension to this fellowship to serve under the PESTNET project. However his compensation continued to be billed in the May to August 1989 statement. This amount of US \$5,770 has been classified as questioned.

C. Mugoya was not on the ICIPE payroll for February and March 1991 but was billed as a Research Scholar during that period. The claim for these two months is based on the amount billed for scholars which included costs of training in addition to the stipends actually paid to the Scholars. US \$3,609 has been classified as questioned.

**Recommendation No 8**

ICIPE should resolve these amounts with REDSO. The errors are caused by the overall weakness in the billing system and controls can be strengthened during its review.

**2.3.12 Networking**

**Finding**

The 1989-92 Grant provided funds under the description "Networking" to allow ICIPE to strengthen collaboration with other Kenyan and African agricultural research programs. The definition included in the grant is very vague but essentially covers the exchange of information and germplasm. Items billed as Networking seem to be selected on an ad-hoc basis from the returns sent from Mbita Point. Since there is no specific account code for networking, the definition of this line item is not considered during coding and results in inappropriate items being subsequently selected for billing.

Where individual items tested do not fall within this broad definition, the costs have been treated as questioned. The total amount questioned under this category is US \$3,625 and includes labor and per diem's paid to workers on the rice project, staff visits to Head Office, staff relocation and settlement allowances, netting and net repairs.

**Recommendation No 9**

The allowability of specific items under networking should be resolved by REDSO and ICIPE. A project/donor accounting system should include an account code structure compatible with the terms of the grant.

**2.3.13 Travel**

Travel costs of \$42,487 have been classified as questioned and \$18,033 as unsupported. The reasons for these classifications are listed in the findings below:

**Finding 1**

Staff travel includes trips to the rice projects in the Philippines whereas the grant agreements relate specifically to maize and sorghum.

c. 24

The costs amount to US \$14,367 and have been classified as questioned for the following reasons

- . documents supporting the payments do not provide evidence as to how these visits relate to the crop pests programme
- . no explanation of these trips is included in the BPRIA half-yearly project progress reports

#### **Finding 2**

Costs included in the ICIPE working papers supporting the billing statements include transactions which have also been billed under other line headings and in some cases the costs billed exceed the balance remaining in the ledger. The excess billed over the ledger balances has been classified as questioned and amounts to US \$12,652

#### **Finding 3**

Where staff undertake local travel and are paid per diem or incur accommodation charges at the Duduville International Guest Centre (DIGC) there is little evidence to show that the cost is related to the BPRIA project. If the staff named are not listed on the project payroll, the cost has been questioned. A total of US \$1,739 falls under this heading.

#### **Finding 4**

Local field travel has been billed from the project ledger account called field costs and travel. Some of the entries selected for inclusion in the billing statements to USAID may be properly entered in the ledger as field costs but are incorrectly classified when billed as travel. Examples include mosquito and other netting, motor tyres/inner tubes and publishing and documentation costs. The total of US \$13,030 has been classified as questioned.

#### **Finding 5**

Minor costs in Travel which have been questioned are:

- . An amount of \$500 was re-imbursed by Dr. Pathak to ICIPE on an air-ticket. The gross amount of the ticket was included in the Billing statement to USAID

An amount of \$199 billed in the January-April 1990 period related to casual labour which had been coded as being attributable to the Upland Rice Project.

#### Finding 6

The Billing Statements for January to August 1988 include provisions for the approximate cost of expected air travel. No later evidence of the actual supporting documentation has been provided. The total of US \$2,230 has been classified as unsupported.

#### Finding 7

It has not been possible to trace the supporting documentation for a number of the transactions. The total costs relating to these transactions of US \$15,803 have been classified as unsupported.

#### Recommendation No 10

ICIPE should provide REDSO/ESA with evidence showing the validity of the costs relating to rice projects and the supporting documentation for transactions where the files were not available during the audit. Other issues should be resolved by REDSO/ESA and ICIPE.

### 2.3.14 Materials and Supplies

#### Finding

Materials and Supplies is the largest line expenditure item in each grant. It is sub-divided into smaller categories of: Supplies, Vehicle maintenance, Insurance, Report Costs and Photography, Equipment Maintenance and Laboratory and Field Wages. It is also one of the areas where the extraction of costs for the billing statement is the least systematic. This resulted in a large number of errors being found and also a substantial proportion of the costs which cannot now be linked to specific transactions.

Total questioned costs are \$13,329. The largest item is \$8,662, being April transactions on a/c A1-1 406 billed in both the January-April and May-August statements. Details of the other transactions classified as questioned are given in Exhibit 5.

Unsupported costs of \$33,996 have three main causes;

- . posting of the budget figures for insurance costs with no reference to actual supporting transactions - \$16,269
- . accounting provisions or estimates being included in the billing statements with no reference to specific transactions - \$12,839
- . missing documentation for specific transactions - \$4,888

**Recommendation No 11**

The resolution of the items questioned should be resolved by REDSO and ICIPE. The account coding system should be sufficiently broad to allow categories of cost which reflect the requirements of specific donor grants. Extraction of billing from these codes should be on a systematic basis.

**2.3.15 Equipment**

**Finding - Insect Breeding Equipment and clearing charges**

Equipment billed in May - August 1990 included the clearing charges of \$907 for a plant growth cabinet when the actual asset has not been funded by USAID. The other items totalling \$3,139 were requisitioned for the Insect Breeding project not BPRIA and are included in the fixed asset register under the Insect Breeding project. We have therefore questioned these costs.

**Recommendation No 12**

ICIPE should demonstrate that these assets are primarily used for the BPRIA project and have been correctly billed to USAID.

**Finding - Insectary Facility, Ungoya**

The insectary is a permanent structure which under generally accepted accounting principles, would be classified as a building and should not be included under the budget line for equipment. The amount billed is the budget figure since the actual cost of this construction was considerably greater than the \$25,500 budget allowance. Actual costs comprise hardware items and construction labour. This item has been classified as unsupported. However the insectary was included in the proposal submitted by ICIPE for the 1989-92 grant accepted by REDSO/ESA and was described there as equipment.

**Recommendation No 13**

ICIPE should ask REDSO/ESA to confirm whether the 1989-92 grant was intended to fund this portion of the Insectary so that these costs can be accepted under the equipment line item.

## *Price Waterhouse*



### 3 INTERNAL CONTROL STRUCTURE

#### 3.1 INDEPENDENT AUDITOR'S REPORT

We have audited the Fund Accountability Statement for the International Center for Insect Physiology and Ecology (ICIPE) Bases of Plant Resistance to Insect Attack Project Number 698-0435 for the period August 27, 1984 through August 31, 1991. Our report was issued on December 23, 1991.

We conducted our audit in accordance with generally accepted auditing standards and in accordance with the Government Auditing Standards (1988 revision) issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Fund Accountability Statement is free of material misstatement.

In planning and performing our audit of the Fund Accountability Statement for the period August 27, 1984 through August 31, 1991, we considered ICIPE's internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the Fund Accountability Statement and not to provide assurance on the internal control structure.

ICIPE is responsible for establishing and maintaining an internal control structure for the BPRIA project. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of the internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorised use or disposition and that transactions are executed in accordance with generally accepted accounting principles. Because of the inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.



For the purpose of this report, we have classified the significant internal control structure policies and procedures as they relate to the BRPIA project in the following categories:-

#### CONTROL ENVIRONMENT

- . written procedures and USAID provisions
- . responsibility for compliance with the grants
- . project definition

#### ACCOUNTING SYSTEM

- . extraction of billing details from the ledger
- . coding of transactions in the ledgers
- . fixed asset registers
- . allocation of costs to the project

#### CONTROL PROCEDURES

- . personnel procedures
- . purchasing procedures

For all of the internal control structure categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed the control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgement, could adversely affect the entity's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

The following reportable conditions were observed:

- . poor environmental controls to ensure compliance with the grants



- . weak procedures for project/donor accounting
- . inconsistent treatment of expenditure for the purposes of billing to USAID

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Material weaknesses in internal control include the lack of a system to ensure compliance with the grants and the inability to ensure that billings include only allocable and allowable costs and are accurately and consistently extracted from the ledger.

We also noted other matters involving the internal control structure and its operation that we have reported in section 3.3 of the following report.

Information contained in this report may be privileged. The restrictions of 18 USC 1905 should be considered before any information is released to the public. This report is intended solely for the use of ICIPE or USAID and should not be used for any other purpose.

December 23, 1991

*Price Waterhouse*

## 3.2 INTRODUCTION

### 3.2.1 Definition

American Institute of Certified Public Accountants' (AICPA) Codification of Auditing Standards, section 319, defines an organization's internal control structure as consisting of the policies and procedures established to provide reasonable assurance that a specific entity's objectives will be achieved. The internal control structure is composed of three elements:

- . the control environment
- . the accounting system
- . control procedures

The control environment reflects the overall attitude, awareness and actions of management. The accounting system consists of methods and records established to identify, assemble, analyze, classify, record and report transactions. Control procedures are those policies and procedures in addition to the control environment and accounting system that management has established to safeguard the organization's resources.

In section 3.3 below, we have classified our findings and recommendations by these three elements of the auditee's internal control structure.

### 3.2.2 Work Performed

Our review of the internal control structure was directed towards those elements which relate to the nature of project funding. The review encompassed the following:

#### CONTROL ENVIRONMENT

- . written procedures and USAID provisions
- . responsibility for compliance with the grants
- . project definition

#### ACCOUNTING SYSTEM

- . extraction of billing details from the ledger
- . coding of transactions in the ledgers

- . fixed asset registers
- . allocation of costs to the project.

CONTROL PROCEDURES

- . personnel procedures
- . purchasing procedures

3.3 FINDINGS AND RECOMMENDATIONS

\* CONTROL ENVIRONMENT \*

3.3.1 Written Procedures and USAID Provisions

Finding

Rules and regulations governing the financial function have been written but these are very high level and are no longer current. No detailed specifications of the requirements of each financial function exist. In particular, while the finance department is sent a copy of the grant terms, no written instructions are provided detailing the grant provisions which need to be enforced within the accounts department. For example, the accounts staff do not appear to be aware of Circular A-122 "Cost Principles for Nonprofit Organisations". This has led to numerous instances where the costs claimed do not comply with the provisions of the grant, such as the claim in the January-April 1989 Statement where clearing charges for equipment ordered by the Chemistry and Biological Research Unit were billed under the line item Vehicle Maintenance in the BPRIA project.

Recommendation No 14

All staff concerned with the processing of the Billing Statements to USAID need to be thoroughly familiar with the provisions of the grant and other restrictions on the allowability and allocability of claimed costs.

3.3.2 Grant Coordinator

The responsibility for compliance with the terms and provisions of the Grants does not appear to have been clearly defined between the Finance Department, the Planning and Contracts Department and the Project Leader. The Project Leader's involvement in the review and approval of items billed under the grant is minimal. This lack of assigned responsibility has led to substantial non-compliances with the grant terms and invalid assumptions regarding waivers to USAID provision where no documentary support exists.

**Recommendation No 15**

Each specific Grant should be monitored by a clearly designated official whose responsibility should include making all other relevant parties aware of the limits of the Grant and enforcing its provisions or obtaining formal variations of them. This individual should possess the skills and experience to satisfy the requirements, given the lack of organizational responsiveness to USAID provisions.

**3.3.3 Definition of the Projects Undertaken at ICIPE**

**Finding**

The Crop Pests Research Programme is much wider than the BPRIA project. In July 1991 the CPRP included nine activities (projects) within this classification. ICIPE does not have any formal procedures to identify and allocate costs incurred under the CPRP umbrella to the individual projects. Consequently staff at Mbita Point have coded some costs to CPRP and the detailed allocation to projects has been done by Head Office staff who have minimal awareness of the exact nature of the cost incurred.

This has resulted in USAID being billed for costs attributable to the Upland Rice Project, ICRISAT, BAE (Biological and Applied Ecology) and general services rendered to all Crop Pest activities (for example all laboratory and field expenses incurred at Mbita Point for CPRP have been claimed under BPRIA).

**Recommendation No 16**

Clear definitions of each project are required. Where projects overlap in the use of some resources, a logical basis of cost apportionment should be developed and consistently applied.

**\* ACCOUNTING SYSTEM \***

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3.3.4 Extraction of Billing Statements from the Project Ledger

Finding

There is no formal method or structure to determine which ledger items are extracted to form the billing statement to USAID. Problems in verifying the amounts to the ledger include:-

inadequate documentation. The link between the billing statement and the ledgers consists of two informally prepared hand-written schedules, one on payroll and the other covering the remaining line items. Prior to May 1989, the linking documentation for the non-payroll items existed and ICIPE attempted to recreate them during our audit. The inability to do this with accuracy has resulted in a substantial proportion of the costs being classified as unsupported.

the components included in each line item of the billing statement are inconsistent between periods, including costs from different ledger codes and projects, and costs determined by different methods of calculation. For example, the source of the "Supplies" line item was different for each of the four billings made between May 1990 and August 1991.

the billings statements are sometimes prepared before ICIPE's ledgers are written up for the period. When the transactions are later coded, the allocation may be different to that assumed when preparing the billing, resulting in a loss of audit trail. This also leads to instances where a provision or estimate has been billed rather than a specific transaction.

This lack of proper accounting systems has led to amounts being included in the billing statements twice, the claim exceeding the supporting ledger transactions or amounts being omitted from the claim altogether. For example in the January to April 1990 billing, personnel costs for two staff members ( G.O. ASINO and S.M. OTIENO) were claimed under two different line items, Laboratory and Field Labour and also Technical Assistants. April 1989 Supplies and Expendables were claimed in both the January-April Statement and the May-August Statement in 1989. There are also instances, particularly in earlier years, where the underclaims against payroll costs of specific staff have occurred.

**Recommendation No 17**

ICIPE should develop an accounting system which can produce both project and donor accounting reports and analyses. This will involve significant changes to the existing accounting system and may require a lengthy implementation. In the meantime, a formally structured set of procedures is required to specify how the billing statements will be extracted from the ledgers under their current format.

**3.3.5 Coding of Transactions in the Ledgers**

**Finding**

When ICIPE is reviewed as an institution, rather than on a donor/project basis, the audit trail and classification of costs from the transaction documents to the ledgers is clear. However, where donor accounting by line item is required, problems are caused by the fact that the account codes do not coincide with allowable costs in each line item.

For example casual labour may be correctly coded to the ledger account "Field Expenses and Travel". However when this account balance is billed to USAID as "Travel", the cost appears to be mis-allocated.

**Recommendation No 18**

ICIPE should revise its account coding system to ensure that expense codes are compatible with grant expenditure line items and restrictions.

**\* CONTROL PROCEDURES \***

**3.3.6 Accommodation at DIGC**

**Finding**

The accommodation costs of staff and visitors who stay at DIGC are allocated to projects by the Center Manager. Supporting documentation does not include any prior authorisation/explanation of the visit by the project leader or evidence that the project leader has reviewed and accepted the expense. There exists the possibility of unauthorised costs being allocated to the BPRIA project.

**Recommendation No 19**

No costs should be posted to the ledger without the supporting documentation including evidence of either prior authorisation of the visit and its expected length, or acceptance of the cost once incurred.

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## *Price Waterhouse*



### 4 COMPLIANCE WITH "GRANT" PROVISIONS AND APPLICABLE U.S. GOVERNMENT LAWS AND REGULATIONS

#### 4.1 INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE

We have audited the Fund Accountability Statement for the International Center for Insect Physiology and Ecology (ICIPE) Bases of Plant Resistance to Insect Attack Project number 698-0435 for the period August 27, 1984 through August 31, 1991. Our report was issued on December 23, 1991.

We conducted our audit in accordance with generally accepted auditing standards and in accordance with the Government Auditing Standards (1988 revision) issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Fund Accountability Statement is free of material misstatement.

Compliance with laws, regulations, contracts and grant provisions applicable to BPRIA project is the responsibility of ICIPE's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of ICIPE's compliance with certain provisions of laws, regulations and grants. However our objective was not to provide an opinion on overall compliance with such provisions.

Material instances of noncompliance are failures to follow requirements, or violations of prohibitions, contained in statutes, regulations, contracts, or grants that cause us to conclude that the aggregation of misstatements resulting from those failures or violations is material to the financial statements. The results of our tests of compliance disclosed the following material instances on noncompliance:

- . failure to maintain records sufficient to show the allowability and allocability of costs claimed
- . assumption of approval of variations to the grant provisions without written agreement
- . inability of the accounting system to separately record the USAID project funds and expenditure



We considered these material instances of noncompliance in forming our opinion on whether the BPRIA financial statements are presented fairly, in all material aspects, and this report does affect our report dated 23 December 1991 on those statements.

Except as described above, the results of our tests of compliance indicate that, with respect to the items tested, ICIPE complied, in all material respects, with the provisions referred to in the third paragraph of this report. With respect to items not tested, based upon the high incidence of errors observed in the tested items, we are unable to conclude that ICIPE has complied in all material respects, with those provisions.

Other minor matters of non-compliance were noted and are included in subsequent pages.

Information contained in this report may be privileged. The restrictions of 18 USC 1905 should be considered before any information is released to the public. This report is intended solely for the use of ICIPE or USAID and should not be used for any other purpose.

December 23, 1991.

*Rice Waterhouse*

## 4.2 INTRODUCTION

USAID requires all grantees, regardless of the country of legal entity, to comply with the terms and conditions included in the grant agreement and its attached provisions and referenced procurement regulations. In general, such compliance cannot be waived by a Mission or by USAID/Washington.

Steps performed in this audit to test compliance with the grant and related provisions included:

- . a review of the grant provisions and related regulations to identify those provisions and regulations which could have a material affect on the financial statements
- . audit procedures including detailed testing to evaluate ICIPE's compliance with these provisions and regulations.

## 4.3 FINDINGS AND RECOMMENDATIONS

### 4.3.1 General Principles of Cost Allowability

#### Finding

OMB Circular A-122 sets out general principles governing the allowability of costs billed under USAID grant agreements. Included in the basic considerations in Attachment A is the adequate documentation of costs, consistency of treatment and determination of the cost in accordance with generally accepted accounting principles. Applicable credits must be offset against the cost previously included in the USAID billing statements. Acceptable methods for allocating indirect costs are also specified.

As outlined in the findings and recommendations on the Fund Accountability Statement, substantial costs billed to USAID did not comply with these requirements where it was not possible to identify the amounts billed with specific transactions in the ledger. These costs have been treated as unsupported.

**Recommendation No 20**

ICIPE should ensure that the key staff of ICIPE responsible for the monitoring and implementation of the grant understand the accounting and other requirements within the terms of the grant. Compliance with ICIPE's obligations under the grant will be easier if the donor accounting system included in other recommendations is implemented.

**4.3.2 Maintenance of a Separate Account for Project Funds**

**Finding**

The grant agreements include the requirement that ICIPE will establish a separate account for USAID project funds (1984-89 Grant, Attachment 2, Note 4 and 1989-1992 Grant, Attachment 1 Paragraph C3). No separate bank account has been maintained for BPRIA funds. It has been explained to us by ICIPE staff that compliance with this provision would contravene the laws of Kenya which limit the number of external bank accounts an institution may have. It would still be possible, however, to maintain an analysed cash book for the external accounts whereby the balances attributable to separate projects or donors could be identified and verified. There is no written evidence that ICIPE explained the difficulty in complying with this provision or requested a waiver of it either during the initial grant negotiations or its subsequent renewal in 1989.

**Recommendation No 21**

ICIPE should submit for REDSO/ESA approval a suitable system of accounting for funds which will satisfy both parties and the laws of Kenya. In future grant negotiations ICIPE should be encouraged to highlight possible difficulties in implementing the provisions prior to signing the Grant Agreement.

#### 4.3.3 Agreement of Expenditure to Budget

##### Finding

Each grant agreement specifies the budget expenditure by line item for each year covered by the grant. ICIPE has requested revisions to the budgets, in writing, on an annual basis but apart from the year August 1984-85, no written acceptance of the revised budgets have been seen. We have compared the actual expenditure with the original budgets for all the other years covered by the audit. This shows line budgets have been exceeded by US \$82,291 for the 1984-89 Grant and US \$21,205 for the 1989-91 period. These over-expenditures are matched by corresponding under-expenditure in other line items and the total grant amount has not been exceeded. The Line items have been itemized in the findings and recommendations on the Fund Accountability Statement.

##### Recommendation No 22

ICIPE should resubmit its request for REDSO/ESA approval of the revised budgets and resolve any differences between the budgets applicable and the actual expenditure.

#### 4.3.4 Specific Funding for the BPRIA Project from Non-USAID donors

##### Discussion

The 1984-89 Grant specified that USAID expected to contribute US \$2,500,000 of the anticipated total project costs of US \$4,918,000 in the first five years of the project. The grant specified that prior to disbursement in years 2-5, USAID required evidence that:

- . a minimum of \$500,000 has been made available to the project in non-USAID funds in the preceding year
- . USAID disbursements should not exceed non-USAID disbursements of the prior year

However both these grant requirements are apparently inconsistent with the projected budget included in the grant on page 11, Attachment 2. This budget also specifies the amount which should come from non-USAID donors specifically for the BPRIA project with the balance being funded by ICIPE from core funds.

The 1989-92 Grant is based on anticipated contributions from named donors for the BPRIA project of \$2,500,000 over the three year grant period. No other donor has provided specific support for this project up to August 1991.

A schedule provided by ICIPE on the Crop Pest Research Programme Funding shows that these provisions have been complied with except for the fact that money specifically donated to Crop Pests by other donors ceased in 1989. Since that time the balance of project money has been provided from ICIPE's core funds.

The Funding schedule provided by ICIPE covers the total Crop Pests Programme, which includes their estimate of applicable costs apportioned from other programmes and support services. (ie 55% Mbita Point Field Station, 67% Insect Rearing, 100% Ungoye Station, 25% Biomaths, 35% Chemistry, 20% Cell Biology, 45% Sensory Physiology, 35% Social Science, 11% ARPPIS training, 9% Information costs and 18% on direct costs for Institutional Support). These costs have not been billed to USAID. It is unclear what the basis for these allocation percentages is and whether the schedule covers all crop pest activities or BPRIA alone.

This schedule has not been audited to verify the payments from other donors.

#### 4.3.5 Compensation of the Project Leader

##### **Finding**

As noted above in the findings and recommendations concerning the Fund Accountability Statements, the compensation of the Project Leader were specifically excluded in the grant agreements. His compensation were billed to USAID from September 1989 to April 1990 under the description Programme Leader and from May 1990 to August 1991 under the description Senior Research Scientists. During this later period, the two staff members formerly described as Senior Research Scientists were billed as Research Scientists.

##### **Recommendation No 23**

ICIPE should obtain written approval from REDSO/ESA for all variations it requests in the grant.

4.3.6 Staff Numbers

**Finding**

The grant agreements specified both the number and total cost of staff funded by the grants by staff grade or nature of their work. ICIPE has exceeded both numerical and monetary restrictions in certain periods without obtaining prior written approval of the REDSO/ESA Project Officer as required by the grant.

The effect of these instances on non-compliance has been quantified and included under the findings and recommendations on the Fund Accountability Statement.

**Recommendation No 24**

ICIPE should seek the approval of REDSO/ESA to waive the restriction on the numbers of staff allowed by the grant where the monetary budget restrictions have been met.

4.3.7 Staff activity reports or timesheets

**Finding**

Salary and Wage costs charged to a grant must be supported by activity reports maintained by all staff (professional and non-professional). These reports must be prepared at least monthly and reflect the "after-the-fact" determination of the total time of each employee allocated to specific activities. A responsible official should sign each activity report to evidence agreement that the distribution of activity represents a reasonable estimate of the actual work done by the employee. (OMB Circular A-122 paragraph 61). ICIPE does not maintain records of activity or time usage of staff. As at July 1991, approximately 44 staff were listed under the BPRIA project of which 27 were charged to USAID. In the absence of detailed activity reports it is unclear how the 27 employees billed were selected and there is little supporting evidence for the 100% allocation of the costs of these staff to USAID.

Our audit work to verify these costs included the review of personnel files and other correspondence to obtain alternative evidence of the involvement of the staff in the BPRIA project. For other staff, either adequate level of evidence was obtained or the costs have been classified as questioned.

**Recommendation No 25**

ICIPE needs to develop a system to record the time and activity of its staff. In addition to ensuring compliance with USAID regulations, this will assist both in ICIPE's internal management and planning and also provide a sound basis for the allocation of overheads and common costs between projects.

**4.3.8 Financial Status Reports (Billing Statements)**

**Finding**

The Grant agreements provide that ICIPE should report on the project as follows

- . quarterly reports on financial status
- . semi-annual reports on project progress
- . an annual workplan and budget for the subsequent year
- . technical reports at the end of the project.

In the earlier years the financial status reports varied in the periods which were covered. However, since September 1986 regular reports have been submitted which each cover a four month period. This does not strictly comply with the provisions of the grants.

ICIPE was unable to provide the workplans for the periods October 1988 to October 1989 and April 1990 to September 1990. The first period workplan may have been sufficiently covered in the proposal for the renewal of the grant in 1989 to comply with REDSO's requirements.

**Recommendation No 26**

This non-compliance has no monetary impact and the actual reports produced appear to have satisfied both parties. ICIPE should request that a formal amendment to the grant provisions be made to confirm actual practice if this is satisfactory to REDSO.

4.3.9 Foreign Travel

**Finding**

Direct charges for travel outside Kenya require prior approval of the REDSO project officer. (Circular A-122, Attachment B, Paragraph 50). This was not obtained for any of the claims made under this project.

Discussions with ICIPE staff show that they believe this requirement to be unworkable in a project of this kind. All the billing statements have included the description "International Travel" on the claims which has never been queried. REDSO/ESA appears to have accepted these costs. International travel without prior approval has therefore been treated as an accepted cost provided that it relates to the project.

**Recommendation No 27**

REDSO should determine whether this approval requirement was intended to apply to the BPRIA grant and formalize the waiver or resolve the allowability of costs claimed as International Travel.

LIST OF REPORT RECOMMENDATIONS

| REC<br>NO | PAGE<br>REF | RECOMMENDATION   |
|-----------|-------------|--|
| 1         | 9           | Agree applicable budget and resolve excess line expenditures   |
| 2         | 10          | Resolve treatment of Project Leader Compensation   |
| 3         | 11          | Resolve questioned costs of \$56,999 and \$6,918 for staff in excess of numbers specified in the grant                               |
| 4         | 11          | Resolve questioned costs of \$53,006 being the Keyman policies for tax equalization payments   |
| 5         | 12          | Establish treatment of Housing and Transport allowances and resolve unsupported costs  |
| 6         | 12          | Develop accounting procedures for Billing to prevent double claims and resolve questioned costs                                      |
| 7         | 13          | Resolve questioned costs which exceed those supported by payroll documentation   |
| 8         | 14          | Agree treatment of staff claimed while not on BPRIA payroll  |
| 9         | 14          | Develop an account code structure capable of donor cost analysis and resolve questioned amounts claimed as networking                |
| 10        | 16          | Resolve the items claimed as Travel and either questioned or treated as unsupported  |
| 11        | 17          | Develop a consistent method of producing the Billing Statement from the ledgers and resolve questioned costs claimed under materials |
| 12        | 17          | Provide evidence of assets use on BPRIA project or resolve questioned amounts  |
| 13        | 18          | Seek confirmation that the Insectary can be billed as equipment  |

| REC NO | PAGE REF | RECOMMENDATION  |
|--------|----------|---|
| 14     | 24       | Ensure relevant staff are fully aware of all USAID claim requirements and restrictions                                    |
| 15     | 25       | Nominate a grant coordinator to assume overall responsibility for the billings  |
| 16     | 25       | Ensure all projects are clearly defined and cost allocation is done appropriately   |
| 17     | 27       | Implement donor accounting  |
| 18     | 27       | Broaden the account code system to allow analysis appropriate to donor accounting   |
| 19     | 28       | Ensure proper documentation and authorisation for all costs billed  |
| 20     | 32       | Ensure full awareness of USAID's expectation of the accounting system   |
| 21     | 32       | Maintain separate analysis of all project specific funds and expenditure  |
| 22     | 33       | Determine the validity of requested budget revisions and a procedure to request revisions                                 |
| 23     | 34       | Ensure no variations to the grant are assumed without prior written agreement   |
| 24     | 35       | Determine whether the grant restrictions on staff numbers is equally as important as the monetary restriction on salaries |
| 25     | 36       | Develop procedures with respect to timesheets   |
| 26     | 36       | Ensure variations are obtained on grant reporting requirements to reflect actual practise                                 |
| 27     | 37       | Determine whether foreign travel requires prior written approval from REDSO   |

FUND ACCOUNTABILITY STATEMENT  
BPRIA PROJECT, ICIPE.

|                       | 1st GRANT<br>AUGUST 1984-89 | 2nd GRANT<br>SEPTEMBER 1989-<br>AUGUST 1991. |
|-----------------------|-----------------------------|--|
|                       | US\$                        | US\$   |
| Professional Staff    | 424,318                     | 236,375                                      |
| Technical Staff       | 451,507                     | 184,661                                      |
| Gratuity 16%          | 112,151                     | 69,862                                       |
| Training              | 188,883                     | 91,048                                       |
| Networking            | N/A                         | 96,917                                       |
| Travel                | 292,013                     | 115,097                                      |
| Expendable Supplies   | 578,967                     | 243,909                                      |
| Equipment             | 35,572                      | 29,546                                       |
| Development           | N/A                         | 19,335                                       |
| Communication         | N/A                         | 70,665                                       |
| Other                 | 416,587                     | 197,997                                      |
|                       | -----                       | -----  |
| TOTAL EXPENDED        | \$2,499,998                 | \$1,355,412                                  |
|                       | -----                       | -----  |
| TOTAL OF BOTH GRANTS: |                             | <u>\$3,855,410</u>                           |

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NOTES TO THE  
FUND ACCOUNTABILITY STATEMENT

- 1 The Fund Accountability Statement has been prepared by ICIPE using a comprehensive basis of accounting other than GAAP. Billings are based on cash transactions or for procurement, at the time when the invoice is recorded. Payroll is billed on the projected annual package and indirect costs are apportioned over the year based on an annual projection of costs allocated to the project.

EXHIBIT 3

SAMPLE PROFILE

|   | \$        |
|---|-----------|
| TOTAL COSTS BILLED AND RECEIVED (1)                 | 3,855,410 |
| AMOUNTS NOT COMPRISING SPECIFIC<br>TRANSACTIONS (2) | 1,670,405 |
|   | -----     |
| TOTAL CAPABLE OF BEING AUDITED                      | 2,185,005 |
| AMOUNT TESTED                                       | 1,304,376 |
|   | -----     |
| AMOUNT NOT REVIEWED                                 | 880,629   |
|   | -----     |

NOTES

- (1) From the Fund Accountability Statement
- (2) Amounts included on the billing statements which are not capable of being traced to specifically identifiable transactions. For example:

Where total ledger costs exceed the USAID budget and therefore the budget figure has been billed

Costs included on the billing statement which are calculated on a percentage basis from a larger total of costs, whether drawn from the crop pests ledger or other ledgers

Costs which cannot be traced to the ledgers.

AUDIT RESULTS

|   | \$        |
|---|-----------|
| COSTS BILLED  | 3,855,412 |
|   | -----     |
| COSTS PAID  | 3,855,410 |
| QUESTIONED COSTS  | 336,639   |
| UNSUPPORTED COSTS   | 1,789,574 |
| *AMOUNT RECOMMENDED FOR ACCEPTANCE                            | 1,629,127 |
| COSTS NOT TESTED ON WHICH NO RECOMMENDATION<br>IS APPROPRIATE | 100,070   |

Costs recommended for acceptance include items tested and accepted and for salary and compensation items, those not tested but accepted as good on the basis of the payroll system. For other line items the system was inadequate to accept costs not specifically tested.

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QUESTIONED COSTS

| PERIOD                               | AMOUNT    | REF    | DETAIL  |
|--------------------------------------|-----------|--------|---|
| PROFESSIONAL STAFF 2nd GRANT 1989-91 |           |        |   |
| \$                                   |           |        |   |
| May-Aug 91                           | 11822     |        | Project leaders salary - under Senior Research Scientist    |
| Jan-April 91                         | 13746     | "      | "   |
| Sept-Dec 90                          | 14325     | "      | "   |
| May-Aug 90                           | 13926     | "      | "   |
| Jan-April 90                         | 13384     |        | Project Leaders salary                                      |
| Sept-Dec 89                          | 15510     | "      | "   |
|                                      | -----     |        |   |
| Sub-total                            | 82713     |        |   |
|                                      | -----     |        |   |
| May-Aug 91                           | 1649      | Lwande | Tax Equalization Payment                                    |
| Jan-April 91                         | 1917      | Lwande | "   |
| Sept-Dec 90                          | 1859      | Lwande | "   |
| May-Aug 90                           | 1859      | Lwande | "   |
| Sept-Dec 89                          | 2053      | Lwande | "   |
|                                      | -----     |        |   |
| Sub-total                            | 9,337     |        |   |
|                                      | -----     |        |   |
| Sept-Dec 89                          | 221       | Lwande | Double-claimed allowances                                   |
| "                                    | 280       | Pathak | "   |
| Jan-April 90                         | 886       |        | Billing for Snr Res Scientists exceeding the payroll amount |
|                                      | -----     |        |   |
| Total                                | \$ 93,437 |        |   |
|                                      | -----     |        |   |

PROFESSIONAL STAFF 1st GRANT 1984-89

|              |       |         |                                   |
|--------------|-------|---------|-----------------------------------|
| \$           |       |         |                                   |
| May-Aug 89   | 1769  | Pathak  | Double-claim on passage allowance |
|              | ----- |         |                                   |
| Jan-April 89 | 435   | Pathak  | Claim exceeding the payroll       |
| "            | 81    | Osir    | "                                 |
| May-Aug 86   | 834   | Pathak  | "                                 |
| "            | 261   | Ochieng | "                                 |
| "            | 260   | Lwanda  | "                                 |
| "            | 604   | Oketch  | "                                 |
| Sept-Dec 86  | 811   | Pathak  | "                                 |
| "            | 652   | Ochieng | "                                 |
| "            | 541   | Lwande  | "                                 |
| "            | 179   | Oketch  | "                                 |
| Jan-April 86 | 716   | Pathak  | "                                 |
|              | ----- |         |                                   |
| Sub-total    | 5,374 |         |                                   |
|              | ----- |         |                                   |

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|           |    |           |         |                          |
|-----------|----|-----------|---------|--------------------------|
| May-Aug   | 89 | 2551      | Ochieng | Tax equalization payment |
| "         |    | 1962      | Lwande  | "                        |
| "         |    | 1847      | Osir    | "                        |
| Jan-April | 89 | 1847      | Ochieng | "                        |
| Jan-April | 89 | 1962      | Lwande  | Tax equalization payment |
| Sept-Dec  | 88 | 2317      | Ochieng | "                        |
| "         |    | 1569      | Oketch  | "                        |
| "         |    | 2009      | Lwande  | "                        |
| May-Aug   | 88 | 2030      | Ochieng | "                        |
| "         |    | 1873      | Lwande  | "                        |
| "         |    | 1274      | Oketch  | "                        |
| Jan-April | 88 | 2030      | Ochieng | "                        |
| "         |    | 1873      | Lwande  | "                        |
| "         |    | 1274      | Oketch  | "                        |
| Sept-Dec  | 87 | 1397      | Lwande  | "                        |
| May-Aug   | 87 | 1397      | Lwande  | "                        |
| Jan-April | 87 | 1397      | Lwande  | "                        |
| May-Aug   | 86 | 1474      | Ochieng | "                        |
| "         |    | 621       | Otieno  | "                        |
| "         |    | 621       | Lwande  | "                        |
| "         |    | 548       | Oketch  | "                        |
| Jan-April | 86 | 1474      | Ochieng | "                        |
| "         |    | 1243      | Otieno  | "                        |
| "         |    | 274       | Oketch  | "                        |
| May-Aug   | 85 | 1310      | Ochieng | "                        |
| "         |    | 1449      | Otieno  | "                        |
| Jan-April | 85 | 1091      | Ochieng | "                        |
| "         |    | 1029      | Otieno  | "                        |
| Sept-Dec  | 84 | 963       | Ochieng | "                        |
| "         |    | 963       | Otieno  | "                        |
|           |    | -----     |         |                          |
| Sub-total |    | 43,669    |         |                          |
|           |    | -----     |         |                          |
| Total     |    | \$ 50,812 |         |                          |
|           |    | -----     |         |                          |

TECHNICAL STAFF 2nd GRANT 1989-91

\$

|           |    |        |                                    |
|-----------|----|--------|------------------------------------|
| May-Aug   | 91 | 2990   | 4 staff claimed in excess of grant |
| Jan-April | 91 | 3203   | "                                  |
| Sept-Dec  | 90 | 4967   | 5 staff claimed in excess          |
| May-Aug   | 90 | 4796   | "                                  |
| Jan-April | 90 | 6571   | 8 staff claimed in excess          |
| Sept-Dec  | 89 | 989    | 1 staff claimed in excess          |
|           |    | -----  |                                    |
| Sub-total |    | 23,516 |                                    |
|           |    | -----  |                                    |

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|             |           |          |                           |
|-------------|-----------|----------|---------------------------|
| Sept-Dec 89 | 179       | Othieno  | Double-claimed allowances |
| "           | 178       | Banda    | "                         |
| "           | 175       | Onyango  | "                         |
| "           | 172       | Odanda   | "                         |
| "           | 160       | Kidiavai | "                         |
| "           | 160       | Amutalla | "                         |
|             | -----     |          |                           |
| Sub-total   | 1,024     |          |                           |
|             | -----     |          |                           |
| Total       | \$ 24,540 |          |                           |
|             | -----     |          |                           |

TECHNICAL STAFF 1st GRANT 1984-89

|              |           |  |    |   |
|--------------|-----------|--|----|---|
|              |           |  | \$ |   |
| May-Aug 87   | 5351      |  |    | Technical assistants in excess of the grant |
| Jan-April 87 | 5377      |  |    | "   |
| Sept-Dec 86  | 1410      |  |    | Jnr tech in excess of grant                 |
| "            | 6145      |  |    | Tech asst in excess                         |
| May-Aug 86   | 1410      |  |    | Jnr tech in excess of grant                 |
| "            | 6306      |  |    | Tech Assts in excess                        |
| Jan-April 86 | 1503      |  |    | Jnr Technicians in excess                   |
| "            | 5981      |  |    | Tech assts in excess                        |
|              | -----     |  |    |   |
| Sub-total    | 33,483    |  |    |   |
|              | -----     |  |    |   |
| May-Aug 89   | 688       |  |    | Claim exceeding the payroll-                |
| "            | 10        |  |    | Onyangu, Bungu, Njoroge                     |
| Jan-April 89 | 190       |  |    | As above for junior technicians             |
| May-Aug 86   | 1921      |  |    | "   |
| "            | 242       |  |    | " - Snr technicians Kilari,                 |
| "            | 485       |  |    | Otieno, Nyangiri, Banda Lubeya              |
| Sept-Dec 86  | 127       |  |    | As above for technicians                    |
| "            | 242       |  |    | As above for junior technicians             |
|              | -----     |  |    | As above for technicians                    |
| Sub-total    | 3,905     |  |    | As above for Junior technicians             |
|              | -----     |  |    |   |
| Total        | \$ 37,388 |  |    |   |
|              | -----     |  |    |   |

GRATUITY/PROVIDENT FUND 2nd GRANT 1989-91

|              |           |    |   |
|--------------|-----------|----|---|
|              |           | \$ |   |
| May-Aug 91   | 1789      |    | Gratuity of project leader                  |
| Jan-April 91 | 2081      |    | "   |
| Sept-Dec 90  | 2194      |    | "   |
| May-Aug 90   | 2135      |    | "   |
| Jan-April 90 | 2076      |    | "   |
| Sept-Dec 89  | 2387      |    | "   |
|              | -----     |    |   |
| Sub-total    | 12,662    |    |   |
|              | -----     |    |   |
| May-Aug 91   | 451       |    | Gratuity of excess staff                    |
| Jan-April 91 | 464       |    | "   |
| Sept-Dec 90  | 733       |    | "   |
| May-Aug 90   | 702       |    | "   |
| Jan-April 90 | 976       |    | "   |
| Sept-Dec 89  | 157       |    | "   |
|              | -----     |    |   |
| Sub-total    | 3,483     |    |   |
|              | -----     |    |   |
| Sept-Dec 89  | 1330      |    | Reddy Gratuity payment when salary excluded |
|              | -----     |    |   |
| Total        | \$ 17,475 |    |   |
|              | -----     |    |   |

GRATUITY/PROVIDENT FUND 1st GRANT 1984-89

|              |          |    |   |
|--------------|----------|----|---|
|              |          | \$ |   |
| May-Aug 87   | 603      |    | On excess technical assistants                |
| Jan-April 87 | 603      |    | "   |
| Sept-Dec 86  | 743      |    | On staff in excess of grant                   |
| May-Aug 86   | 743      |    | "   |
| Jan-April 86 | 743      |    | "   |
|              | -----    |    |   |
| Sub-total    | 3,435    |    |   |
|              | -----    |    |   |
| Jan-April 89 | 284      |    | Payroll Claim exceeding the payroll-all staff |
|              | -----    |    |   |
| Total        | \$ 3,719 |    |   |
|              | -----    |    |   |

TRAINING 2nd GRANT 1989-91

|              |          |        |   |
|--------------|----------|--------|---|
| Jan-April 91 | \$ 3,609 | Mugoya | Not on payroll Feb/March but claimed as scholar |
|--------------|----------|--------|---|

TRAINING 1st GRANT 1984-89

|              |           |           |  |
|--------------|-----------|-----------|--|
| May-Aug 89   | \$ 5,770  | Okoth     | Not on ICIPE payroll 1-26 May, re-joined PESTNET |
| Sept-Dec 86  | 3,106     | Firempong | Claim exceeding the payroll                      |
| "            | 500       | Firempong | "  |
| Jan-April 86 | 1,660     | Firempong | "  |
| Sept-Dec 86  | 9,931     |           | " "  |
|              | -----     |           |  |
| Sub-total    | 15,197    |           |  |
|              | -----     |           |  |
| Total        | \$ 20,967 |           |  |

NETWORKING 2nd GRANT 1989-91

|              |          |            |      |  |
|--------------|----------|------------|------|--|
| Jan-April 91 | \$ 271   | MJV5017    | 1/91 | Per diem rice project                                    |
| "            | 1,683    | MJV5069    | 3/91 | Fish netting   |
| "            | 270      | MJV5104    | 4/91 | Staff visits to HO, net repairs & staff relocation costs |
| "            | 601      | MJV5078/5  | 3/91 | Per diem rice project                                    |
| "            | 140      | MJV5078/8  | "    | Staff settlement allowance                               |
| "            | 90       | MJV5078/11 | "    | Per diem's rice project                                  |
| "            | 337      | MJV5077/10 | "    | Visit to HO by project leader for administration         |
| Jan-April 90 | 233      | MJV4166    |      | Labour & per diem's on rice project                      |
|              | -----    |            |      |  |
|              | \$ 3,625 |            |      |  |

TRAVEL 2nd GRANT 1989-91

|             |         |          |       |  |
|-------------|---------|----------|-------|--|
| Sept-Dec 90 | \$ 1447 | EPV32203 | 11/90 | Project leaders trip to IRRI and home leave. |
| "           | 2148    | EPV38726 |       | Per diem on above. IRRI, PCARD, PHILRICE.    |
| "           | 1382    | EPV39203 |       | Visit to IRRI, Manila                        |
| "           | 1434    | EPV38727 |       | Per diem IRRI trip                           |

|              |           |          |       |  |
|--------------|-----------|----------|-------|--|
| Sept-Dec 89  | 1497      | EPV34524 | 11/89 | IRRI/PCARD/PHILRICE trip   |
| "            | 2721      | EPV34651 | 09/89 | Per diem above trip  |
|              | -----     |          |       |  |
| Sub-total    | 10,629    |          |       |  |
|              | -----     |          |       |  |
| Jan-April 91 | 10170     | Billing  |       | Claim > net ledger balance<br>(part of a/c claimed as<br>networking) |
| Sept-Dec 89  | 2482      | Billing  |       | Claim > ledger balance   |
|              | -----     |          |       |  |
| Sub-total    | 12,652    |          |       |  |
|              | -----     |          |       |  |
| Jan-April 91 | 180       | JV5017   | 1/91  | Per diem's of staff not<br>listed on USAID's salary<br>schedules     |
| "            | 349       | JV5027   | 1/91  | DIGC accommodation costs of<br>unlisted staff                        |
| "            | 211       | JV5078   | 3/91  | Per diem's of unlisted staff   |
| Sept-Dec 89  | 831       | EPV35830 | 01/90 | End of contract flight for<br>unlisted researcher                    |
|              | -----     |          |       |  |
| Sub-total    | 1,571     |          |       |  |
|              | -----     |          |       |  |
| Jan-April 91 | 1683      | MJV5069  | 3/91  | Gum boots/ fish nets   |
| Jan-April 90 | 199       | MJV4097  | 3/90  | Casual labour, Upland rice<br>project                                |
| May-Aug 91   | 500       | PV41661  | 5/91  | Reimbursement from staff<br>member not netted off                    |
|              | -----     |          |       |  |
|              | \$ 27,234 |          |       |  |
|              | -----     |          |       |  |

TRAVEL 1st GRANT 1984-89

|              |           |         |       |  |
|--------------|-----------|---------|-------|--|
|              | \$        |         |       |  |
| Sept-Dec 88  | 3738      | PV30963 | 9/88  | Trip to IRRI Philippines &<br>Washington by Saxena |
| May-Aug 89   | 168       | PV34188 | 07/89 | Accom- Unlisted name. No<br>proof of project cost  |
| "            | 2965      | MJV3487 | 7/89  | Mosquito netting                                   |
| Jan-April 89 | 2336      | MJV3244 | 3/89  | Tubes/tyres wrongly<br>classified                  |
| "            | 2696      | MJV3188 | 1/89  | Fishnet, needles twine                             |
| Jan-April 88 | 3350      | JV2499  |       | Publishing & documentation<br>costs                |
|              | -----     |         |       |  |
|              | \$ 15,253 |         |       |  |
|              | -----     |         |       |  |

MATERIALS/SUPPLIES 2nd GRANT 1989-91

|              |          |                 |      |   |
|--------------|----------|-----------------|------|---|
|              | \$       |                 |      |   |
| Jan-April 90 | 495      | JV4142          | 1/90 | MPFS accommodation wrongly classified as supplies               |
| Sept-Dec 90  | 932      | MJV4875/6/8     |      | Per diem's, petrol, meals.                                      |
|              |          | 4882/4880       |      | Wrongly classified as Vehicle Maintenance                       |
| Jan-April 91 | 336      | MJV6704/5/21    |      | Costs for ICRISAT/Rice projects billed as Labour & Field wages. |
| "            | 678      | MJV5021 a/c 106 |      | Casual lab described as "admin & general" billed to BPRIA       |
| "            | 1161     | Billing         |      | Billing > ledger total costs                                    |
| Jan-April 90 | 388      | MJV4492 items   |      | Labour for ICRISAT, IRRI & BAE                                  |
|              |          | 48-52           |      | posted to BPRIA casuals.  |
|              | -----    |                 |      |   |
|              | \$ 3,990 |                 |      |   |
|              | -----    |                 |      |   |

MATERIALS/SUPPLIES 1st GRANT 1984-89

|              |          |             |  |   |
|--------------|----------|-------------|--|---|
|              | \$       |             |  |   |
| May-Aug 89   | 8662     | Billing     |  | April costs on A/c 406 billed twice as Supplies   |
| Jan-April 89 | 677      | JV3165/3219 |  | Clearing charges for equip for Chemistry and Bio Research wrongly classified to Vehicle Maintenance |
|              | -----    |             |  |   |
|              | \$ 9,339 |             |  |   |
|              | -----    |             |  |   |

EQUIPMENT 2nd GRANT 1989-91

|            |          |        |      |   |
|------------|----------|--------|------|---|
|            | \$       |        |      |   |
| May-Aug 90 | 907      | JV4407 | 6/90 | Clearing charges on asset not funded by USAID |
| "          | 1689     | JV4444 | 6/90 | Insect Breeding Project asset                 |
| "          | 962      | JV4444 | 6/90 | "   |
| "          | 488      | JV4464 | 7/90 | "   |
|            | -----    |        |      |   |
|            | \$ 4,046 |        |      |   |
|            | -----    |        |      |   |

UNSUPPORTED COSTS

| PERIOD                               | AMOUNT   | REF      | DETAIL.                      |
|--------------------------------------|----------|----------|------------------------------|
| PROFESSIONAL STAFF 2nd GRANT 1989-91 |          |          |                              |
|                                      | \$       |          |                              |
| May-Aug 91                           | 600      | Kumar    | Housing allowance - not paid |
| "                                    | 761      | Pathak   | "                            |
| Jan-April 91                         | 698      | Kumar    | "                            |
| "                                    | 885      | Pathak   | "                            |
| Sept-Dec 90                          | 1027     | Pathak   | "                            |
| "                                    | 885      | Alighali | "                            |
| May-Aug 90                           | 960      | Pathak   | "                            |
| "                                    | 828      | Alighali | "                            |
| Jan-April 90                         | 893      | Pathak   | "                            |
| "                                    | 770      | Alighali | "                            |
| Sept-Dec 89                          | 1067     | Pathak   | "                            |
|                                      | -----    |          |                              |
| Total                                | \$ 9,374 |          |                              |
|                                      | -----    |          |                              |

PROFESSIONAL STAFF 1st GRANT 1984-89

|              |           |         |                               |
|--------------|-----------|---------|-------------------------------|
|              | \$        |         |                               |
| May-Aug 89   | 1129      | Pathak  | Housing allowance - not paid  |
| Jan-April 89 | 974       | Pathak  | "                             |
| Sept-Dec 88  | 1371      | Pathak  | "                             |
| "            | 1183      | Ochieng | "                             |
| "            | 1114      | Oketch  | "                             |
| May-Aug 88   | 1371      | Pathak  | "                             |
| "            | 1080      | Ochieng | "                             |
| Jan-April 88 | 1371      | Pathak  | "                             |
| "            | 1080      | Ochieng | "                             |
| Sept-Dec 86  | 1080      | Ochieng | "                             |
| May-Aug 86   | 1080      | Ochieng | "                             |
| Jan-April 86 | 1080      | Ochieng | "                             |
|              | -----     |         |                               |
| Sub-total    | 13,913    |         |                               |
|              | -----     |         |                               |
| May-Aug 87   | 300       | Oketch  | Transport billed but not paid |
| Jan-April 87 | 300       | Oketh   | "                             |
| May-Aug 86   | 393       | Otieno  | "                             |
| "            | 393       | Ochieng | "                             |
| Jan-April 86 | 393       | Ochieng | "                             |
| "            | 393       | Otieno  | "                             |
|              | -----     |         |                               |
| Sub-total    | 2,172     |         |                               |
|              | -----     |         |                               |
| Total        | \$ 16,085 |         |                               |
|              | -----     |         |                               |

TECHNICAL STAFF 2nd GRANT 1989-91

|           |    | \$       |           |                              |
|-----------|----|----------|-----------|------------------------------|
| Sept-Dec  | 91 | 502      | R Nyangor | Housing allowance - not paid |
| May-Aug   | 90 | 469      | R Nyangor | "                            |
| Jan-April | 90 | 435      | R Nyangor | "                            |
|           |    | -----    |           |                              |
| Total     |    | \$ 1,406 |           |                              |
|           |    | -----    |           |                              |

TECHNICAL STAFF 1st GRANT 1984-89

|           |    | \$       |            |                              |
|-----------|----|----------|------------|------------------------------|
| May-Aug   | 87 | 699      | Otieno SMJ | Housing allowance - not paid |
| Jan-April | 87 | 669      | Otieno SMJ | "                            |
| May-Aug   | 85 | 446      | Kilori     | "                            |
| Jan-April | 85 | 372      | Kilori     | "                            |
| Sept-Dec  | 84 | 371      | Kilori     | "                            |
| "         |    | 286      | Paye       | "                            |
|           |    | -----    |            |                              |
| Total     |    | \$ 2,843 |            |                              |
|           |    | -----    |            |                              |

TRAINING 2nd GRANT 1989-91

|           |    | \$       |          |                              |
|-----------|----|----------|----------|------------------------------|
| May-Aug   | 91 | 552      | A-Nyarko | Housing allowance - not paid |
| "         |    | 552      | Dwumfour | "                            |
| Jan-April | 91 | 642      | A-Nyarko | "                            |
| "         |    | 642      | Dwumfour | "                            |
| Sept-Dec  | 90 | 744      | A-Nyarko | "                            |
| May-Aug   | 90 | 744      | A-Nyarko | "                            |
| Jan-April | 90 | 744      | A-Nyarko | "                            |
| "         |    | 744      | Dwumfour | "                            |
| Sept-Dec  | 89 | 889      | Dwumfour | "                            |
|           |    | -----    |          |                              |
| Total     |    | \$ 6,253 |          |                              |
|           |    | -----    |          |                              |

NETWORKING 2nd GRANT 1989-91

|              |          |           |                              |
|--------------|----------|-----------|------------------------------|
|              | \$       |           |                              |
| May-Aug 91   | 552      | S O Ajala | Housing allowance - not paid |
| Jan-April 91 | 642      | "         | "                            |
|              | -----    |           |                              |
| Total        | \$ 1,194 |           |                              |
|              | -----    |           |                              |

TRAVEL 2nd GRANT 1989-91

|              |          |               |                         |
|--------------|----------|---------------|-------------------------|
|              | \$       |               |                         |
| May- Aug 90  | 1689     | EPV37240 5/90 | Unable to locate file   |
| Jan-April 90 | 2183     | EPV37217 5/90 | Unable to locate file   |
| "            | 613      | JV4217        | Supporting Docs missing |
|              | -----    |               |                         |
|              | \$ 4,485 |               |                         |
|              | -----    |               |                         |

TRAVEL 1st GRANT 1984-89

|              |           |               |                                |
|--------------|-----------|---------------|--------------------------------|
|              | \$        |               |                                |
| May-Aug 89   | 1352      | EPV33233 5/89 | Missing documents              |
| Jan-April 89 | 1311      | JV3139        | "                              |
| Sept-Dec 88  | 2857      |               | "                              |
| May-Aug 88   | 6683      | EPV30380 7/88 | "                              |
| "            | 3600      | EPV30398 8/88 | "                              |
| "            | 146       | Billing       | Provision - no supporting data |
| Jan-April 88 | 468       | Billing       | "                              |
| "            | 1616      | "             | "                              |
|              | -----     |               |                                |
|              | \$ 18,033 |               |                                |
|              | -----     |               |                                |

MATERIALS/SUPPLIES 2nd GRANT 1989-91

|              |      |              |                                       |
|--------------|------|--------------|---------------------------------------|
|              | \$   |              |                                       |
| Jan-April 90 | 6547 | Billing      | Provision for supplies                |
| May-Aug 91   | 4560 | Billing      | " for insurance                       |
| "            | 1199 | A/c al-1 41+ | ICIPE insurance budget posted         |
| Jan-April 90 | 7950 | "            | "                                     |
| Sept-Dec 90  | 3196 | JV4830 11/90 | Missing file-maintenance of equipment |
| Jan-April 90 | 1603 | Billing      | General provision for field casuals   |

|             |           |         |   |
|-------------|-----------|---------|---|
| Jan-April90 | 129       | Billing | General provision for reports and photography |
|             | -----     |         |   |
|             | \$ 25,184 |         |   |
|             | -----     |         |   |

MATERIALS/SUPPLIES 1st GRANT 1984-89

|              |          |          |      |                                   |
|--------------|----------|----------|------|-----------------------------------|
| Jan-april 89 | \$ 1692  | JV3144   | 1/89 | Missing File in archives-supplies |
| Jan-April 89 | 7120     | A/c A1-1 | 414  | ICIPE insurance budget posted     |
|              | -----    |          |      |                                   |
|              | \$ 8,812 |          |      |                                   |
|              | -----    |          |      |                                   |

EQUIPMENT 2nd GRANT 1989-91

|             |           |   |
|-------------|-----------|---|
| Sept-Dec 89 | \$ 25,500 | Building not equipment & claim based on budget various 8/89 |
|             | -----     |   |

CLAIMS EXCEEDING 2ND GRANT BUDGET 1989 - 91

\$21,205

See EXHIBIT 7  
Page 2 & 3

**CLASSIFICATION OF COSTS BY BILLING STATEMENTS WITH SUMMARIES FOR EACH GRANT.**

**KEY TO COLUMN HEADINGS**

|            |  |
|------------|--|
| Billing    | This column is drawn from the four-monthly billing statements to USAID   |
| Accepted   | Costs in this column have been accepted as valid   |
| Questioned | Questioned costs   |
|            | Un-supported costs (specific) - costs have been treated as unsupported where supporting documents cannot be located or where they are account provisions with no reference to supporting actual transactions |
|            | Unsupported (other) - these are unsupported costs where the working papers for the billing statements have not identified specific transactions making up the cost total                                     |

**KEY TO ITEMS CLASSIFIED AS UNSUPPORTED (OTHER) DUE TO INABILITY TO AUDIT COSTS**

|   |  |
|---|--|
| A | Costs billed include internal transfers of costs from other ledgers or code using a percentage basis   |
| B | Costs billed are based on balance of costs remaining in the ledger after the deduction of a percentage of those costs billed under red to other line headings            |
| C | Billing based on the Grant Budget on the grounds that total item costs would exceed the budget if the costs were re-allocated to Crop Pests from support service ledgers |
| D | Billing based on Grant Budget because the ledger costs exceed the budget limit. Specific transactions making up the billed amount have not been identified               |
| E | Line item billed is an estimate of costs - no supporting source references to specific transactions are included on the billing working papers                           |
| F | Unable to trace the documents billed to the ledgers  |
| G | No working papers exist to support the billing statement   |

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| 2ND GRANT SUMMARY<br>SEPTEMBER '89-AUGUST 1991 | Billing | Accepted | Questioned | Un-Supported |         |
|--|---------|----------|------------|--------------|---------|
|  |         |          |            | Specific     | Other   |
| <b>PROFESSIONAL STAFF</b>                      |         |          |            |              |         |
| Detailed schedules total                       | 236,375 | 133,564  | 93,437     | 9,374        | 0       |
| Claims > Grant Budget                          |         |          | 6,157      |              |         |
|  | 236,375 | 133,564  | 99,594     | 9,374        | 0       |
| <b>TECHNICAL SUPPORT STAFF</b>                 |         |          |            |              |         |
| Detailed schedules total                       | 184,661 | 158,715  | 24,540     | 1,406        | 0       |
| Claims > Grant Budget                          |         |          | 823        |              |         |
|  | 184,661 | 158,715  | 25,363     | 1,406        | 0       |
| <b>GRATUITY/ PROVIDENT FUND</b>                |         |          |            |              |         |
| Detailed schedules total                       | 69,862  | 52,387   | 17,475     | 0            | 0       |
| Claims > Grant Budget                          |         |          | 2,651      |              |         |
|  | 69,862  | 52,387   | 20,126     | 0            | 0       |
| <b>TRAINING</b>                                |         |          |            |              |         |
| Detailed schedules total                       | 91,048  | 75,182   | 3,609      | 6,253        | 0       |
| Claims > Grant Budget                          |         |          |            |              |         |
|  | 91,048  | 75,182   | 3,609      | 6,253        | 0       |
| <b>NETWORKING</b>                              |         |          |            |              |         |
| Detailed schedules total                       | 96,917  | 72,888   | 3,625      | 1,194        | 9,446   |
| Claims > Grant Budget                          |         |          |            |              |         |
|  | 96,917  | 72,888   | 3,625      | 1,194        | 9,446   |
| <b>TRAVEL</b>                                  |         |          |            |              |         |
| Detailed schedules total                       | 115,097 | 16,379   | 27,234     | 4,485        | 50,657  |
| Claims > Grant Budget                          |         |          |            |              |         |
|  | 115,097 | 16,379   | 27,234     | 4,485        | 50,657  |
| <b>MATERIALS/SUPPLIES</b>                      |         |          |            |              |         |
| Detailed schedules total                       | 243,909 | 29,282   | 3,990      | 25,184       | 163,306 |
| Claims > Grant Budget                          |         |          | 1,909      |              |         |
|  | 243,909 | 29,282   | 5,899      | 25,184       | 163,306 |
| <b>EQUIPMENT</b>                               |         |          |            |              |         |
| Detailed schedules total                       | 29,546  | 0        | 4,046      | 25,500       | 0       |
| Claims > Grant Budget                          |         |          |            |              |         |
|  | 29,546  | 0        | 4,046      | 25,500       | 0       |
| <b>DEVELOPMENT</b>                             |         |          |            |              |         |
| Detailed schedules total                       | 19,335  | 0        | 0          | 0            | 19,335  |
| Claims > Grant Budget                          |         |          |            |              |         |
|  | 19,335  | 0        | 0          | 0            | 19,335  |
| <b>COMMUNICATION</b>                           |         |          |            |              |         |
| Detailed schedules total                       | 70,665  | 0        | 0          | 0            | 70,665  |
| Claims > Grant Budget                          |         |          | 9,665      |              |         |
|  | 70,665  | 0        | 9,665      | 0            | 70,665  |

| <b>2ND GRANT SUMMARY</b>         | <b>Billing</b> | <b>Accepted</b> | <b>Questioned</b> | <b>Un-Supported</b> |              |
|----------------------------------|----------------|-----------------|-------------------|---------------------|--------------|
| <b>SEPTEMBER '89-AUGUST 1991</b> |                |                 |                   | <b>Specific</b>     | <b>Other</b> |

**OTHER COSTS**

|                          |         |   |   |   |         |
|--------------------------|---------|---|---|---|---------|
| Detailed schedules total | 197,997 | 0 | 0 | 0 | 197,997 |
| Claims > Grant Budget    | 197,997 | 0 | 0 | 0 | 197,997 |

**TOTAL 2ND GRANT**

|                          |                  |                |                |               |                |
|--------------------------|------------------|----------------|----------------|---------------|----------------|
| Detailed schedules total | 1,355,412        | 538,397        | 177,956        | 73,396        | 511,406        |
| Claims > Grant Budget    | 0                | 0              | 21,205         | 0             | 0              |
|                          | <b>1,355,412</b> | <b>538,397</b> | <b>199,161</b> | <b>73,396</b> | <b>511,406</b> |
|                          | <b>100%</b>      | <b>40%</b>     | <b>15%</b>     | <b>5%</b>     | <b>38%</b>     |

**OVERALL PROJECT TOTAL**

|              |                  |                  |                |                |                  |
|--------------|------------------|------------------|----------------|----------------|------------------|
| First grant  | 2,500,000        | 1,090,730        | 137,478        | 45,773         | 1,158,999        |
| Second grant | 1,355,412        | 538,397          | 199,161        | 73,396         | 511,406          |
| <b>TOTAL</b> | <b>3,855,412</b> | <b>1,629,127</b> | <b>336,639</b> | <b>119,169</b> | <b>1,670,405</b> |

| <b>1ST GRANT TOTAL<br/>SEPTEMBER 84- AUGUST 89</b> | <b>Billing</b> | <b>Accepted</b> | <b>Questioned</b> | <b>Un-Supported<br/>Specific</b> | <b>Other</b> |
|--|----------------|-----------------|-------------------|----------------------------------|--------------|
| <b>PROFESSIONAL STAFF</b>                          |                |                 |                   |                                  |              |
| Detailed schedule total                            | 424,318        | 357,421         | 50,812            | 16,085                           | 0            |
| Claims > Grant Budget                              |                |                 |                   |                                  |              |
|  | 424,318        | 357,421         | 50,812            | 16,085                           | 0            |
| <b>TECHNICAL SUPPORT STAFF</b>                     |                |                 |                   |                                  |              |
| Detailed schedule total                            | 451,507        | 411,276         | 37,388            | 2,843                            | 0            |
| Claims > Grant Budget                              |                |                 | 24,362            |                                  |              |
|  | 451,507        | 411,276         | 61,750            | 2,843                            | 0            |
| <b>GRATUITY/PROVIDENT FUND</b>                     |                |                 |                   |                                  |              |
| Detailed schedule total                            | 112,151        | 108,432         | 3,719             | 0                                | 0            |
| Claims > Grant Budget                              |                |                 |                   |                                  |              |
|  | 112,151        | 108,432         | 3,719             | 0                                | 0            |
| <b>POSTGRADUATE TRAINING</b>                       |                |                 |                   |                                  |              |
| Detailed schedule total                            | 188,883        | 167,916         | 20,967            | 0                                | 0            |
| Claims > Grant Budget                              |                |                 |                   |                                  |              |
|  | 188,883        | 167,916         | 20,967            | 0                                | 0            |
| <b>TRAVEL</b>                                      |                |                 |                   |                                  |              |
| Detailed schedule total                            | 292,013        | 3,299           | 15,253            | 18,033                           | 220,531      |
| Claims > Grant Budget                              |                |                 |                   |                                  |              |
|  | 292,013        | 3,299           | 15,253            | 18,033                           | 220,531      |
| <b>MATERIALS/SUPPLIES</b>                          |                |                 |                   |                                  |              |
| Detailed schedule total                            | 578,969        | 9,888           | 9,339             | 8,812                            | 521,881      |
| Claims > Grant Budget                              |                |                 | 57,357            |                                  |              |
|  | 578,969        | 9,888           | 66,696            | 8,812                            | 521,881      |
| <b>EQUIPMENT</b>                                   |                |                 |                   |                                  |              |
| Detailed schedule total                            | 35,572         | 32,498          | 0                 | 0                                | 0            |
| Claims > Grant Budget                              |                |                 | 572               |                                  |              |
|  | 35,572         | 32,498          | 572               | 0                                | 0            |
| <b>OTHER COSTS</b>                                 |                |                 |                   |                                  |              |
| Detailed schedule total                            | 416,587        | 0               | 0                 | 0                                | 416,587      |
| Claims > Grant Budget                              |                |                 |                   |                                  |              |
|  | 416,587        | 0               | 0                 | 0                                | 416,587      |
| <b>TOTAL</b>                                       |                |                 |                   |                                  |              |
| Detailed schedule total                            | 2,500,000      | 1,090,730       | 137,478           | 45,773                           | 1,158,999    |
| Claims > Grant Budget                              | 0              | 0               | 82,291            | 0                                | 0            |
|  | 2,500,000      | 1,090,730       | 219,769           | 45,773                           | 1,158,999    |

**REF: 2ND GRANT SUMMARY****Period SEPT 89-AUG 91**

|                                     | Billing        | Accepted       | Questioned    | Un-Supported<br>Specific | Other         |
|-------------------------------------|----------------|----------------|---------------|--------------------------|---------------|
| <b>PERSONNEL</b>                    |                |                |               |                          |               |
| Programme Leader                    | 28,894         | 0              | 28,894        | 0                        | 0             |
| Snr Res Scientist                   | 77,909         | 20,194         | 54,985        | 2,730                    | 0             |
| Res Scientists                      | 61,652         | 55,769         | 0             | 5,883                    | 0             |
| Res Chemist                         | 45,149         | 34,830         | 9,558         | 761                      | 0             |
| Scientific officer                  | <u>22,771</u>  | <u>22,771</u>  | <u>0</u>      | <u>0</u>                 | <u>0</u>      |
| <b>SUB-TOTAL</b>                    | <b>236,375</b> | <b>133,564</b> | <b>93,437</b> | <b>9,374</b>             | <b>0</b>      |
| Research Associates                 | 28,304         | 26,898         | 0             | 1,406                    | 0             |
| Senior Technicians                  | 57,543         | 57,364         | 179           | 0                        | 0             |
| Technicians                         | 49,336         | 48,983         | 353           | 0                        | 0             |
| Junior Technicians                  | 32,272         | 22,939         | 9,333         | 0                        | 0             |
| Technical Assistants                | <u>17,206</u>  | <u>2,531</u>   | <u>14,675</u> | <u>0</u>                 | <u>0</u>      |
| <b>SUB-TOTAL</b>                    | <b>184,661</b> | <b>158,715</b> | <b>24,540</b> | <b>1,406</b>             | <b>0</b>      |
| <b>GRATUITY/PROVIDENT FUND</b>      | <b>69,862</b>  | <b>52,387</b>  | <b>17,475</b> | <b>0</b>                 | <b>0</b>      |
| <b>POSTDOCT. &amp; POSTGRAD TRG</b> |                |                |               |                          |               |
| Post-Dr Research Fellows            | 36,036         | 37,052         | 0             | 6,253                    | 0             |
| Research Scholars                   | 49,008         | 38,130         | 3,609         | 0                        | 0             |
| Research Associate                  | <u>6,004</u>   | <u>6,004</u>   | <u>0</u>      | <u>0</u>                 | <u>0</u>      |
| <b>SUB-TOTAL</b>                    | <b>91,048</b>  | <b>75,182</b>  | <b>3,609</b>  | <b>6,253</b>             | <b>0</b>      |
| <b>NETWORKING</b>                   |                |                |               |                          |               |
| Interaction-plant breeders          | 57,841         | 56,647         | 0             | 1,194                    | 0             |
| Multilocational Trials              | <u>39,076</u>  | <u>16,241</u>  | <u>3,625</u>  | <u>0</u>                 | <u>9,446</u>  |
| <b>SUB-TOTAL</b>                    | <b>96,917</b>  | <b>72,888</b>  | <b>3,625</b>  | <b>1,194</b>             | <b>9,446</b>  |
| <b>TRAVEL</b>                       |                |                |               |                          |               |
| Project Leader                      | 16,790         | 6,223          | 7,813         | 2,183                    | 0             |
| Project Staff                       | 17,208         | 7,420          | 3,316         | 1,689                    | 2,634         |
| Local Field travel                  | <u>81,099</u>  | <u>2,736</u>   | <u>16,105</u> | <u>613</u>               | <u>48,023</u> |
| <b>SUB-TOTAL</b>                    | <b>115,097</b> | <b>16,379</b>  | <b>27,234</b> | <b>4,485</b>             | <b>50,657</b> |

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| 2ND GRANT SUMMARY<br>CONTINUED | Billing          | Accepted       | Questioned     | Un-Supported  |                |
|--------------------------------|------------------|----------------|----------------|---------------|----------------|
|                                |                  |                |                | Specific      | Other          |
| <b>MATERIALS/SUPPLIES/EXP</b>  |                  |                |                |               |                |
| Supplies                       | 116,415          | 6,607          | 495            | 6,547         | 100,411        |
| Vehicles Maintenance           | 38,136           | 8,691          | 932            | 0             | 23,205         |
| Insurance                      | 13,709           | 0              | 0              | 13,709        | 4,560          |
| Reports & Photography          | 10,446           | 1,905          | 0              | 129           | 717            |
| Maintenance & equipment        | 27,488           | 2,064          | 0              | 3,196         | 21,850         |
| Lab & Field wages              | <u>37,715</u>    | <u>10,015</u>  | <u>2,563</u>   | <u>1,603</u>  | <u>12,563</u>  |
| <b>SUB-TOTAL</b>               | <b>243,909</b>   | <b>29,282</b>  | <b>3,990</b>   | <b>25,184</b> | <b>163,306</b> |
| <b>EQUIPMENT</b>               | <b>29,546</b>    | <b>0</b>       | <b>4,046</b>   | <b>25,500</b> | <b>0</b>       |
| <b>DEVELOPMENT COSTS</b>       | <b>19,335</b>    | <b>0</b>       | <b>0</b>       | <b>0</b>      | <b>19,335</b>  |
| <b>COMMUNICATION</b>           |                  |                |                |               |                |
| Sec services, post, tel        | 70,665           | 0              | 0              | 0             | 70,665         |
| <b>OTHER COSTS</b>             |                  |                |                |               |                |
| Mbita Point Field Station      | 167,997          | 0              | 0              | 0             | 167,997        |
| Biostatistic, computer         | <u>30,000</u>    | <u>0</u>       | <u>0</u>       | <u>0</u>      | <u>30,000</u>  |
| <b>SUB TOTAL</b>               | <b>197,997</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>      | <b>197,997</b> |
| <b>TOTAL</b>                   | <b>1,355,412</b> | <b>538,397</b> | <b>177,956</b> | <b>73,396</b> | <b>511,406</b> |
|                                | 100%             | 40%            | 13%            | 5%            | 38%            |

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| 1ST GRANT TOTAL<br>SEPTEMBER 84- AUGUST 89 | Billing | Accepted | Questioned | Un-Supported |       |
|--|---------|----------|------------|--------------|-------|
|  |         |          |            | Specific     | Other |

| PERSONNEL          |                |                |               |               |          |
|--------------------|----------------|----------------|---------------|---------------|----------|
| Snr Res Scientist  | 130,462        | 119,681        | 4,565         | 6,216         | 0        |
| Res Scientists     | 114,093        | 77,020         | 28,918        | 8,155         | 0        |
| Res Chemist        | 107,627        | 97,948         | 9,679         | 0             | 0        |
| Scientific officer | 72,136         | 62,772         | 7,650         | 1,714         | 0        |
| <b>SUB-TOTAL</b>   | <b>424,318</b> | <b>357,421</b> | <b>50,812</b> | <b>16,085</b> | <b>0</b> |

|                      |                |                |               |              |          |
|----------------------|----------------|----------------|---------------|--------------|----------|
| Senior Technicians   | 187,611        | 182,847        | 1,921         | 2,843        | 0        |
| Technicians          | 128,572        | 127,515        | 1,057         | 0            | 0        |
| Junior Technicians   | 92,238         | 86,988         | 5,250         | 0            | 0        |
| Technical Assistants | 43,086         | 13,926         | 29,160        | 0            | 0        |
| <b>SUB-TOTAL</b>     | <b>451,507</b> | <b>411,276</b> | <b>37,388</b> | <b>2,843</b> | <b>0</b> |

|                         |         |         |       |   |   |
|-------------------------|---------|---------|-------|---|---|
| GRATUITY/PROVIDENT FUND | 112,151 | 108,432 | 3,719 | 0 | 0 |
|-------------------------|---------|---------|-------|---|---|

| POSTDOCT. & POSTGRAD TRG |                |                |               |          |          |
|--------------------------|----------------|----------------|---------------|----------|----------|
| Post-Dr Research Fellows | 81,416         | 70,380         | 11,036        | 0        | 0        |
| Research Scholars        | 107,467        | 97,536         | 9,931         | 0        | 0        |
| <b>SUB-TOTAL</b>         | <b>188,883</b> | <b>167,916</b> | <b>20,967</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |                |              |               |               |                |
|--------------------|----------------|--------------|---------------|---------------|----------------|
| Project Leader     | 47,739         | 2,153        | 3,738         | 12,671        | 19,474         |
| Project Staff      | 59,445         | 0            | 3,350         | 5,362         | 45,925         |
| Local Field travel | 184,829        | 1,146        | 8,165         | 0             | 155,132        |
| <b>SUB-TOTAL</b>   | <b>292,013</b> | <b>3,299</b> | <b>15,253</b> | <b>18,033</b> | <b>220,531</b> |

| MATERIALS/SUPPLIES/EXP   |                |              |              |              |                |
|--------------------------|----------------|--------------|--------------|--------------|----------------|
| Supplies                 | 230,154        | 9,888        | 8,662        | 1,692        | 194,135        |
| Vehicles Maintenance     | 73,465         | 0            | 0            | 0            | 73,465         |
| Insurance                | 50,018         | 0            | 0            | 7,120        | 42,898         |
| Reports & Photography    | 40,065         | 0            | 0            | 0            | 35,827         |
| Maintenance & equipment  | 32,651         | 0            | 677          | 0            | 31,403         |
| Laboratory & Field wages | 152,616        | 0            | 0            | 0            | 144,153        |
| <b>SUB-TOTAL</b>         | <b>578,969</b> | <b>9,888</b> | <b>9,339</b> | <b>8,812</b> | <b>521,881</b> |

| 1ST GRANT TOTAL           | Billing          | Accepted         | Questioned     | Un-Supported  |                  |
|---------------------------|------------------|------------------|----------------|---------------|------------------|
|                           |                  |                  |                | Specific      | Other            |
| EQUIPMENT                 | 35,572           | 32,498           | 0              | 0             | 0                |
| <b>OTHER COSTS</b>        |                  |                  |                |               |                  |
| Mbita Point Field Station | 296,529          | 0                | 0              | 0             | 296,529          |
| Communication             | 120,058          | 0                | 0              | 0             | 120,058          |
| <b>SUB TOTAL</b>          | <b>416,587</b>   | <b>0</b>         | <b>0</b>       | <b>0</b>      | <b>416,587</b>   |
| <b>TOTAL</b>              | <b>2,500,000</b> | <b>1,090,730</b> | <b>137,478</b> | <b>45,773</b> | <b>1,158,999</b> |
|                           | <b>100%</b>      | <b>44%</b>       | <b>5%</b>      | <b>2%</b>     | <b>46%</b>       |

72'

| REF: A/150<br>May-Aug 91            | Billing       | Accepted      | Questioned    | Un-Supported |               | Key |
|-------------------------------------|---------------|---------------|---------------|--------------|---------------|-----|
|                                     |               |               |               | Specific     | Other         |     |
| <b>PERSONNEL</b>                    |               |               |               |              |               |     |
| Programme Leader                    |               |               |               |              |               |     |
| Snr Res Scientist                   | 11,822        | 0             | 11,822        |              |               |     |
| Res Scientists                      | 11,145        | 10,545        |               | 600          |               |     |
| Res Chemist                         | 6,590         | 4,180         | 1,649         | 761          |               |     |
| Scientific officer                  | <u>3,135</u>  | <u>3,135</u>  |               |              |               |     |
| <b>SUB-TOTAL</b>                    | <b>32,692</b> | <b>17,860</b> | <b>13,471</b> | <b>1,361</b> | <b>0</b>      |     |
| Research Associates                 | 4,065         | 4,065         |               |              |               |     |
| Senior Technicians                  | 8,625         | 8,625         |               |              |               |     |
| Technicians                         | 6,176         | 6,176         |               |              |               |     |
| Junior Technicians                  | 4,728         | 3,828         | 900           |              |               |     |
| Technical Assistants                | <u>2,090</u>  | <u>0</u>      | <u>2,090</u>  |              |               |     |
| <b>SUB-TOTAL</b>                    | <b>25,684</b> | <b>22,694</b> | <b>2,990</b>  | <b>0</b>     | <b>0</b>      |     |
| <b>GRATUITY/PROVIDENT FUND</b>      | <b>9,843</b>  | <b>7,603</b>  | <b>2,240</b>  |              |               |     |
| <b>POSTDOCT. &amp; POSTGRAD TRG</b> |               |               |               |              |               |     |
| Post-Dr Research Fellows            | 7,269         | 6,165         |               | 1,104        |               |     |
| Research Scholars                   |               | 0             |               |              |               |     |
| Research Associate                  |               | <u>0</u>      |               |              |               |     |
| <b>SUB-TOTAL</b>                    | <b>7,269</b>  | <b>6,165</b>  | <b>0</b>      | <b>1,104</b> | <b>0</b>      |     |
| <b>NETWORKING</b>                   |               |               |               |              |               |     |
| Interaction-plant breeders          | 10,114        | 9,562         |               | 552          |               |     |
| Multilocational Trials              | <u>14,300</u> | <u>4,854</u>  |               |              | <u>9,446</u>  | A   |
| <b>SUB-TOTAL</b>                    | <b>24,414</b> | <b>14,416</b> | <b>0</b>      | <b>552</b>   | <b>9,446</b>  |     |
| <b>TRAVEL</b>                       |               |               |               |              |               |     |
| Project Leader                      | 4,135         | 4,135         |               |              |               |     |
| Project Staff                       | 567           | 67            | 500           |              |               |     |
| Local Field travel                  | <u>16,132</u> |               |               |              | <u>16,132</u> | B   |
| <b>SUB-TOTAL</b>                    | <b>20,834</b> | <b>4,202</b>  | <b>500</b>    | <b>0</b>     | <b>16,132</b> |     |

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| <b>MATERIALS/SUPPLIES/EXP</b> |               |              |          |              |               |   |
|-------------------------------|---------------|--------------|----------|--------------|---------------|---|
| Supplies                      | 32,807        |              |          |              | 32,807        | A |
| Vehicles Maintenance          | 9,487         | 6,632        |          |              |               |   |
| Insurance                     | 1,199         |              |          | 1,199        |               |   |
| Reports & Photography         | 2,185         | 1,080        |          |              |               |   |
| Maintenance & equipment       | 7,005         | 872          |          |              | 5,755         | A |
| Lab & Field wages             | <u>4,343</u>  | <u>1,127</u> |          |              |               |   |
| <b>SUB-TOTAL</b>              | <b>57,026</b> | <b>9,711</b> | <b>0</b> | <b>1,199</b> | <b>38,562</b> |   |

**EQUIPMENT**

**DEVELOPMENT COSTS**

**COMMUNICATION**

|                         |        |  |  |  |        |   |
|-------------------------|--------|--|--|--|--------|---|
| Sec services, post, tel | 10,683 |  |  |  | 10,683 | C |
|-------------------------|--------|--|--|--|--------|---|

| <b>OTHER COSTS</b>        |               |          |          |          |               |   |
|---------------------------|---------------|----------|----------|----------|---------------|---|
| Mbita Point Field Station | 29,367        |          |          |          | 29,367        | C |
| Biostatistic, computer    | <u>5,000</u>  |          |          |          | <u>5,000</u>  | C |
| <b>SUB TOTAL</b>          | <b>34,367</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>34,367</b> |   |

|              |                |               |               |              |                |  |
|--------------|----------------|---------------|---------------|--------------|----------------|--|
| <b>TOTAL</b> | <b>222,812</b> | <b>82,651</b> | <b>19,201</b> | <b>4,216</b> | <b>109,190</b> |  |
|              | 100%           | 37%           | 9%            | 2%           | 49%            |  |

**REF: A/151**  
**JAN-APRIL 91**

Un-Supported

|  | Billing | Accepted | Questioned | Specific | Other | Key |
|--|---------|----------|------------|----------|-------|-----|
|--|---------|----------|------------|----------|-------|-----|

**PERSONNEL**

|                    |               |               |               |              |          |  |
|--------------------|---------------|---------------|---------------|--------------|----------|--|
| Programme Leader   |               |               |               |              |          |  |
| Snr Res Scientist  | 13,746        | 0             | 13,746        |              |          |  |
| Res Scientists     | 12,959        | 11,376        |               | 1,583        |          |  |
| Res Chemist        | 7,662         | 5,745         | 1,917         |              |          |  |
| Scientific officer | <u>3,646</u>  | <u>3,646</u>  |               |              |          |  |
| <b>SUB-TOTAL</b>   | <b>38,013</b> | <b>20,767</b> | <b>15,663</b> | <b>1,583</b> | <b>0</b> |  |

|                      |               |               |              |          |          |  |
|----------------------|---------------|---------------|--------------|----------|----------|--|
| Research Associates  | 4,727         | 4,727         |              |          |          |  |
| Senior Technicians   | 10,029        | 10,029        |              |          |          |  |
| Technicians          | 7,356         | 7,356         |              |          |          |  |
| Junior Technicians   | 5,498         | 4,452         | 1,046        |          |          |  |
| Technical Assistants | <u>2,157</u>  | <u>0</u>      | <u>2,157</u> |          |          |  |
| <b>SUB-TOTAL</b>     | <b>29,767</b> | <b>26,564</b> | <b>3,203</b> | <b>0</b> | <b>0</b> |  |

|                                |               |              |              |  |  |  |
|--------------------------------|---------------|--------------|--------------|--|--|--|
| <b>GRATUITY/PROVIDENT FUND</b> | <b>11,437</b> | <b>8,892</b> | <b>2,545</b> |  |  |  |
|--------------------------------|---------------|--------------|--------------|--|--|--|

**POSTDOCT. & POSTGRAD TRG**

|                      |               |               |              |              |          |  |
|----------------------|---------------|---------------|--------------|--------------|----------|--|
| Post- Dr Res Fellows | 8,452         | 7,168         |              | 1,284        |          |  |
| Research Scholars    | 14,435        | 10,826        | 3,609        |              |          |  |
| Research Associate   |               |               |              |              |          |  |
| <b>SUB-TOTAL</b>     | <b>22,887</b> | <b>17,994</b> | <b>3,609</b> | <b>1,284</b> | <b>0</b> |  |

**NETWORKING**

|                            |               |               |              |            |          |  |
|----------------------------|---------------|---------------|--------------|------------|----------|--|
| Interaction-plant breeders | 11,627        | 10,985        |              | 642        |          |  |
| Multilocational Trials     | <u>6,140</u>  | <u>935</u>    | <u>3,392</u> |            |          |  |
| <b>SUB-TOTAL</b>           | <b>17,767</b> | <b>11,920</b> | <b>3,392</b> | <b>642</b> | <b>0</b> |  |

**TRAVEL**

|                    |               |          |               |          |          |  |
|--------------------|---------------|----------|---------------|----------|----------|--|
| Project Leader     | 0             |          |               |          |          |  |
| Project Staff      | 0             |          |               |          |          |  |
| Local Field travel | <u>13,432</u> |          | <u>12,593</u> |          |          |  |
| <b>SUB-TOTAL</b>   | <b>13,432</b> | <b>0</b> | <b>12,593</b> | <b>0</b> | <b>0</b> |  |

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| <b>MATERIALS/SUPPLIES/EXP</b> |               |              |              |              |               |   |
|-------------------------------|---------------|--------------|--------------|--------------|---------------|---|
| Supplies                      | 18,204        |              |              |              | 18,204        | D |
| Vehicles Maintenance          | 3,922         |              |              |              | 3,922         | D |
| Insurance                     | 4,560         |              |              | 4,560        |               |   |
| Reports & Photography         | 2,966         | 825          |              |              |               |   |
| Maintenance & equipment       | 1,192         | 1,192        |              |              |               |   |
| Lab & Field wages             | <u>7,585</u>  | <u>4,012</u> | <u>2,175</u> |              |               |   |
| <b>SUB-TOTAL</b>              | <b>38,429</b> | <b>6,029</b> | <b>2,175</b> | <b>4,560</b> | <b>22,126</b> |   |

EQUIPMENT 0

DEVELOPMENT COSTS 0

**COMMUNICATION**

Sec services, post, tel 10,667 10,667 C

| <b>OTHER COSTS</b>        |               |          |          |          |               |   |
|---------------------------|---------------|----------|----------|----------|---------------|---|
| Mbita Point Field Station | 29,330        |          |          |          | 29,330        | C |
| Biostatistic, computer    | <u>5,000</u>  |          |          |          | <u>5,000</u>  | C |
| <b>SUB TOTAL</b>          | <b>34,330</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>34,330</b> |   |

|              |                |               |               |              |               |  |
|--------------|----------------|---------------|---------------|--------------|---------------|--|
| <b>TOTAL</b> | <b>216,729</b> | <b>92,166</b> | <b>43,180</b> | <b>8,069</b> | <b>67,123</b> |  |
|              | 100%           | 43%           | 20%           | 4%           | 31%           |  |

REF: A/152

SEPT-DEC1990

Un-Supported

Billing Accepted Questioned Specific Other Key

## PERSONNEL

|                    |               |               |               |              |          |
|--------------------|---------------|---------------|---------------|--------------|----------|
| Programme Leader   |               |               |               |              |          |
| Snr Res Scientist  | 14,325        | 0             | 14,325        |              |          |
| Res Scientists     | 15,360        | 13,448        |               | 1,912        |          |
| Res Chemist        | 7,789         | 5,930         | 1,859         |              |          |
| Scientific officer | <u>4,039</u>  | <u>4,039</u>  |               |              |          |
| <b>SUB-TOTAL</b>   | <b>41,513</b> | <b>23,417</b> | <b>16,184</b> | <b>1,912</b> | <b>0</b> |

|                      |               |               |              |            |          |
|----------------------|---------------|---------------|--------------|------------|----------|
| Research Associates  | 5,070         | 4,568         |              | 502        |          |
| Senior Technicians   | 10,498        | 10,498        |              |            |          |
| Technicians          | 9,679         | 9,679         |              |            |          |
| Junior Technicians   | 5,703         | 3,173         | 2,530        |            |          |
| Technical Assistants | <u>2,437</u>  | 0             | <u>2,437</u> |            |          |
| <b>SUB-TOTAL</b>     | <b>33,387</b> | <b>27,918</b> | <b>4,967</b> | <b>502</b> | <b>0</b> |

|                         |        |       |       |  |  |
|-------------------------|--------|-------|-------|--|--|
| GRATUITY/PROVIDENT FUND | 11,931 | 9,004 | 2,927 |  |  |
|-------------------------|--------|-------|-------|--|--|

## POSTDOCT. &amp; POSTGRAD TRG

|                          |               |               |          |            |          |
|--------------------------|---------------|---------------|----------|------------|----------|
| Post-Dr Research Fellows | 4,861         | 4,117         |          | 744        |          |
| Research Scholars        | 11,379        | 11,379        |          |            |          |
| Research Associate       |               |               |          |            |          |
| <b>SUB-TOTAL</b>         | <b>16,240</b> | <b>15,496</b> | <b>0</b> | <b>744</b> | <b>0</b> |

## NETWORKING

|                            |               |               |          |          |          |
|----------------------------|---------------|---------------|----------|----------|----------|
| Interaction-plant breeders | 13,934        | 13,934        |          |          |          |
| Multilocational Trials     | <u>3,137</u>  | <u>3,137</u>  |          |          |          |
| <b>SUB-TOTAL</b>           | <b>17,071</b> | <b>17,071</b> | <b>0</b> | <b>0</b> | <b>0</b> |

## TRAVEL

|                    |               |              |              |          |               |
|--------------------|---------------|--------------|--------------|----------|---------------|
| Project Leader     | 3,867         |              | 3,595        |          |               |
| Project Staff      | 5,577         | 1,949        | 2,816        |          |               |
| Local Field travel | <u>15,551</u> |              |              |          | <u>15,551</u> |
| <b>SUB-TOTAL</b>   | <b>24,995</b> | <b>1,949</b> | <b>6,411</b> | <b>0</b> | <b>15,551</b> |

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- 17 -

| <b>MATERIALS/SUPPLIES/EXP</b> |               |              |            |              |               |   |
|-------------------------------|---------------|--------------|------------|--------------|---------------|---|
| Supplies                      | 17,580        |              |            |              | 17,580        | D |
| Vehicles Maintenance          | 5,444         | 2,059        | 932        |              |               |   |
| Insurance                     | 0             |              |            |              |               |   |
| Reports & Photography         | 538           |              |            |              |               |   |
| Maintenance & equipment       | 3,196         |              |            | 3,196        |               |   |
| Lab & Field wages             | <u>4,787</u>  |              |            |              |               |   |
| <b>SUB-TOTAL</b>              | <b>31,545</b> | <b>2,059</b> | <b>932</b> | <b>3,196</b> | <b>17,580</b> |   |

**EQUIPMENT**

**DEVELOPMENT COSTS**

**COMMUNICATION**

|                         |        |  |  |  |        |   |
|-------------------------|--------|--|--|--|--------|---|
| Sec services, post, tel | 10,650 |  |  |  | 10,650 | C |
|-------------------------|--------|--|--|--|--------|---|

| <b>OTHER COSTS</b>        |               |          |          |          |               |   |
|---------------------------|---------------|----------|----------|----------|---------------|---|
| Mbita Point Field Station | 29,300        |          |          |          | 29,300        | C |
| Biostatistic, computer    | <u>5,000</u>  |          |          |          | <u>5,000</u>  | C |
| <b>SUB TOTAL</b>          | <b>34,300</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>34,300</b> |   |

|              |                |               |               |              |               |  |
|--------------|----------------|---------------|---------------|--------------|---------------|--|
| <b>TOTAL</b> | <b>221,632</b> | <b>96,914</b> | <b>31,421</b> | <b>6,354</b> | <b>78,081</b> |  |
|              | 100%           | 44%           | 14%           | 3%           | 35%           |  |

**REF: A/153**  
**MAY-AUG 90**

Un-Supported

Billing Accepted Questioned Specific Other Key

**PERSONNEL**

Programme Leader

|                    |               |               |               |              |          |
|--------------------|---------------|---------------|---------------|--------------|----------|
| Snr Res Scientist  | 13,926        | 0             | 13,926        |              |          |
| Res Scientists     | 14,879        | 13,091        |               | 1,788        |          |
| Res Chemist        | 7,562         | 5,703         | 1,859         |              |          |
| Scientific officer | <u>3,900</u>  | <u>3,900</u>  |               |              |          |
| <b>SUB-TOTAL</b>   | <b>40,267</b> | <b>22,694</b> | <b>15,785</b> | <b>1,788</b> | <b>0</b> |

|                      |               |               |              |            |          |
|----------------------|---------------|---------------|--------------|------------|----------|
| Research Associates  | 4,888         | 4,419         |              | 469        |          |
| Senior Technicians   | 10,164        | 10,164        |              |            |          |
| Technicians          | 9,372         | 9,372         |              |            |          |
| Junior Technicians   | 5,517         | 3,087         | 2,430        |            |          |
| Technical Assistants | <u>2,366</u>  | <u>0</u>      | <u>2,366</u> |            |          |
| <b>SUB-TOTAL</b>     | <b>32,307</b> | <b>27,042</b> | <b>4,796</b> | <b>469</b> | <b>0</b> |

**GRATUITY/PROVIDENT FUND**      11,566      8,729      2,837

**POSTDOCT. & POSTGRAD TRG**

|                          |               |               |          |            |          |
|--------------------------|---------------|---------------|----------|------------|----------|
| Post-Dr Research Fellows | 9,426         | 8,682         |          | 744        |          |
| Research Scholars        | 5,690         | 5,690         |          |            |          |
| Research Associate       |               |               |          |            |          |
| <b>SUB-TOTAL</b>         | <b>15,116</b> | <b>14,372</b> | <b>0</b> | <b>744</b> | <b>0</b> |

**NETWORKING**

|                            |               |               |          |          |          |
|----------------------------|---------------|---------------|----------|----------|----------|
| Interaction-plant breeders | 9,426         | 9,426         |          |          |          |
| Multilocational Trials     | <u>4,271</u>  | <u>3,354</u>  |          |          |          |
| <b>SUB-TOTAL</b>           | <b>13,697</b> | <b>12,780</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**TRAVEL**

|                    |               |              |          |              |               |
|--------------------|---------------|--------------|----------|--------------|---------------|
| Project Leader     | 265           |              |          |              |               |
| Project Staff      | 3,477         | 1,208        |          | 1,689        |               |
| Local Field travel | <u>16,340</u> |              |          |              | <u>16,340</u> |
| <b>SUB-TOTAL</b>   | <b>20,082</b> | <b>1,208</b> | <b>0</b> | <b>1,689</b> | <b>16,340</b> |

D

79'



**REF: A/154**  
**JAN-APRIL 90**

|                                     | Billing       | Accepted      | Questioned    | Un-Supported<br>Specific | Other        | Key |
|-------------------------------------|---------------|---------------|---------------|--------------------------|--------------|-----|
| <b>PERSONNEL</b>                    |               |               |               |                          |              |     |
| Programme Leader                    | 13,384        | 0             | 13,384        |                          |              |     |
| Snr Res Scientist                   | 15,078        | 12,529        | 886           | 1,663                    |              |     |
| Res Scientists                      |               | 0             |               |                          |              |     |
| Res Chemist                         | 7,296         | 7,296         |               |                          |              |     |
| Scientific officer                  | <u>3,674</u>  | <u>3,674</u>  |               |                          |              |     |
| <b>SUB-TOTAL</b>                    | <b>39,432</b> | <b>23,499</b> | <b>14,270</b> | <b>1,663</b>             | <b>0</b>     |     |
| Research Associates                 | 4,628         | 4,193         |               | 435                      |              |     |
| Senior Technicians                  | 9,675         | 9,675         |               |                          |              |     |
| Technicians                         | 8,871         | 8,871         |               |                          |              |     |
| Junior Technicians                  | 5,179         | 2,924         | 2,255         |                          |              |     |
| Technical Assistants                | <u>4,316</u>  | <u>0</u>      | <u>4,316</u>  |                          |              |     |
| <b>SUB-TOTAL</b>                    | <b>32,669</b> | <b>25,663</b> | <b>6,571</b>  | <b>435</b>               | <b>0</b>     |     |
| <b>GRATUITY/PROVIDENT FUND</b>      | <b>11,505</b> | <b>8,453</b>  | <b>3,052</b>  |                          |              |     |
| <b>POSTDOCT. &amp; POSTGRAD TRG</b> |               |               |               |                          |              |     |
| Post-Dr Research Fellows            | 7,772         | 6,284         |               | 1,488                    |              |     |
| Research Scholars                   | 5,000         | 5,000         |               |                          |              |     |
| Research Associate                  | <u>3,179</u>  | <u>3,179</u>  |               |                          |              |     |
| <b>SUB-TOTAL</b>                    | <b>15,951</b> | <b>11,284</b> | <b>0</b>      | <b>1,488</b>             | <b>0</b>     |     |
| <b>NETWORKING</b>                   |               |               |               |                          |              |     |
| Interaction-plant breeders          | 6,444         | 6,444         |               |                          |              |     |
| Multilocational Trials              | <u>5,692</u>  | <u>3,961</u>  | <u>233</u>    |                          |              |     |
| <b>SUB-TOTAL</b>                    | <b>12,136</b> | <b>10,405</b> | <b>233</b>    | <b>0</b>                 | <b>0</b>     |     |
| <b>TRAVEL</b>                       |               |               |               |                          |              |     |
| Project Leader                      | 4,270         | 2,088         |               | 2,183                    |              |     |
| Project Staff                       | 2,634         |               |               |                          | 2,634        |     |
| Local Field travel                  | <u>7,298</u>  | <u>953</u>    | <u>199</u>    | <u>613</u>               |              |     |
| <b>SUB-TOTAL</b>                    | <b>14,202</b> | <b>3,041</b>  | <b>199</b>    | <b>2,796</b>             | <b>2,634</b> |     |

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| <b>MATERIALS/SUPPLIES/EXP</b> |               |               |            |               |              |
|-------------------------------|---------------|---------------|------------|---------------|--------------|
| Supplies                      | 16,004        | 6,607         | 495        | 6,547         |              |
| Vehicles Maintenance          | 6,893         |               |            |               | 6,893        |
| Insurance                     | 7,950         |               |            | 7,950         |              |
| Reports & Photography         | 1,216         |               |            | 129           |              |
| Maintenance & equipment       | 0             |               |            |               |              |
| Lab & Field wages             | <u>8,437</u>  | <u>4,876</u>  | <u>388</u> | <u>1,603</u>  |              |
| <b>SUB-TOTAL</b>              | <b>40,500</b> | <b>11,483</b> | <b>883</b> | <b>16,229</b> | <b>6,893</b> |

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**EQUIPMENT**

|                   |       |  |  |  |       |
|-------------------|-------|--|--|--|-------|
| DEVELOPMENT COSTS | 9,507 |  |  |  | 9,507 |
|-------------------|-------|--|--|--|-------|

D

**COMMUNICATION**

|                         |       |  |  |  |       |
|-------------------------|-------|--|--|--|-------|
| Sec services, post, tel | 9,670 |  |  |  | 9,670 |
|-------------------------|-------|--|--|--|-------|

C

| <b>OTHER COSTS</b>        |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 26,600        |          |          |          | 26,600        |
| Biostatistic, computer    | <u>5,200</u>  |          |          |          | <u>5,200</u>  |
| <b>SUB TOTAL</b>          | <b>31,800</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>31,800</b> |

C

C

|              |                |               |               |               |               |
|--------------|----------------|---------------|---------------|---------------|---------------|
| <b>TOTAL</b> | <b>217,372</b> | <b>93,828</b> | <b>25,208</b> | <b>22,611</b> | <b>60,504</b> |
|              | 100%           | 43%           | 12%           | 10%           | 28%           |

| REF: A/155<br>SEPT-DEC 89           | Billing       | Accepted      | Questioned    | Un-Supported |          | Key |
|-------------------------------------|---------------|---------------|---------------|--------------|----------|-----|
|                                     |               |               |               | Specific     | Other    |     |
| <b>PERSONNEL</b>                    |               |               |               |              |          |     |
| Programme Leader                    | 15,510        | 0             | 15,510        |              |          |     |
| Snr Res Scientist                   | 9,012         | 7,665         | 280           | 1,067        |          |     |
| Res Scientists                      | 7,309         | 7,309         |               |              |          |     |
| Res Chemist                         | 8,250         | 5,976         | 2,274         |              |          |     |
| Scientific officer                  | <u>4,377</u>  | <u>4,377</u>  |               |              |          |     |
| <b>SUB-TOTAL</b>                    | <b>44,458</b> | <b>25,327</b> | <b>18,064</b> | <b>1,067</b> | <b>0</b> |     |
| <b>Research Associates</b>          |               |               |               |              |          |     |
| Research Associates                 | 4,926         | 4,926         |               |              |          |     |
| Senior Technicians                  | 8,552         | 8,373         | 179           |              |          |     |
| Technicians                         | 7,882         | 7,529         | 353           |              |          |     |
| Junior Technicians                  | 5,647         | 5,475         | 172           |              |          |     |
| Technical Assistants                | <u>3,840</u>  | <u>2,531</u>  | <u>1,309</u>  |              |          |     |
| <b>SUB-TOTAL</b>                    | <b>30,847</b> | <b>28,834</b> | <b>2,013</b>  | <b>0</b>     | <b>0</b> |     |
| <b>GRATUITY/PROVIDENT FUND</b>      | <b>13,580</b> | <b>9,706</b>  | <b>3,874</b>  |              |          |     |
| <b>POSTDOCT. &amp; POSTGRAD TRG</b> |               |               |               |              |          |     |
| Post-Dr Research Fellows            | 5,525         | 4,636         |               | 889          |          |     |
| Research Scholars                   | 5,235         | 5,235         |               |              |          |     |
| Research Associate                  | <u>2,825</u>  | <u>2,825</u>  |               |              |          |     |
| <b>SUB-TOTAL</b>                    | <b>13,585</b> | <b>9,871</b>  | <b>0</b>      | <b>889</b>   | <b>0</b> |     |
| <b>NETWORKING</b>                   |               |               |               |              |          |     |
| Interaction-plant breeders          | 6,296         | 6,296         |               |              |          |     |
| Multilocational Trials              | <u>5,536</u>  |               |               |              |          |     |
| <b>SUB-TOTAL</b>                    | <b>11,832</b> | <b>6,296</b>  | <b>0</b>      | <b>0</b>     | <b>0</b> |     |
| <b>TRAVEL</b>                       |               |               |               |              |          |     |
| Project Leader                      | 4,253         |               | 4,218         |              |          |     |
| Project Staff                       | 4,953         | 4,196         |               |              |          |     |
| Local Field travel                  | <u>12,346</u> | <u>1,783</u>  | <u>3,313</u>  |              |          |     |
| <b>SUB-TOTAL</b>                    | <b>21,552</b> | <b>5,979</b>  | <b>7,531</b>  | <b>0</b>     | <b>0</b> |     |



|                          |                |                 |                   |                     |              |
|--------------------------|----------------|-----------------|-------------------|---------------------|--------------|
| <b>REF: A/156</b>        | <b>Billing</b> | <b>Accepted</b> | <b>Questioned</b> | <b>Un-Supported</b> | <b>Key</b>   |
| <b>May - August 1989</b> |                |                 |                   | <b>Specific</b>     | <b>Other</b> |

|                   |               |               |              |              |          |
|-------------------|---------------|---------------|--------------|--------------|----------|
| <b>PERSONNEL</b>  |               |               |              |              |          |
| Snr Res Scientist | 10,164        | 7,266         | 1,769        | 1,129        |          |
| Res Scientist     | 9,032         | 6,481         | 2,551        |              |          |
| Res Chemist       | 8,184         | 6,222         | 1,962        |              |          |
| Res Scientist     | 7,282         | 5,435         | 1,847        |              |          |
| <b>SUB-TOTAL</b>  | <b>34,662</b> | <b>25,404</b> | <b>8,129</b> | <b>1,129</b> | <b>0</b> |

|                      |               |               |            |          |          |
|----------------------|---------------|---------------|------------|----------|----------|
| Senior Technicians   | 7,340         | 7,340         |            |          |          |
| Technicians          | 6,483         | 5,795         | 688        |          |          |
| Junior Technicians   | 4,951         | 4,941         | 10         |          |          |
| Technical Assistants |               |               |            |          |          |
| <b>SUB-TOTAL</b>     | <b>18,774</b> | <b>18,076</b> | <b>698</b> | <b>0</b> | <b>0</b> |

|                                |              |              |  |  |  |
|--------------------------------|--------------|--------------|--|--|--|
| <b>GRATUITY/PROVIDENT FUND</b> | <b>8,144</b> | <b>8,144</b> |  |  |  |
|--------------------------------|--------------|--------------|--|--|--|

|                                     |               |               |              |          |          |
|-------------------------------------|---------------|---------------|--------------|----------|----------|
| <b>POSTDOCT. &amp; POSTGRAD TRG</b> |               |               |              |          |          |
| Post-Dr Research Fellows            | 5,770         | 0             | 5,770        |          |          |
| Postgraduate training               | 10,664        | 10,664        |              |          |          |
| <b>SUB-TOTAL</b>                    | <b>16,434</b> | <b>10,664</b> | <b>5,770</b> | <b>0</b> | <b>0</b> |

|                    |               |              |              |              |          |
|--------------------|---------------|--------------|--------------|--------------|----------|
| <b>TRAVEL</b>      |               |              |              |              |          |
| Project Leader     | 2,956         | 1,604        |              | 1,352        |          |
| Project Staff      |               |              |              |              |          |
| Local Field travel | 14,786        | 818          | 3,133        |              |          |
| <b>SUB-TOTAL</b>   | <b>17,742</b> | <b>2,422</b> | <b>3,133</b> | <b>1,352</b> | <b>0</b> |

|                               |               |              |              |          |               |
|-------------------------------|---------------|--------------|--------------|----------|---------------|
| <b>MATERIALS/SUPPLIES/EXP</b> |               |              |              |          |               |
| Supplies                      | 17,529        | 4,148        | 8,662        |          |               |
| Vehicles Maintenance          | 4,891         |              |              | 4,891    | D             |
| Insurance                     | 6,936         |              |              | 6,936    | D             |
| Reports & Photography         | 2,707         |              |              |          |               |
| Maintenance & equipment       | 24            |              |              | 24       | D             |
| Laboratory & Field wages      | 8,331         |              |              | 8,331    | D             |
| <b>SUB-TOTAL</b>              | <b>40,478</b> | <b>4,148</b> | <b>8,662</b> | <b>0</b> | <b>20,182</b> |

**EQUIPMENT**

|                           |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| <b>OTHER COSTS</b>        |               |          |          |          |               |
| Mbita Point Field Station | 22,000        |          |          | 22,000   | C             |
| Communication             | 11,200        |          |          | 11,200   | C             |
| <b>SUB TOTAL</b>          | <b>33,200</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>33,200</b> |

|              |                |               |               |              |               |
|--------------|----------------|---------------|---------------|--------------|---------------|
| <b>TOTAL</b> | <b>169,434</b> | <b>68,858</b> | <b>26,392</b> | <b>2,481</b> | <b>53,382</b> |
|              | <b>100%</b>    | <b>41%</b>    | <b>16%</b>    | <b>1%</b>    | <b>32%</b>    |

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| REF: A/157         | Billing | Accepted | Questioned | Un-Supported | Key   |
|--------------------|---------|----------|------------|--------------|-------|
| JANUARY - APRIL 89 |         |          |            | Specific     | Other |

| PERSONNEL         |               |               |              |            |          |
|-------------------|---------------|---------------|--------------|------------|----------|
| Snr Res Scientist | 11,185        | 9,776         | 435          | 974        |          |
| Res Scientist     | 9,465         | 7,618         | 1,847        |            |          |
| Res Chemist       | 8,570         | 6,608         | 1,962        |            |          |
| Res Scientist     | 7,765         | 7,684         | 81           |            |          |
| <b>SUB-TOTAL</b>  | <b>36,985</b> | <b>31,686</b> | <b>4,325</b> | <b>974</b> | <b>0</b> |

|                      |               |               |            |          |          |
|----------------------|---------------|---------------|------------|----------|----------|
| Senior Technicians   | 6,184         | 6,184         |            |          |          |
| Technicians          | 6,470         | 6,470         |            |          |          |
| Junior Technicians   | 6,381         | 6,191         | 190        |          |          |
| Technical Assistants |               |               |            |          |          |
| <b>SUB-TOTAL</b>     | <b>19,035</b> | <b>18,845</b> | <b>190</b> | <b>0</b> | <b>0</b> |

|                         |       |       |     |  |  |
|-------------------------|-------|-------|-----|--|--|
| GRATUITY/PROVIDENT FUND | 7,320 | 7,036 | 284 |  |  |
|-------------------------|-------|-------|-----|--|--|

| POSTDOCT. & POSTGRAD TRG |               |               |          |          |          |
|--------------------------|---------------|---------------|----------|----------|----------|
| Post-Dr Research Fellows | 4,706         | 4,706         |          |          |          |
| Postgraduate training    | 10,665        | 10,665        |          |          |          |
| <b>SUB-TOTAL</b>         | <b>15,371</b> | <b>15,371</b> | <b>0</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |               |            |              |              |          |
|--------------------|---------------|------------|--------------|--------------|----------|
| Project Leader     | 2,030         |            |              | 1,311        |          |
| Project Staff      |               |            |              |              |          |
| Local Field travel | 14,911        | 328        | 5,032        |              |          |
| <b>SUB-TOTAL</b>   | <b>16,941</b> | <b>328</b> | <b>5,032</b> | <b>1,311</b> | <b>0</b> |

| MATERIALS/SUPPLIES/EXP   |               |              |            |              |              |
|--------------------------|---------------|--------------|------------|--------------|--------------|
| Supplies                 | 18,490        | 5,740        |            | 1,692        |              |
| Vehicles Maintenance     | 3,472         | 0            |            |              | 3,472        |
| Insurance                | 7,120         |              |            | 7,120        |              |
| Reports & Photography    | 1,471         |              |            |              |              |
| Maintenance & equipment  | 955           |              | 677        |              |              |
| Laboratory & Field wages | 8,463         |              |            |              |              |
| <b>SUB-TOTAL</b>         | <b>39,971</b> | <b>5,740</b> | <b>677</b> | <b>8,812</b> | <b>3,472</b> |

## EQUIPMENT

| OTHER COSTS               |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 22,000        |          |          |          | 22,000        |
| Communication             | 11,200        |          |          |          | 11,200        |
| <b>SUB TOTAL</b>          | <b>33,200</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>33,200</b> |

|              |                |               |               |               |               |
|--------------|----------------|---------------|---------------|---------------|---------------|
| <b>TOTAL</b> | <b>168,823</b> | <b>79,006</b> | <b>10,508</b> | <b>11,097</b> | <b>36,672</b> |
|              | <b>100%</b>    | <b>47%</b>    | <b>6%</b>     | <b>7%</b>     | <b>22%</b>    |

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| REF: A/158                          | Billing        | Accepted      | Questioned   | Un-Supported | Key           |
|-------------------------------------|----------------|---------------|--------------|--------------|---------------|
| SEPTEMBER-DECEMBER 88               |                |               |              | Specific     | Other         |
| <b>PERSONNEL</b>                    |                |               |              |              |               |
| Snr Res Scientist                   | 9,629          | 8,258         |              | 1,371        |               |
| Res Scientist                       | 8,934          | 5,434         | 2,317        | 1,183        |               |
| Res Chemist                         | 8,571          | 6,562         | 2,009        |              |               |
| Res Scientist                       | 6,785          | 4,102         | 1,569        | 1,114        |               |
| <b>SUB-TOTAL</b>                    | <b>33,919</b>  | <b>24,356</b> | <b>5,895</b> | <b>3,668</b> | <b>0</b>      |
| <b>Senior Technicians</b>           |                |               |              |              |               |
| Technicians                         | 6,196          | 6,196         |              |              |               |
| Junior Technicians                  | 5,772          | 5,772         |              |              |               |
| Technical Assistants                | 5,259          | 5,259         |              |              |               |
| <b>SUB-TOTAL</b>                    | <b>17,227</b>  | <b>17,227</b> | <b>0</b>     | <b>0</b>     | <b>0</b>      |
| <b>GRATUITY/PROVIDENT FUND</b>      | <b>7,342</b>   | <b>7,342</b>  |              |              |               |
| <b>POSTDOCT. &amp; POSTGRAD TRG</b> |                |               |              |              |               |
| Post-Dr Research Fellows            | 5,881          | 5,881         |              |              |               |
| Postgraduate training               | 8,333          | 8,333         |              |              |               |
| <b>SUB-TOTAL</b>                    | <b>14,214</b>  | <b>14,214</b> | <b>0</b>     | <b>0</b>     | <b>0</b>      |
| <b>TRAVEL</b>                       |                |               |              |              |               |
| Project Leader                      | 6,595          |               | 3,738        | 2,857        |               |
| Project Staff                       |                |               |              |              |               |
| Local Field travel                  | 9,799          |               |              |              | 9,799         |
| <b>SUB-TOTAL</b>                    | <b>16,394</b>  | <b>0</b>      | <b>3,738</b> | <b>2,857</b> | <b>9,799</b>  |
| <b>MATERIALS/SUPPLIES/EXP</b>       |                |               |              |              |               |
| Supplies                            | 13,620         |               |              |              | 13,620        |
| Vehicles Maintenance                | 4,855          |               |              |              | 4,855         |
| Insurance                           |                |               |              |              |               |
| Reports & Photography               | 2,912          |               |              |              | 2,912         |
| Maintenance & equipment             | 2,411          |               |              |              | 2,411         |
| Laboratory & Field wages            | 8,547          |               |              |              | 8,547         |
| <b>SUB-TOTAL</b>                    | <b>32,345</b>  | <b>0</b>      | <b>0</b>     | <b>0</b>     | <b>32,345</b> |
| <b>EQUIPMENT</b>                    |                |               |              |              |               |
| <b>OTHER COSTS</b>                  |                |               |              |              |               |
| Mbita Point Field Station           | 22,000         |               |              |              | 22,000        |
| Communication                       | 11,200         |               |              |              | 11,200        |
| <b>SUB TOTAL</b>                    | <b>33,200</b>  | <b>0</b>      | <b>0</b>     | <b>0</b>     | <b>33,200</b> |
| <b>TOTAL</b>                        | <b>154,641</b> | <b>63,139</b> | <b>9,633</b> | <b>6,525</b> | <b>75,344</b> |
|                                     | <b>100%</b>    | <b>41%</b>    | <b>6%</b>    | <b>4%</b>    | <b>49%</b>    |

| REF: A/159      | Billing | Accepted | Questioned | Un-Supported   | Key |
|-----------------|---------|----------|------------|----------------|-----|
| MAY - AUGUST 88 |         |          |            | Specific Other |     |

| PERSONNEL         |               |               |              |              |          |
|-------------------|---------------|---------------|--------------|--------------|----------|
| Snr Res Scientist | 9,117         | 7,746         |              | 1,371        |          |
| Res Scientist     | 7,536         | 4,426         | 2,030        | 1,080        |          |
| Res Chemist       | 7,689         | 5,816         | 1,873        |              |          |
| Res Scientist     | 6,172         | 4,898         | 1,274        |              |          |
| <b>SUB-TOTAL</b>  | <b>30,514</b> | <b>22,886</b> | <b>5,177</b> | <b>2,451</b> | <b>0</b> |

|                      |               |               |          |          |          |
|----------------------|---------------|---------------|----------|----------|----------|
| Senior Technicians   | 15,799        | 15,799        |          |          |          |
| Technicians          | 9,077         | 9,077         |          |          |          |
| Junior Technicians   | 3,325         | 3,325         |          |          |          |
| Technical Assistants |               |               |          |          |          |
| <b>SUB-TOTAL</b>     | <b>28,201</b> | <b>28,201</b> | <b>0</b> | <b>0</b> | <b>0</b> |

GRATUITY/PROVIDENT FUND      9,516      9,516

| POSTDOCT. & POSTGRAD TRG |              |              |          |          |          |
|--------------------------|--------------|--------------|----------|----------|----------|
| Post-Dr Research Fellows | 5,714        | 5,714        |          |          |          |
| Postgraduate training    |              |              |          |          |          |
| <b>SUB-TOTAL</b>         | <b>5,714</b> | <b>5,714</b> | <b>0</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |               |          |          |               |               |
|--------------------|---------------|----------|----------|---------------|---------------|
| Project Leader     | 6,798         |          |          | 6,683         |               |
| Project Staff      | 8,428         |          |          | 3,746         |               |
| Local Field travel | 13,980        |          |          |               | 13,980        |
| <b>SUB-TOTAL</b>   | <b>29,206</b> | <b>0</b> | <b>0</b> | <b>10,429</b> | <b>13,980</b> |

| MATERIALS/SUPPLIES/EXP   |               |          |          |          |               |
|--------------------------|---------------|----------|----------|----------|---------------|
| Supplies                 | 14,610        |          |          |          | 14,610        |
| Vehicles Maintenance     | 5,382         |          |          |          | 5,382         |
| Insurance                |               |          |          |          |               |
| Reports & Photography    | 3,035         |          |          |          | 3,035         |
| Maintenance & equipment  | 2,485         |          |          |          | 2,485         |
| Laboratory & Field wages | 12,810        |          |          |          | 12,810        |
| <b>SUB-TOTAL</b>         | <b>38,322</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>38,322</b> |

## EQUIPMENT

| OTHER COSTS               |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 16,000        |          |          |          | 16,000        |
| Communication             | 8,070         |          |          |          | 8,070         |
| <b>SUB TOTAL</b>          | <b>24,070</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>24,070</b> |

|              |                |               |              |               |               |
|--------------|----------------|---------------|--------------|---------------|---------------|
| <b>TOTAL</b> | <b>165,543</b> | <b>66,317</b> | <b>5,177</b> | <b>12,880</b> | <b>76,372</b> |
|              | <b>100%</b>    | <b>40%</b>    | <b>3%</b>    | <b>8%</b>     | <b>46%</b>    |

| REF: A/160                          | Billing        | Accepted      | Questioned   | Un-Supported | Key           |
|-------------------------------------|----------------|---------------|--------------|--------------|---------------|
| JANUARY - APRIL 88                  |                |               |              | Specific     | Other         |
| <b>PERSONNEL</b>                    |                |               |              |              |               |
| Snr Res Scientist                   | 9,768          | 8,397         |              | 1,371        |               |
| Res Scientists                      | 8,333          | 5,223         | 2,030        | 1,080        |               |
| Res Chemist                         | 8,478          | 6,605         | 1,873        |              |               |
| Scientific officer                  | 6,738          | 5,464         | 1,274        |              |               |
| <b>SUB-TOTAL</b>                    | <b>33,317</b>  | <b>25,689</b> | <b>5,177</b> | <b>2,451</b> | <b>0</b>      |
| <b>Senior Technicians</b>           |                |               |              |              |               |
| Technicians                         | 19,158         | 19,158        |              |              |               |
| Junior Technicians                  | 11,871         | 11,871        |              |              |               |
| Technical Assistants                | 4,441          | 4,441         |              |              |               |
| <b>SUB-TOTAL</b>                    | <b>35,470</b>  | <b>35,470</b> | <b>0</b>     | <b>0</b>     | <b>0</b>      |
| <b>GRATUITY/PROVIDENT FUND</b>      | <b>8,933</b>   | <b>8,933</b>  |              |              |               |
| <b>POSTDOCT. &amp; POSTGRAD TRG</b> |                |               |              |              |               |
| Post-Dr Research Fellows            | 6,437          | 6,437         |              |              |               |
| Postgrad researchers                |                |               |              |              |               |
|                                     | 6,437          | 6,437         | 0            | 0            | 0             |
| <b>TRAVEL</b>                       |                |               |              |              |               |
| Project Leader                      | 1,629          | 549           |              | 468          |               |
| Project Staff                       | 5,092          |               | 3,350        | 1,616        |               |
| Local Field travel                  | 12,799         |               |              |              | 12,799        |
| <b>SUB-TOTAL</b>                    | <b>19,520</b>  | <b>549</b>    | <b>3,350</b> | <b>2,084</b> | <b>12,799</b> |
| <b>MATERIALS/SUPPLIES/EXP</b>       |                |               |              |              |               |
| Supplies                            | 15,850         |               |              |              | 15,850        |
| Vehicles Maintenance                | 3,930          |               |              |              | 3,930         |
| Insurance                           | 6,700          |               |              |              | 6,700         |
| Reports & Photography               | 2,893          |               |              |              | 2,893         |
| Maintenance & equipment             | 293            |               |              |              |               |
| Laboratory & Field wages            | 11,027         |               |              |              | 11,027        |
| <b>SUB-TOTAL</b>                    | <b>40,693</b>  | <b>0</b>      | <b>0</b>     | <b>0</b>     | <b>40,400</b> |
| <b>EQUIPMENT</b>                    |                |               |              |              |               |
| <b>OTHER COSTS</b>                  |                |               |              |              |               |
| Mbita Point Field Station           | 25,000         |               |              |              | 25,000        |
| Communication                       | 8,065          |               |              |              | 8,065         |
| <b>SUB TOTAL</b>                    | <b>33,065</b>  | <b>0</b>      | <b>0</b>     | <b>0</b>     | <b>33,065</b> |
| <b>TOTAL</b>                        | <b>177,435</b> | <b>77,078</b> | <b>8,527</b> | <b>4,535</b> | <b>86,264</b> |
|                                     | <b>100%</b>    | <b>43%</b>    | <b>5%</b>    | <b>3%</b>    | <b>49%</b>    |

| REF: A/161<br>September-December 1987 | Billing        | Accepted      | Questioned   | Un-Supported<br>Specific | Other         | Key |
|---------------------------------------|----------------|---------------|--------------|--------------------------|---------------|-----|
| <b>PERSONNEL</b>                      |                |               |              |                          |               |     |
| Snr Res Scientist                     | 7,766          | 7,766         |              |                          |               |     |
| Res Scientists                        | 7,484          | 6,087         | 1,397        |                          |               |     |
| Res Chemist                           | 6,750          | 6,750         |              |                          |               |     |
| Scientific officer                    | 4,009          | 4,009         |              |                          |               |     |
| <b>SUB-TOTAL</b>                      | <b>26,009</b>  | <b>24,612</b> | <b>1,397</b> | <b>0</b>                 | <b>0</b>      |     |
| <b>Senior Technicians</b>             |                |               |              |                          |               |     |
| Senior Technicians                    | 14,076         | 14,076        |              |                          |               |     |
| Technicians                           | 8,572          | 8,572         |              |                          |               |     |
| Junior Technicians                    | 2,846          | 2,846         |              |                          |               |     |
| Technical Assistants                  |                | 0             |              |                          |               |     |
| <b>SUB-TOTAL</b>                      | <b>25,494</b>  | <b>25,494</b> | <b>0</b>     | <b>0</b>                 | <b>0</b>      |     |
| <b>GRATUITY/PROVIDENT FUND</b>        | <b>6,535</b>   | <b>6,535</b>  |              |                          |               |     |
| <b>POSTDOCT. &amp; POSTGRAD TRG</b>   |                |               |              |                          |               |     |
| Post-Dr Research Fellows              | 5,714          | 5,714         |              |                          |               |     |
| Research Scholars                     | 9,957          | 9,957         |              |                          |               |     |
| <b>SUB-TOTAL</b>                      | <b>15,671</b>  | <b>15,671</b> | <b>0</b>     | <b>0</b>                 | <b>0</b>      |     |
| <b>TRAVEL</b>                         |                |               |              |                          |               |     |
| Project Leader                        | 3,554          |               |              |                          |               |     |
| Project Staff                         | 6,092          |               |              |                          | 6,092         | D   |
| Local Field travel                    | 19,551         |               |              |                          | 19,551        | E   |
| <b>SUB-TOTAL</b>                      | <b>29,197</b>  | <b>0</b>      | <b>0</b>     | <b>0</b>                 | <b>25,643</b> |     |
| <b>MATERIALS/SUPPLIES/EXP</b>         |                |               |              |                          |               |     |
| Supplies                              | 15,150         |               |              |                          | 15,150        | D   |
| Vehicles Maintenance                  | 4,485          |               |              |                          | 4,485         | D   |
| Insurance                             |                |               |              |                          |               |     |
| Reports & Photography                 | 2,495          |               |              |                          | 2,495         | D   |
| Maintenance & equipment               | 90             |               |              |                          | 90            | D   |
| Laboratory & Field wages              | 10,960         |               |              |                          | 10,960        | D   |
| <b>SUB-TOTAL</b>                      | <b>33,170</b>  | <b>0</b>      | <b>0</b>     | <b>0</b>                 | <b>33,180</b> |     |
| <b>EQUIPMENT</b>                      |                |               |              |                          |               |     |
| <b>OTHER COSTS</b>                    |                |               |              |                          |               |     |
| Mbita Point Field Station             | 25,000         |               |              |                          | 25,000        | C   |
| Communication                         | 8,065          |               |              |                          | 8,065         | C   |
| <b>SUB TOTAL</b>                      | <b>33,065</b>  | <b>0</b>      | <b>0</b>     | <b>0</b>                 | <b>33,065</b> |     |
| <b>TOTAL</b>                          | <b>169,151</b> | <b>72,312</b> | <b>1,397</b> | <b>0</b>                 | <b>91,888</b> |     |
|                                       | <b>100%</b>    | <b>43%</b>    | <b>1%</b>    | <b>0%</b>                | <b>54%</b>    |     |

| REF: A/162      | Billing | Accepted | Questioned | Un-Supported | Key   |
|-----------------|---------|----------|------------|--------------|-------|
| MAY - AUGUST 87 |         |          |            | Specific     | Other |

| PERSONNEL          |               |               |              |            |          |
|--------------------|---------------|---------------|--------------|------------|----------|
| Snr Res Scientist  | 7,766         | 7,766         |              |            |          |
| Res Scientists     | 7,484         | 6,087         | 1,397        |            |          |
| Res Chemist        | 6,750         | 6,750         |              |            |          |
| Scientific officer | 4,009         | 3,709         |              | 300        |          |
| <b>SUB-TOTAL</b>   | <b>26,009</b> | <b>24,312</b> | <b>1,397</b> | <b>300</b> | <b>0</b> |

|                      |               |               |              |            |          |
|----------------------|---------------|---------------|--------------|------------|----------|
| Senior Technicians   | 14,076        | 13,377        |              | 699        |          |
| Technicians          | 8,572         | 8,572         |              |            |          |
| Junior Technicians   | 7,368         | 7,368         |              |            |          |
| Technical Assistants | 5,351         | 0             | 5,351        |            |          |
| <b>SUB-TOTAL</b>     | <b>35,367</b> | <b>29,317</b> | <b>5,351</b> | <b>699</b> | <b>0</b> |

|                         |       |       |     |  |  |
|-------------------------|-------|-------|-----|--|--|
| GRATUITY/PROVIDENT FUND | 7,699 | 7,096 | 603 |  |  |
|-------------------------|-------|-------|-----|--|--|

| POSTDOCT. & POSTGRAD TRG |               |               |          |          |          |
|--------------------------|---------------|---------------|----------|----------|----------|
| Post-Dr Research Fellows | 3,841         | 3,841         |          |          |          |
| Research Scholars        | 15,263        | 15,263        |          |          |          |
| <b>SUB-TOTAL</b>         | <b>19,104</b> | <b>19,104</b> | <b>0</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |               |          |          |          |               |
|--------------------|---------------|----------|----------|----------|---------------|
| Project Leader     | 1,622         |          |          | 1,622    | D             |
| Project Staff      | 13,064        |          |          | 13,064   | D             |
| Local Field travel | 11,199        |          |          | 11,199   | D             |
| <b>SUB-TOTAL</b>   | <b>25,885</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>25,885</b> |

| MATERIALS/SUPPLIES/EXP   |               |          |          |          |               |
|--------------------------|---------------|----------|----------|----------|---------------|
| Supplies                 | 7,600         |          |          | 7,600    | D             |
| Vehicles Maintenance     | 3,035         |          |          | 3,035    | D             |
| Insurance                |               |          |          |          |               |
| Reports & Photography    | 750           |          |          | 750      | D             |
| Maintenance & equipment  | 1,782         |          |          | 1,782    | D             |
| Laboratory & Field wages | 11,696        |          |          | 11,696   | D             |
| <b>SUB-TOTAL</b>         | <b>24,863</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>24,863</b> |

## EQUIPMENT

| OTHER COSTS               |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 21,697        |          |          | 21,697   | C             |
| Communication             | 5,288         |          |          | 5,288    | C             |
| <b>SUB TOTAL</b>          | <b>26,985</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>26,985</b> |

|              |                |               |              |            |               |
|--------------|----------------|---------------|--------------|------------|---------------|
| <b>TOTAL</b> | <b>165,912</b> | <b>79,829</b> | <b>7,351</b> | <b>999</b> | <b>77,733</b> |
|              | <b>100%</b>    | <b>48%</b>    | <b>4%</b>    | <b>1%</b>  | <b>47%</b>    |

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| REF: A/ 162        | Billing | Accepted | Questioned | Un-Supported | Key   |
|--------------------|---------|----------|------------|--------------|-------|
| JANUARY - APRIL 87 |         |          |            | Specific     | Other |

| PERSONNEL          |               |               |              |            |          |
|--------------------|---------------|---------------|--------------|------------|----------|
| Snr Res Scientist  | 7,688         | 7,688         |              |            |          |
| Res Scientists     | 7,454         | 6,057         | 1,397        |            |          |
| Res Chemist        | 7,911         | 7,911         |              |            |          |
| Scientific officer | 4,229         | 3,929         |              | 300        |          |
| <b>SUB-TOTAL</b>   | <b>27,282</b> | <b>25,585</b> | <b>1,397</b> | <b>300</b> | <b>0</b> |

|                      |               |               |              |            |          |
|----------------------|---------------|---------------|--------------|------------|----------|
| Senior Technicians   | 14,076        | 13,407        |              | 669        |          |
| Technicians          | 8,572         | 8,572         |              |            |          |
| Junior Technicians   | 7,367         | 7,367         |              |            |          |
| Technical Assistants | 5,377         | 0             | 5,377        |            |          |
| <b>SUB-TOTAL</b>     | <b>35,392</b> | <b>29,346</b> | <b>5,377</b> | <b>669</b> | <b>0</b> |

|                         |       |       |     |  |  |
|-------------------------|-------|-------|-----|--|--|
| GRATUITY/PROVIDENT FUND | 7,699 | 7,096 | 603 |  |  |
|-------------------------|-------|-------|-----|--|--|

| POSTDOCT. & POSTGRAD TRG |               |               |          |          |          |
|--------------------------|---------------|---------------|----------|----------|----------|
| Post-Dr Research Fellows | 4,341         | 4,341         |          |          |          |
| Research Scholars        | 8,742         | 8,742         |          |          |          |
| <b>SUB-TOTAL</b>         | <b>13,083</b> | <b>13,083</b> | <b>0</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |               |          |          |          |               |
|--------------------|---------------|----------|----------|----------|---------------|
| Project Leader     | 4,703         |          |          |          |               |
| Project Staff      | 7,121         |          |          | 7,121    |               |
| Local Field travel | 3,947         |          |          | 3,947    |               |
| <b>SUB-TOTAL</b>   | <b>15,771</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>11,068</b> |

| MATERIALS/SUPPLIES/EXP   |               |          |          |          |               |
|--------------------------|---------------|----------|----------|----------|---------------|
| Supplies                 | 9,914         |          |          | 9,914    |               |
| Vehicles Maintenance     | 3,838         |          |          | 3,838    |               |
| Insurance                | 6,200         |          |          | 6,200    |               |
| Reports & Photography    | 735           |          |          | 735      |               |
| Maintenance & equipment  | 3,292         |          |          | 3,292    |               |
| Laboratory & Field wages | 12,600        |          |          | 12,600   |               |
| <b>SUB-TOTAL</b>         | <b>36,579</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>36,579</b> |

## EQUIPMENT

| OTHER COSTS               |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 19,145        |          |          | 19,145   |               |
| Communication             | 8,495         |          |          | 8,495    |               |
| <b>SUB TOTAL</b>          | <b>27,640</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>27,640</b> |

|              |                |               |              |            |               |
|--------------|----------------|---------------|--------------|------------|---------------|
| <b>TOTAL</b> | <b>163,446</b> | <b>75,110</b> | <b>7,377</b> | <b>969</b> | <b>75,287</b> |
|              | <b>100%</b>    | <b>46%</b>    | <b>5%</b>    | <b>1%</b>  | <b>46%</b>    |

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| REF: A/162            | Billing | Accepted | Questioned | Un-Supported | Key   |
|-----------------------|---------|----------|------------|--------------|-------|
| SEPTEMBER-DECEMBER 86 |         |          |            | Specific     | Other |

| PERSONNEL          |               |               |              |              |          |
|--------------------|---------------|---------------|--------------|--------------|----------|
| Snr Res Scientist  | 8,553         | 7,742         | 811          |              |          |
| Res Scientists     | 7,645         | 5,372         | 1,193        | 1,080        |          |
| Res Chemist        | 5,912         | 5,912         |              |              |          |
| Scientific officer | 3,958         | 3,779         | 179          |              |          |
| <b>SUB-TOTAL</b>   | <b>26,068</b> | <b>22,805</b> | <b>2,183</b> | <b>1,080</b> | <b>0</b> |

|                      |               |               |              |          |          |
|----------------------|---------------|---------------|--------------|----------|----------|
| Senior Technicians   | 13,161        | 13,161        |              |          |          |
| Technicians          | 10,980        | 10,853        | 127          |          |          |
| Junior Technicians   | 7,951         | 6,299         | 1,652        |          |          |
| Technical Assistants | 6,145         | 0             | 6,145        |          |          |
| <b>SUB-TOTAL</b>     | <b>38,237</b> | <b>30,313</b> | <b>7,924</b> | <b>0</b> | <b>0</b> |

|                         |       |       |     |  |  |
|-------------------------|-------|-------|-----|--|--|
| GRATUITY/PROVIDENT FUND | 7,470 | 6,727 | 743 |  |  |
|-------------------------|-------|-------|-----|--|--|

| POSTDOCT. & POSTGRAD TRG |               |              |               |          |          |
|--------------------------|---------------|--------------|---------------|----------|----------|
| Post-Dr Research Fellows | 4,538         | 4,038        | 500           |          |          |
| Research Scholars        | 13,662        | 3,731        | 9,931         |          |          |
| <b>SUB-TOTAL</b>         | <b>18,200</b> | <b>7,769</b> | <b>10,431</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |               |          |          |          |               |
|--------------------|---------------|----------|----------|----------|---------------|
| Project Leader     |               |          |          |          |               |
| Project Staff      |               |          |          |          |               |
| Local Field travel | 26,844        |          |          |          | 26,844        |
| <b>SUB-TOTAL</b>   | <b>26,844</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>26,844</b> |

| MATERIALS/SUPPLIES/EXP   |               |          |          |          |               |
|--------------------------|---------------|----------|----------|----------|---------------|
| Supplies                 | 18,451        |          |          |          | 18,451        |
| Vehicles Maintenance     | 5,262         |          |          |          | 5,262         |
| Insurance                |               |          |          |          |               |
| Reports & Photography    | 5,530         |          |          |          | 5,530         |
| Maintenance & equipment  | 820           |          |          |          | 820           |
| Laboratory & Field wages | 8,010         |          |          |          | 8,010         |
| <b>SUB-TOTAL</b>         | <b>38,073</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>38,073</b> |

## EQUIPMENT

| OTHER COSTS               |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 19,143        |          |          |          | 19,143        |
| Communication             | 8,217         |          |          |          | 8,217         |
| <b>SUB TOTAL</b>          | <b>27,360</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>27,360</b> |

|              |                |               |               |              |               |
|--------------|----------------|---------------|---------------|--------------|---------------|
| <b>TOTAL</b> | <b>182,252</b> | <b>67,614</b> | <b>21,281</b> | <b>1,080</b> | <b>92,277</b> |
|              | <b>100%</b>    | <b>37%</b>    | <b>12%</b>    | <b>1%</b>    | <b>51%</b>    |

| REF: A/163      | Billing | Accepted | Questioned | Un-Supported | Key   |
|-----------------|---------|----------|------------|--------------|-------|
| MAY - AUGUST 86 |         |          |            | Specific     | Other |

| PERSONNEL          |               |               |              |              |          |
|--------------------|---------------|---------------|--------------|--------------|----------|
| Snr Res Scientist  | 8,576         | 7,742         | 834          |              |          |
| Res Scientists     | 7,254         | 2,151         | 3,237        | 1,866        |          |
| Res Chemist        | 6,713         | 6,713         |              |              |          |
| Scientific officer | 4,383         | 3,231         | 1,152        |              |          |
| <b>SUB-TOTAL</b>   | <b>26,926</b> | <b>19,837</b> | <b>5,223</b> | <b>1,866</b> | <b>0</b> |

|                      |               |               |               |          |          |
|----------------------|---------------|---------------|---------------|----------|----------|
| Senior Technicians   | 12,122        | 10,201        | 1,921         |          |          |
| Technicians          | 11,095        | 10,853        | 242           |          |          |
| Junior Technicians   | 8,194         | 6,299         | 1,895         |          |          |
| Technical Assistants | 6,306         | 0             | 6,306         |          |          |
| <b>SUB-TOTAL</b>     | <b>37,717</b> | <b>27,353</b> | <b>10,364</b> | <b>0</b> | <b>0</b> |

|                         |       |       |     |  |  |
|-------------------------|-------|-------|-----|--|--|
| GRATUITY/PROVIDENT FUND | 8,977 | 8,234 | 743 |  |  |
|-------------------------|-------|-------|-----|--|--|

| POSTDOCT. & POSTGRAD TRG |               |               |              |          |          |
|--------------------------|---------------|---------------|--------------|----------|----------|
| Post-Dr Research Fellows | 7,144         | 4,038         | 3,106        |          |          |
| Research Scholars        | 18,965        | 18,965        |              |          |          |
| <b>SUB-TOTAL</b>         | <b>26,109</b> | <b>23,003</b> | <b>3,106</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |               |          |          |          |               |
|--------------------|---------------|----------|----------|----------|---------------|
| Project Leader     | 4,854         |          |          |          | 4,854         |
| Project Staff      | 5,357         |          |          |          | 5,357         |
| Local Field travel | 5,271         |          |          |          | 5,271         |
| <b>SUB-TOTAL</b>   | <b>15,482</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>15,482</b> |

| MATERIALS/SUPPLIES/EXP   |               |          |          |          |               |
|--------------------------|---------------|----------|----------|----------|---------------|
| Supplies                 | 12,044        |          |          |          | 12,044        |
| Vehicles Maintenance     | 3,976         |          |          |          | 3,976         |
| Insurance                | 8,466         |          |          |          | 8,466         |
| Reports & Photography    | 4,248         |          |          |          | 4,248         |
| Maintenance & equipment  | 2,361         |          |          |          | 2,361         |
| Laboratory & Field wages | 10,545        |          |          |          | 10,545        |
| <b>SUB-TOTAL</b>         | <b>41,640</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>41,640</b> |

## EQUIPMENT

| OTHER COSTS               |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 17,880        |          |          |          | 17,880        |
| Communication             | 7,120         |          |          |          | 7,120         |
| <b>SUB TOTAL</b>          | <b>25,000</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>25,000</b> |

|              |                |               |               |              |               |
|--------------|----------------|---------------|---------------|--------------|---------------|
| <b>TOTAL</b> | <b>181,851</b> | <b>78,427</b> | <b>19,436</b> | <b>1,866</b> | <b>82,122</b> |
|              | <b>100%</b>    | <b>43%</b>    | <b>11%</b>    | <b>1%</b>    | <b>45%</b>    |

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| REF: A/164         | Billing | Accepted | Questioned | Un-Supported | Key   |
|--------------------|---------|----------|------------|--------------|-------|
| JANUARY - APRIL 86 |         |          |            | Specific     | Other |

| PERSONNEL          |               |               |              |              |          |
|--------------------|---------------|---------------|--------------|--------------|----------|
| Snr Res Scientist  | 8,999         | 8,283         | 716          |              |          |
| Res Scientists     | 7,254         | 2,671         | 2,717        | 1,866        |          |
| Res Chemist        | 6,713         | 6,713         |              |              |          |
| Scientific officer | 3,687         | 3,413         | 274          |              |          |
| <b>SUB-TOTAL</b>   | <b>26,653</b> | <b>21,080</b> | <b>3,707</b> | <b>1,866</b> | <b>0</b> |

|                      |               |               |              |          |          |
|----------------------|---------------|---------------|--------------|----------|----------|
| Senior Technicians   | 14,200        | 14,200        |              |          |          |
| Technicians          | 10,853        | 10,853        |              |          |          |
| Junior Technicians   | 7,708         | 6,205         | 1,503        |          |          |
| Technical Assistants | 5,981         | 0             | 5,981        |          |          |
| <b>SUB-TOTAL</b>     | <b>38,742</b> | <b>31,258</b> | <b>7,484</b> | <b>0</b> | <b>0</b> |

GRATUITY/PROVIDENT FUND      7,427      6,684      743

| POSTDOCT. & POSTGRAD TRG |               |               |              |          |          |
|--------------------------|---------------|---------------|--------------|----------|----------|
| Post-Dr Research Fellows | 5,824         | 4,164         | 1,660        |          |          |
| Research Scholars        | 7,484         | 7,484         |              |          |          |
| <b>SUB-TOTAL</b>         | <b>13,308</b> | <b>11,648</b> | <b>1,660</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |               |          |          |          |               |
|--------------------|---------------|----------|----------|----------|---------------|
| Project Leader     | 3,443         |          |          |          | 3,443         |
| Project Staff      | 5,462         |          |          |          | 5,462         |
| Local Field travel | 11,205        |          |          |          | 11,205        |
| <b>SUB-TOTAL</b>   | <b>20,110</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>20,110</b> |

| MATERIALS/SUPPLIES/EXP   |               |          |          |          |               |
|--------------------------|---------------|----------|----------|----------|---------------|
| Supplies                 | 19,843        |          |          |          | 19,843        |
| Vehicles Maintenance     | 6,513         |          |          |          | 6,513         |
| Insurance                | 4,066         |          |          |          | 4,066         |
| Reports & Photography    | 3,147         |          |          |          | 3,147         |
| Maintenance & equipment  | 983           |          |          |          | 983           |
| Laboratory & Field wages | 8,500         |          |          |          | 8,500         |
| <b>SUB-TOTAL</b>         | <b>43,052</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>43,052</b> |

EQUIPMENT      157

| OTHER COSTS               |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 18,274        |          |          |          | 18,274        |
| Communication             | 6,936         |          |          |          | 6,936         |
| <b>SUB TOTAL</b>          | <b>25,210</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>25,210</b> |

|              |                |               |               |              |               |
|--------------|----------------|---------------|---------------|--------------|---------------|
| <b>TOTAL</b> | <b>174,659</b> | <b>70,670</b> | <b>13,594</b> | <b>1,866</b> | <b>88,372</b> |
|              | <b>100%</b>    | <b>40%</b>    | <b>8%</b>     | <b>1%</b>    | <b>51%</b>    |

| REF: A/165              | Billing | Accepted | Questioned | Un-Supported | Key   |
|-------------------------|---------|----------|------------|--------------|-------|
| SEPTEMBER - DECEMBER 85 |         |          |            | Specific     | Other |

| PERSONNEL          |               |               |          |          |          |
|--------------------|---------------|---------------|----------|----------|----------|
| Snr Res Scientist  | 7,555         | 7,555         |          |          |          |
| Res Scientists     | 7,349         | 7,349         |          |          |          |
| Res Chemist        | 6,658         | 6,658         |          |          |          |
| Scientific officer | 3,271         | 3,271         |          |          |          |
| <b>SUB-TOTAL</b>   | <b>24,833</b> | <b>24,833</b> | <b>0</b> | <b>0</b> | <b>0</b> |

|                      |               |               |          |          |          |
|----------------------|---------------|---------------|----------|----------|----------|
| Senior Technicians   | 13,355        | 13,355        |          |          |          |
| Technicians          | 6,821         | 6,821         |          |          |          |
| Junior Technicians   | 6,979         | 6,979         |          |          |          |
| Technical Assistants | 3,386         | 3,386         |          |          |          |
| <b>SUB-TOTAL</b>     | <b>30,541</b> | <b>30,541</b> | <b>0</b> | <b>0</b> | <b>0</b> |

|                         |       |       |  |  |  |
|-------------------------|-------|-------|--|--|--|
| GRATUITY/PROVIDENT FUND | 6,471 | 6,471 |  |  |  |
|-------------------------|-------|-------|--|--|--|

| POSTDOCT. & POSTGRAD TRG |               |               |          |          |          |
|--------------------------|---------------|---------------|----------|----------|----------|
| Post-Dr Research Fellows | 7,513         | 7,513         |          |          |          |
| Research Scholars        | 3,732         | 3,732         |          |          |          |
| <b>SUB-TOTAL</b>         | <b>11,245</b> | <b>11,245</b> | <b>0</b> | <b>0</b> | <b>0</b> |

| TRAVEL             |               |          |          |          |               |
|--------------------|---------------|----------|----------|----------|---------------|
| Project Leader     | 4,286         |          |          | 4,286    | G             |
| Project Staff      | 3,480         |          |          | 3,480    | G             |
| Local Field travel | 12,355        |          |          | 12,355   | G             |
| <b>SUB-TOTAL</b>   | <b>20,121</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>20,121</b> |

| MATERIALS/SUPPLIES/EXP   |               |          |          |          |               |
|--------------------------|---------------|----------|----------|----------|---------------|
| Supplies                 | 12,956        |          |          | 12,956   | G             |
| Vehicles Maintenance     | 4,252         |          |          | 4,252    | G             |
| Insurance                | 2,655         |          |          | 2,655    | G             |
| Reports & Photography    | 2,055         |          |          | 2,055    | G             |
| Maintenance & equipment  | 642           |          |          | 642      | G             |
| Laboratory & Field wages | 5,550         |          |          | 5,550    | G             |
| <b>SUB-TOTAL</b>         | <b>28,110</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>28,110</b> |

|           |       |       |  |  |  |
|-----------|-------|-------|--|--|--|
| EQUIPMENT | 4,843 | 4,853 |  |  |  |
|-----------|-------|-------|--|--|--|

| OTHER COSTS               |               |          |          |          |               |
|---------------------------|---------------|----------|----------|----------|---------------|
| Mbita Point Field Station | 18,540        |          |          | 18,540   | G             |
| Communication             | 7,250         |          |          | 7,250    | G             |
| <b>SUB TOTAL</b>          | <b>25,790</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>25,790</b> |

|              |                |               |           |           |               |
|--------------|----------------|---------------|-----------|-----------|---------------|
| <b>TOTAL</b> | <b>151,954</b> | <b>77,943</b> | <b>0</b>  | <b>0</b>  | <b>74,021</b> |
|              | <b>100%</b>    | <b>51%</b>    | <b>0%</b> | <b>0%</b> | <b>49%</b>    |

| REF: A/166                          | Billing        | Accepted       | Questioned   | Un-Supported | Key            |
|-------------------------------------|----------------|----------------|--------------|--------------|----------------|
| YEAR SEPTEMBER 84-AUGUST 85         |                |                |              |              |                |
|                                     |                |                |              | Specific     | Other          |
| <b>PERSONNEL</b>                    |                |                |              |              |                |
| Snr Res Scientist                   | 23,696         | 23,696         |              |              |                |
| Res Scientists                      | 18,869         | 12,064         | 6,805        |              |                |
| Res Chemist                         | 18,728         | 18,728         |              |              |                |
| Scientific officer                  | 9,848          | 9,848          |              |              |                |
| <b>SUB-TOTAL</b>                    | <b>71,141</b>  | <b>64,336</b>  | <b>6,805</b> | <b>0</b>     | <b>0</b>       |
| <b>Senior Technicians</b>           |                |                |              |              |                |
| Technicians                         | 37,868         | 36,393         |              | 1,475        |                |
| Junior Technicians                  | 23,434         | 23,434         |              |              |                |
| Technical Assistants                | 19,468         | 19,468         |              |              |                |
| Technical Assistants                | 10,540         | 10,540         |              |              |                |
| <b>SUB-TOTAL</b>                    | <b>91,310</b>  | <b>89,835</b>  | <b>0</b>     | <b>1,475</b> | <b>0</b>       |
| <b>GRATUITY/PROVIDENT FUND</b>      | <b>18,618</b>  | <b>18,618</b>  |              |              |                |
| <b>POSTDOCT. &amp; POSTGRAD TRG</b> |                |                |              |              |                |
| Post-Dr Research Fellows            | 13,993         | 13,993         |              |              |                |
| Research Scholars                   |                |                |              | 0            |                |
| <b>SUB-TOTAL</b>                    | <b>13,993</b>  | <b>13,993</b>  | <b>0</b>     | <b>0</b>     | <b>0</b>       |
| <b>TRAVEL</b>                       |                |                |              |              |                |
| Project Leader                      | 5,269          |                |              |              | 5,269          |
| Project Staff                       | 5,349          |                |              |              | 5,349          |
| Local Field travel                  | 28,182         |                |              |              | 28,182         |
| <b>SUB-TOTAL</b>                    | <b>38,800</b>  | <b>0</b>       | <b>0</b>     | <b>0</b>     | <b>38,800</b>  |
| <b>MATERIALS/SUPPLIES/EXP</b>       |                |                |              |              |                |
| Supplies                            | 54,097         |                |              |              | 54,097         |
| Vehicles Maintenance                | 19,574         |                |              |              | 19,574         |
| Insurance                           | 7,875          |                |              |              | 7,875          |
| Reports & Photography               | 8,027          |                |              |              | 8,027          |
| Maintenance & equipment             | 16,513         |                |              |              | 16,513         |
| Laboratory & Field wages            | 35,577         |                |              |              | 35,577         |
| <b>SUB-TOTAL</b>                    | <b>141,663</b> | <b>0</b>       | <b>0</b>     | <b>0</b>     | <b>141,663</b> |
| <b>EQUIPMENT</b>                    | <b>30,572</b>  | <b>27,645</b>  |              |              |                |
| <b>OTHER COSTS</b>                  |                |                |              |              |                |
| Mbita Point Field Station           | 49,850         |                |              |              | 49,850         |
| Communication                       | 18,952         |                |              |              | 18,952         |
| <b>SUB TOTAL</b>                    | <b>68,802</b>  | <b>0</b>       | <b>0</b>     | <b>0</b>     | <b>68,802</b>  |
| <b>TOTAL</b>                        | <b>474,899</b> | <b>214,427</b> | <b>6,805</b> | <b>1,475</b> | <b>249,265</b> |
|                                     | <b>100%</b>    | <b>45%</b>     | <b>1%</b>    | <b>0%</b>    | <b>52%</b>     |

**APPENDIX I**

**ICIPE MANAGEMENT COMMENTS**

**GENERAL RESPONSE**

**COMMENTS ON QUESTIONED COSTS**

**COMMENTS ON UNSUPPORTED COSTS**

**COMMENTS ON AUDITOR'S FINDINGS AND RECOMMENDATIONS**

**OTHER DOCUMENTS SUBMITTED BY ICIPE**

GA

REF: 86/FIN/EXTRAUDIT/2

14th February 1992

Dr. Richard J. Womack  
Chief, Regional Contracts Division  
Regional Economic Development  
Services Office for Eastern and  
Southern Africa (REDSO/ESA)  
U.S. Agency for International Development (USAID)  
P.O. Box 30261  
NAIROBI

Dear Dr. Womack,

**NON-FEDERAL AUDIT OF ICIPE'S  
BASES OF PLANT RESISTANCE TO  
INSECT ATTACK (PROJECT NO. 698-0435.2)**

We wish to refer to our letter to you dated 24th January 1992. We have now had time to go through the draft Audit Report submitted by Price Waterhouse Associates Limited, and wish to respond as follows:

**1.0 GENERAL**

- 1.1. We have given a comprehensive response to all the points raised by the Auditors, which they have referred to as "questioned" or "unsupported". The full response is contained in three appendices which accompany this letter. Appendix I deals with "Questioned Costs"; Appendix II deals with "Unsupported Costs"; and Appendix III deals with "Findings and Recommendations".

In doing so, we would like it to be understood by the readers of this Report that the audit was exclusively on "Bases of Plant Resistance to Insect Attack" (BPRIA) sub-project, which is part of the ICIPE's Crop Pests Research Programme. Comments made by the Auditors therefore relate to this sub-project, and not to this ICIPE's larger programme or other programmes implemented at the ICIPE.

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1.1 Our budgeting and accounting systems take cognizance of three types of funding, namely:

- . Unrestricted Core Funding
- . Restricted Core Funding
- . Special Projects Funding.

1.3 The budgeting and accounting process for programmes which are funded by both restricted and unrestricted grants goes through the following stages, taking Crop Pests Research Programme as our example:

- 1.3.1 ICIPE's Planning and Development Unit (PDU) determines the total of both restricted and unrestricted grants pledged for the support of all the components making up the Crop Pests Research Programme (CPRP), taking into account any special requirements of particular donors.
- 1.3.2 Based on the total grants established in 1.3.1 above, the CPRP budget preparation is completed.
- 1.3.3 Costs of the research support units, support services, and Central Administrative costs applicable to CPRP (or the other core programmes for that matter) are, as a policy, budgeted within those respective units, services, and central costs.
- 1.3.4 In accounting for the grants which are restricted (e.g. BPRIA), Finance Division extracts costs not only from the main CPRP programme ledger but also from the research support units and services ledgers those costs which are allocable to the BPRIA grant.
- 1.3.5 Where the actual costs claimable are higher than the maximum amount provided for in the grant agreement, our claim has been limited to the sum provided in the contract.

1.4 Our understanding from the very beginning has been that BPRIA is a core restricted project. It remains a major sub-project within the Crop Pests Research Programme. In maintaining the accounting records and extracting the financial statements related to this core restricted project, we have relied on (i) Attachment 2 Standard Provisions Page 1 Paragraph 2 sent to us with REDSO Director's letter dated 29th September 1979; and also (ii) AID Handbook 13 Appendix 2 page AD-2 sent to us with REDSO Director's letter dated 29th August 1989. Both documents contain guidelines on "Accounting, Audit and Records". The provisions in both documents allow the grantee to "maintain books, records, documents and other evidence in accordance with the Grantee's Usual Accounting Procedures to sufficiently substantiate charges to the grant".

- 1.5 We accept the fact that we have kept the BPRIA sub-project together with the other sub-projects within the Crop Pests Research Programme (CPRP); but this we did based on our interpretation of the provisions mentioned in 1.4 above. We agree that it may be more time-consuming to audit a sub-project which is combined with others within the overall core programme; but we disagree with the view that because it is more difficult to audit these costs they should be "questioned".
- 1.6 We believe that all the amounts billed under this sub-project could have been traced back by the Auditors to the various ledgers. What should then have been established by the Auditors was whether the costs related to BPRIA. Our scientists would have been able to provide the answers to any particular points for clarification. It is misleading, indeed unfair, to conclude that the financial statements presented do not present fairly the costs billed.
- 1.7 We take exception to the general statement that our accounting is not based on Generally Accepted Accounting Principles (GAAP). Is this in relation to our overall accounting system, or does it relate to the BPRIA sub-project only? Is it a reporting terminology peculiar to non-federal audits?

1.8 We suspect the difficulties that the Auditors encountered were due to the following factors:

- (a) Our accounting system has been manual and we have not, because of the manual accounting limitations, been able to develop project and grant accounting in its strictest sense. The latter would have enabled us to maintain separately the accounting for each sub-project within the overall ledger.
- (b) The audit covered a long period of time (1984 to 1991) and on transactions worth US\$. 3.855 m. Furthermore, documents relating to 1988 and prior years had already been stored in the ICIPE archives and access to them involved going through many other files.

1.9 As already indicated elsewhere, we have now installed a computer system which became operational in January 1992. It has facilities and capacity to do project and grant accounting. Our consultants are currently working with us and this is one of the tasks in which they have been asked to assist.

We hope that the above explanations, together with Appendices I to III containing our detailed response to the various points raised, will not only answer the Auditors' queries but will also form a basis of our discussions with yourselves on how best we should proceed in the future. Perhaps a lesson that our two institutions will have learnt from this exercise is that for a sub-project of this size, an early audit and review would be necessary a year or two after its commencement.

We look forward to hearing from you when it would be convenient for us to meet and resolve some of the issues recommended by the Auditors.

With kindest regards,

Yours sincerely,



THOMAS R. ODHIAMBO  
DIRECTOR, ICIPE

Encl: Three Appendices  
Extracts from Standard Provisions and AID Handbook 13

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THE INTERNATIONAL CENTRE OF  
INSECT PHYSIOLOGY AND ECOLOGY (ICIPE)

RESPONSE BY ICIPE TO NON FEDERAL AUDIT OF ICIPE UNDER REDSO/ESA BASES OF PLANT RESISTANCE TO INSECT ATTACK  
USAID PROJECT NO. 593-0435 (September 1994 to August 1991)

## COMMENTS ON "QUESTIONED COSTS"

## QUESTIONED COSTS IN U.S.

|       |  |   |
|-------|--|---|
| 92713 | Project Leader's Salary Sept. '89 to Aug '91           | Professor Saxena's costs to the sub-project were being supported by IFAD under a contract which expired at the end of 1988. We had expected the IFAD contract to be extended, but this did not materialise. Consequently, Prof. Saxena's January/August '89 costs were absorbed retroactively in the unrestricted core funds of the ICIPE.<br><br>The Senior Research Scientists position in the project became vacant; and since Prof. Saxena's research at the ICIPE has always been on Bases of Plant Resistance to Insect Attack as a foundation for Integrated Pest Management, we used the vacant position to absorb the costs of Prof. Saxena.<br><br>We did not inform USAID of these changes because we did not consider it a double charge, since it was not billed in addition to Senior Research Scientist's costs. The contract specifically excluded the Programme Leader's costs and therefore we should have sought USAID's approval. |
| 9337  | Tax Equalisation Payment Lwande Sept.89 to Aug.91      | It has been the policy of ICIPE's Governing Council to ensure that professional staff at the ICIPE are given equal remuneration for work performed. This necessitated the payment of Tax Equalisation to the Kenya Professional Staff at the ICIPE to cover the loss resulting from the tax paid on the salary paid the them. Tax advisers were consulted on how best this could be achieved. They advised that the only legal way was through "Keyman Insurance Scheme" where although ICIPE is the beneficiary the employees actually enjoyed the benefits. This cost aspect was included in the personnel costs in the sub-project budget.   |
| 221   | Duplicated claim for allowances - Lwande Sept/Dec'89   | We confirm that this is a duplication since the May/August 1989 bill included the 1989 charge. Since January 1991, the claim for personnel costs is being processed on the computer and this kind of clerical error has been eliminated. All costs components have been divided to monthly sums to facilitate accurate billing. These amounts will be adjusted from our next reimbursement claim.   |
| 280   | " " - Pathak "   |   |
| 886   | Billing exceeding payroll - Res. Scientists Jan/Apr.90 | We have confirmed that this sum, which is Gratuity for Dr. Alighali, was inadvertently included in the salary costs. It will be adjusted in our next claim submission.  |
| 93437 | Sub Total  |   |
| 1763  | Double claim on passage Pathak May/Aug '89             | This amount was claimed to correct underclaimed provisions in the previous periods. The costs of airfares to India for Dr. Pathak and his family increased due to air fare price hikes to US.\$ 3538. The US.\$ 1769 was claimed to bring the provision up to date with current travel rates.   |
| 435   | Claim exceeding payroll Pathak Jan/Apr. '89            | The Payroll schedules only contain direct salary costs and related allowances. The indirect costs such as Group Life and Accident Insurance premiums, medical capitation and passages costs, all of which are staff benefits, are debited separately to the programmes. They are not included in payrolls.<br><br>These costs are now being compiled on computer, which facilitates easy update whenever changes occur.   |
| 31    | " " payroll Osir "                                     |   |
| 634   | " " Pathak May/Aug '86                                 |   |
| 261   | " " Ochieng "  |   |
| 260   | " " Lwande "   |   |
| 604   | " " Oketch "   |   |
| 811   | " " Pathak Sept/Dec. '86                               |   |
| 652   | " " Ochieng "  |   |
| 541   | " " Lwande "   |   |
| 179   | " " Oketch "   |   |
| 716   | " " Pathak Jan/April '86                               |   |
| 43669 | Tax Equalisation Payments                              |   |
| 23516 | No. of staff claimed exceeds that in the grant '89/91  | As work got underway, it was realised that more technicians were required. On checking the sub-project budget, we realised that we could take on the extra staff within the same monetary limit.  |

|       |   |  |
|-------|---|--|
| 173   | Double claimed allowances for Ochiemo Sept/Dec. '89   |  |
| 178   | " Banda "   | We confirm that this is a duplication since the May/August '89 bill included the 1989 charge. Since January 1991, the claim for personnel costs is being processed on the computer. All cost components have been divided to monthly sums to facilitate accurate billing. These costs will be adjusted in our next reimbursement claim.  |
| 178   | " Chyango "   |  |
| 172   | " Olanda "  |  |
| 180   | " Kadiava "   |  |
| 180   | " Amutalia "  |  |
| 22483 | No staff claimed exceeds that in the grant '84/89     | As work got underway, it was realized that more technicians were required. On checking the sub-project budget we realized that we could take on the extra staff and accomplish the work without overspending this budget allocation. Although this was the case, the grant agreement required us to inform USAID and we accept the responsibility for not having done so. It was an action taken in good faith, to deliver the sub-project's objectives. |
| 336   | Tech. Staff claim exceeding payroll May/August '89    |  |
| 10    | " "   |  |
| 190   | " May/Aug '86   | (Same as above)  |
| 1921  | " "   |  |
| 242   | " "   |  |
| 455   | " Sept/Dec '86  |  |
| 127   | " "   |  |
| 242   | " "   |  |
| 12662 | Gratuity for project leader '89/91                    | Refer to the explanation given in respect of his salary.   |
| 3483  | Gratuity for staff in excess of those in grant '89/91 | Refer to the explanation given in respect of excess staff.   |
| 1330  | Gratuity for Reddy sept/Dec 89                        | We accept this cost should have been deleted together with the salary. It will be adjusted from our next reimbursement claim.  |
| 3435  | Gratuity for staff in excess of those in grant '84/89 | Refer to the explanation given in respect of excess staff.   |
| 254   | Claim exceeding payroll Jan/April '89                 | This is incorrect. The total payroll costs is \$ 56434.82. We claimed \$ 56020 thus underclaiming by \$ 414.82. This was an arithmetical error during the compilation of the schedules. This problem is now taken care of by the use of the computer.  |
| 3509  | Scholar not on payroll Jan/April '91                  | Although the course ended in February, hence the exclusion from the payroll, the scholar was allowed to stay on for another 4 months to enable him finalise his experiments and write up his thesis. During this time, he was being maintained by the ICIPE and using lab. facilities, materials, slides, films, computer, ribbons, stationery and secretarial services. The costs claimed were therefore legitimate.                                    |
| 5770  | Okoth not on payroll May/August '89                   | The four-month (May-August) extension to Dr. Okoth's fellowship was for the purpose of establishing a viable colony of <u>Cicadulina</u> species for the PESTNET Project in Zambia. We believe that this was a network service and therefore chargeable to the sub-project.  |
| 3106  | Firempong claim exceeding payroll Sept/Dec '86        | Dr. Firempong was recruited from Australia. The air travel costs for him and his family were included in the Jan/April claim, while the cost of bringing his luggage from Australia was claimed during Sept/December '86. The payroll schedules only detailed direct salary costs and allowances.  |
| 500   | " "   |  |
| 1650  | " Jan/April '86                                       |  |
| 1931  | " "   |  |
| 271   | Networking travel on rice project                     | We agree this cost incurred on rice project within the Networking activities should have been left out of the claim. It will be adjusted in our next reimbursement claim.  |
| 1683  | " Material-Fish nets                                  | We understand networking to include interactive research collaboration and technology validation with National Programmes. The material purchased were used to protect the target crop on experimental plots under the Networking research. They were not fish nets for fishing!   |
| 270   | " Staff visits to HQ.                                 | The staff were on transit to a NAR Station - Katumani.   |
| 501   | " Per diem rice research                              | We agree this cost incurred on rice project within the Networking activities should have been left out of the claim. It will be adjusted from our next reimbursement claim.  |
| 140   | " Staff settlement allowance                          |  |
| 90    | " Per diem rice research                              |  |
| 337   | " Visit to HQ by project leader                       | The staff were on transit to NAR Stations - Katumani & Embu.   |
| 333   | " Labour & per diem on rice research                  | We agree this should be disallowed. It will be adjusted in our next claim.   |

|      |          |  |  |
|------|----------|--|--|
| 1447 | Travel   | Project Leader trip to IRRI Sept/Dec. '90            | The Programme Leader travelled to participate in conferences and consultations which were of benefit to the sub-project. This has been disclosed to USAID through our reports.   |
| 1448 | "        | " " IRRI, PCARD, PHLRICH '90                         |  |
| 1449 | "        | " " IRRI Sept/Dec. '90                               |  |
| 1484 | "        | " " Sept/Dec. '90                                    |  |
| 1487 | "        | " " IRRI Sept/Dec.                                   |  |
| 1700 | "        | " " "  |  |
| 1770 | Travel   | Claim net ledger balances Jan/April '91              | This is incorrect. The project activity is at Mbita Point. Expenses incurred at Mbita are forwarded to Head Office in Nairobi for processing into the ledgers. At the time of preparing the bill for USAID, some returns would still be at Mbita. We obtain the relevant costs on the returns still held at Mbita by telephone and add them on the bill. This is why they are more than the ledger balances at that point in time. The total expenditure on travel other than International Travel for the period Jan/August '91 per ledger a/c A 1-1-416 and a/c A 1-416 was K.Shs. 2212043 which is equivalent to US.\$ 81927. We claimed US.\$ 50004 from USAID during this period as follows:<br>Jan/April - Multilocal Trials - \$ 6140 & Local Field Travel-\$ 13432<br>May/August-Multilocal Trials - \$ 14300 & Local Field Travel-\$16132.<br>The Auditors can confirm this from our ledgers. |
| 2432 | Travel   | claim net ledger balances Sept/Dec. '89              | The same reason given above applies i.e. we take in costs still held at Mbita which are later journalised in the following period.   |
| 160  | "        | per diem to unlisted staff Jan/April '91             | Occasionally, unlisted staff working on the sub-project are asked to undertake field activities on behalf of listed staff.   |
| 243  | "        | DICC costs for unlisted staff "                      |  |
| 211  | "        | Per diem to unlisted staff "                         |  |
| 331  | "        | End of contract travel - unlisted staff '89          | This travel was inadvertently allocated to this account instead of training expenses. This type of misallocation will be eliminated through our computer coding structure.   |
| 1693 | "        | Gum boots & fish nets Jan/April '91                  | We understand Networking to include introactive research collaboration and technology validation with National Programmes. The material purchased were used on projects and experimental plots in the Networking area. Again fish nets were not for fishing!   |
| 139  | "        | Casual labour rice project Jan/April '90             | Accepted this rice collaborative work costs should be excluded. It will be adjusted from our next reimbursement claim.   |
| 500  | "        | Refund from staff not netted off May '91             |  |
| 3733 | "        | IRRI - Washington trip Prof. Saxena - Sept.'88       | He went for a scientific consultation and to the CGIAR Centre's Week in Washington to make a presentation on the sub-project.  |
| 163  | "        | Accom - unlisted name. July '89                      | He was on field work on behalf of listed staff.  |
| 2015 | "        | Mosquito netting July '89                            | These were used on Networking project.   |
| 2336 | "        | Tubes & Tyre March '89                               | These were for vehicle used for Networking activities  |
| 2696 | "        | Fish net needles & twine Jan '89                     | These were used on Networking project.   |
| 3350 | "        | Publishing & Documentation costs Jan/April'88        | This was a misallocation. They should have gone to report costs. They are still legitimate costs but under the wrong budget lines.   |
| 455  | Supplies | MPS accommodation wrongly classified Jan '90         | We agree they are misallocated. They are however legitimate costs to the sub-project under travel.   |
| 932  | &        | Per diem, petrol, & meals wrongly classified Dec '90 |  |
| 336  | Labour   | Rice Project costs Jan/April '91                     | Agreed, this collaborative work cost should be excluded. It will be adjusted in the next reimbursement request. The security staff were guarding the field site and are therefore correctly charged to the sub-project.  |
| 678  | "        | Casual security staff Jan/April '91                  |  |
| 1161 | Billing  | ledger costs Jan/April '91                           | This is due to the inclusion of costs still at Mbita which are posted in the next period. Our claim for the year was much less than that recorded in the ledger. The Auditors can confirm that from our records.   |

105

132 Labour - ICRISAT & IRRI " '90

1452 Costs billed twice A/C 406 May/August '89

577 Clearing costs - equipment not vehicle exp. '89

507 Clearing costs on asset May/August '90

1529 Insect breeding unit asset May/August '90

362 " "

438 " "

3157 Professional staff costs claimed Grant Budget '89/91

323 Technical support staff costs claimed Grant Budget

2051 Gratuity/Provident Fund Grant Budget

1909 Materials/Supplies Grant Budget

9665 Communication costs Grant Budget

24362 Tech. Support Staff costs claimed Grant Budget '84/89

57357 Materials/Supplies Grant Budget

572 Equipment costs Grant Budget

3,910  
 =====

Agreed, this collaborative work cost should be excluded. It will be adjusted from our next reimbursement claim.

This is incorrect. The Auditors seem to have taken only the costs in Crop Pests Programme. All the rearing of the experimental insects is done in the Insect Mass Rearing Unit. Insect diet material is very expensive, and we included these costs from Insect Mass Rearing Unit. The actual Jan/August '89 A/C 406 costs were as follows A/C AI-1 = K.Sh. 509615 & A/C AI- 2 = K.Sh. 570832 total K.Sh. 1080447 equivalent to \$ 63557. We claimed from USAID \$ 18490 during Jan/April and \$ 17531 during May/August. Total claimed = \$ 36021.

These should have been allocated to equipment maintenance. It is a misallocation. However, the charges remain legitimate.

We were utilising the balance on the equipment grant to cover this aspect of cost since the funds originally earmarked for the equipment proved inadequate. Since the bulk of the cost was borne by someone else, and it was an equipment for common use, it was not thought inappropriate to charge clearing cost to USAID.

The Insect Mass Rearing Unit rears insects for the sub-project. This is a relevant cost to the sub-project.

Since the revised budget tied up with the planned activities articulated in the Work Plans, and the latter was approved, our expenditure was incurred based on the revised budgets. We now realise that we ought to have gone back and obtained explicit approval for their revisions. We shall adhere to this requirement in the future.

THE INTERNATIONAL CENTRE OF  
INSECT PHYSIOLOGY AND ECOLOGY (ICIPE)

NON-FEDERAL AUDIT OF  
BASES OF PLANT RESISTANCE TO  
INSECT ATTACK (PROJ. NO. 698-0-0435.2)

ELEMENTS OF "UNSUPPORTED COSTS"

GENERAL COMMENTS

- (1) SUPPLIES, VEHICLE MAINTENANCE, INSURANCE, MAINTENANCE OF EQUIPMENT,  
TRAVEL, COMMUNICATIONS, MBITA POINT FIELD STATION, BIOMATHEMATICS  
AND COMPUTER SERVICES

These costs have been classified by the Auditors as "unsupported" because they are apportionments from other total costs. The assignment of these costs were, as already explained in the covering letter under paragraphs 1.3 to 1.3.5, based on our interpretation of the Standard Provisions already referred to. The total costs out of which a proportion was charged to USAID can be traced back and identified in the relevant ledgers. These amounts, which are extracts from our audited accounts, and the portion which was ultimately charged to USAID are contained in Appendix Iia attached to this Appendix. From that schedule, it will be seen that:

- (a) The total cost applicable to Crop Pests Research Programme over the period August 1984 to August 1991 was US\$. 13.229 m.  
(b) Amount charged to USAID was \$ 3.855 m. or 29% of the total programme cost.

The accounting records for the CPRP was maintained in total based on our budgetary and accounting processes already explained in paragraph 1.3 of our covering letter.

Bearing in mind that our entire accounting system has been manual until December 1991, it would have required a lot more staff and time to be able to apportion and allocate these categories of expenses to each of the constituent research activities within the overall programme. As already explained elsewhere, we have now a computer system which became operational in January 1992. It has facilities for projects and grants accounting. Our consultants have been requested to assist us with the setting up of the latter system.

- (ii) HOUSE RENT ALLOWANCE

This cost is the rent allowance which a staff member pays for rental accommodation. It can be traced back to the employee's contract of employment. Staff members who stay outside the Field Station are paid their housing allowance. However for those who stay in the institutional houses, their allowances are withheld as an internal charge for the use of the accommodation. These allowances are far below the market rents that would be payable for such houses. The charges so levied go towards the general repair, maintenance and replacement of equipment in the houses and flats. They are all fully furnished by the ICIPE.

SPECIFIC COMMENTS

We would now like to comment on the specific elements of "unsupported costs" as follows:

Specific Other

| Specific | Other                          |         |   |  |
|----------|--------------------------------|---------|---|--|
| 1475     | Staff costs-Senior Technicians | 1984/85 |   | These are house rent allowances, explanations for which are given in (ii) above. |
| 5269     | Travel - Project Leader        | "       |   | Please refer to our explanations in (1) above.                                   |
| 5349     | " - Project Staff              | "       | " | "  |

Office Other

|       |   |               |  |
|-------|---|---------------|--|
| 13192 | Local Field Travel                            | 1984/85       | We did not find it necessary to produce working schedules for these because the maximum sum that could be reimbursed within the grant budget was less than our cumulative actual expenditure on them. The amounts claimed are only a proportion of the total expenditure as recorded in our ledgers. It is the only basis of billing, since costs were posted to the ledgers in total as already explained in our covering letter on the accounting system we adopted. |
| 54097 | Supplies                                      | "             |  |
| 13574 | Vehicle Maintenance                           | "             |  |
| 7575  | Insurance                                     | "             |  |
| 8927  | Reports & Photography                         | "             |  |
| 13513 | Maintenance of Equipment                      | "             |  |
| 35577 | Laboratory & Field wages                      | "             |  |
| 49950 | Hbita Point Field Station costs               | "             |  |
| 13952 | Communication costs                           | "             |  |
| 4256  | Travel - Project Leader                       | Sept/Dec 1985 |  |
| 3490  | Travel - Project Staff                        | "             |  |
| 12355 | Local Field Travel                            | "             |  |
| 12956 | Supplies                                      | "             |  |
| 4252  | Vehicle Maintenance                           | "             | - do -   |
| 2655  | Insurance                                     | "             |  |
| 2055  | Reports & Photography                         | "             |  |
| 642   | Maintenance of Equipment                      | "             |  |
| 5550  | Laboratory & Field Wages                      | "             |  |
| 19540 | Hbita Point Field Station costs               | "             | We understood the amount provided for these in the Grant to be simply a contribution towards these costs for services to the sub-project. These contributions are less than 10% of the actual costs incurred.  |
| 7250  | Communication costs                           | "             |  |
| 156   | Staff costs-Research Scientist Jan/April 1986 |               | These are house rent allowances. Please refer to our explanations in (ii) above.   |
| 3443  | Travel - Project Leader                       | "             | Please refer to our explanation in (i) above and for similar costs in 1988 and 1985  |
| 5462  | Travel - Project Staff                        | "             |  |
| 11205 | Local Field Travel                            | "             |  |
| 19843 | Supplies                                      | "             |  |
| 6513  | Vehicle Maintenance                           | "             | - do -   |
| 4066  | Insurance                                     | "             |  |
| 3147  | Reports & Photography                         | "             |  |
| 983   | Maintenance of Equipment                      | "             |  |
| 8500  | Laboratory & Field wages                      | "             |  |
| 18274 | Hbita Point Field Station costs               | "             | See explanations given above for similar costs, September - December 1985.   |
| 6936  | Communication costs                           | "             | - do -   |
| 1066  | Staff costs-Res. Scientist May/August 1986    |               | These are house rent allowances as explained in (ii) above.  |
| 4854  | Travel - Project Leader                       | "             | Please refer to explanation (i) above for similar costs - 1984/85.   |
| 5357  | " - Project Staff                             | "             |  |
| 5271  | Local Field Travel                            | "             |  |
| 12044 | Supplies                                      | "             |  |
| 3976  | Vehicle Maintenance                           | "             | -do -  |
| 8466  | Insurance                                     | "             |  |
| 4248  | Reports & Photography                         | "             |  |
| 2361  | Maintenance of Equipment                      | "             |  |
| 10545 | Laboratory & Field wages                      | "             |  |
| 17980 | Hbita Point Field Station costs               | "             | See explanation given above for similar costs - September/December 1985.   |
| 7120  | Communication costs                           | "             | These are house rent allowances as explained in (ii) above.  |

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Specific Other

|       |                                 |                 |   |
|-------|---------------------------------|-----------------|---|
| 1320  | Staff costs-Res. Scientist      | Sept/Dec 1986   | Please refer to explanation (i) above for similar costs - 1984/1985.        |
| 1344  | Local Field Travel              | "               |   |
| 23431 | Supplies                        | "               |   |
| 5032  | Vehicle Maintenance             | "               |   |
| 5035  | Reports & Photography           | "               | - do -  |
| 522   | Maintenance of Equipment        | "               |   |
| 5610  | Laboratory & Field wages        | "               |   |
| 13113 | Mbita Point Field Station       | "               | See our explanations given above for similar costs-September/December 1985. |
| 3217  | Communications costs            | "               | - do -  |
| 309   | Staff costs-Scientific Officer  | Jan/April 1987  | These are house rent allowances as explained in (ii) above.                 |
| 659   | " Senior Technician             | "               | - do -  |
| 7121  | Travel - Project Staff          | "               | As explained in (i) above the amount billed for each of these is an         |
| 3947  | Local Field Travel              | "               | apportionment from the cumulative total costs for the period.               |
| 9914  | Supplies                        | "               | Transactions making up these cumulative totals are recorded and             |
| 3333  | Vehicle Maintenance             | "               | referenced in our ledger.   |
| 6200  | Insurance                       | "               |   |
| 735   | Reports & Photography           | "               | - do -  |
| 3232  | Maintenance of Equipment        | "               |   |
| 12300 | Laboratory & Field wages        | "               |   |
| 19145 | Mbita Point Field Station costs | "               | See our explanations given above for similar costs                          |
| 8495  | Communication costs             | "               | - do -  |
| 300   | Staff costs-Scientific Officer  | May/August 1987 | These are house rent allowances as explained in (ii) above.                 |
| 699   | " Senior Technician             | "               | - do -  |
| 1622  | Travel-Project Leader           | "               | See explanations given above for Jan/April 1987 for similar costs.          |
| 13064 | Travel-Project Staff            | "               |   |
| 11199 | Local Field Travel              | "               |   |
| 7600  | Supplies                        | "               |   |
| 3035  | Vehicle Maintenance             | "               | - do -  |
| 750   | Reports & Photography           | "               |   |
| 1732  | Maintenance of Equipment        | "               |   |
| 11696 | Laboratory & Field wages        | "               |   |
| 21637 | Mbita Point Field Station costs | "               | See our explanations given for similar costs - September/December 1985.     |
| 5233  | Communication costs             | "               | - do -  |
| 6092  | Travel - Project Staff          | Sept/Dec. 1987  | See our explanations given above for similar costs                          |
| 19551 | Local Field Travel              | "               | - do -  |
| 15150 | Supplies                        | "               | See our explanations given above for similar costs.                         |
| 4485  | Vehicle Maintenance             | "               |   |
| 2495  | Reports & Photography           | "               | - do -  |
| 90    | Maintenance of Equipment        | "               |   |
| 10950 | Laboratory & Field wages        | "               |   |
| 25000 | Mbita Point Field Station costs | "               | See our explanations given above for similar costs.                         |
| 8065  | Communication costs             | "               | - do -  |
| 1371  | Staff costs-Snr. Res. Scientist | Jan/April 1988  | These are house rent allowances as explained in (ii) above.                 |
| 1080  | " Res. Scientist                | "               | - do -  |

Travel

|       |  |   |  |
|-------|--|---|--|
| 13    | Travel - Project Leader                        | " | These were estimates for Air tickets costs. The invoice came latter and the one for project staff JE. 2575 of May 1988 cost U.S. \$ 3,475 which is more than these two, i.e. \$ 2,084. |
| 14    | " - Project Staff                              | " |  |
| 12799 | Local Field Travel                             | " | See explanations given in (i) above for similar costs.   |
| 13650 | Supplies                                       | " |  |
| 2390  | Vehicle Maintenance                            | " | - do -   |
| 2700  | Insurance                                      | " |  |
| 1393  | Reports & Photography                          | " | See our explanations given above for similar costs.  |
| 11227 | Laboratory & Field wages                       | " | - do -   |
| 23300 | Mbita Point Field Station costs                | " | See our explanations given above for similar costs.  |
| 2365  | Communication costs                            | " | - do -   |
| 72    | Staff costs-Snr.Res. Scientist May/August 1988 | " | These are house rent allowances as explained in (ii) above.  |
| 80    | " Res.Scientist                                | " | - do -   |
| 15    | Travel - Project Leader                        | " | See our explanations given above for similar costs. We suspect that the documents were lost during our move from Chiromo to our New Headquarters at Duduville.                         |
| 46    | " Project Staff                                | " |  |
| 13390 | Local Field Travel                             | " | See explanations given in (i) above for similar costs.   |
| 14610 | Supplies                                       | " |  |
| 5392  | Vehicle Maintenance                            | " |  |
| 3035  | Reports & Photography                          | " | - do -   |
| 2495  | Maintenance of Equipment                       | " |  |
| 12310 | Laboratory & Field wages                       | " |  |
| 16000 | Mbita Point Field Station costs                | " |  |
| 2070  | Communication costs                            | " | See our explanations given for similar costs.  |
| 71    | Staff costs -Snr.Res.Scientist Sept/Dec 1988   | " | These are house rent allowances as explained in (ii) above.  |
| 33    | " Res.Scientist                                | " | - do -   |
| 14    | " Res.Scientist                                | " | - do -   |
| 157   | Travel Project Leader                          | " | See our explanations given above for similar costs and for the missing documents.  |
| 9799  | Local Field Travel                             | " |  |
| 13620 | Supplies                                       | " |  |
| 4855  | Vehicle Maintenance                            | " |  |
| 2312  | Reports & Photography                          | " | - do -   |
| 2411  | Maintenance of Equipment                       | " |  |
| 2547  | Laboratory & Field wages                       | " |  |
| 23000 | Mbita Point Field Station costs                | " |  |
| 11200 | Communication costs                            | " |  |
| 74    | Staff costs-Snr.Res.Scientist Jan/April 1989   | " | These are house rent allowances as explained in (ii) above.  |
| 211   | Travel Project Leader                          | " | See explanation given above for similar costs and missing documents.   |
| 32    | Supplies                                       | " |  |
| 3472  | Vehicle Maintenance                            | " | - do -   |
| 120   | Insurance                                      | " | ICIPE insurance premiums costs are in excess of the sum billed. The costs are recorded in total under Utilities Account and all the supporting documentation numbers are shown there.  |
| 22000 | Mbita Point Field Station costs                | " | See explanations given earlier for similar costs.  |
| 11200 | Communication costs                            | " | - do -   |
| 129   | Staff costs-Snr.Res.Scientist May/August 1989  | " | These are house rent allowances as explained in (ii) above.  |
| 152   | Travel Project Leader                          | " | See explanation given above for similar costs. Some documents got misplaced.   |

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EXPENSES

|       |  |   |   |
|-------|--|---|---|
| 4091  | Vehicle Maintenance                            | " | When we were moving old files into our Archives, this was one of the files misplaced.   |
| 6935  | Insurance                                      | " | See explanations given earlier for similar costs.   |
| 21    | Maintenance of Equipment                       | " |   |
| 3231  | Laboratory & Field wages                       | " | - do -  |
| 22990 | Mbita Point Field Station costs                | " | See our explanations given above for similar costs.   |
| 12200 | Communication costs                            | " | - do -  |
| 1267  | Staff costs - Sr. Res. Scientist Sept/Dec 1989 | " | These are house rent allowances as explained in (ii) above.   |
| 389   | Post-Dr Research Fellows                       | " | - do -  |
| 15320 | Supplies                                       | " | See explanations given earlier for similar costs.   |
| 5450  | Vehicle Maintenance                            | " | - do -  |
| 717   | Reports & Photography                          | " | "   |
| 5455  | Maintenance of Equipment                       | " | See our explanations given above for similar costs.   |
| 7245  | Laboratory & Field wages                       | " |   |
| 25500 | Equipment - (Insectary)                        | " | This is a contribution towards the construction costs of the Insectary facilities at Mbita Point Field Station.   |
| 9565  | Communication costs                            | " | See explanation given earlier for similar cost.   |
| 26600 | Mbita Point Field Station costs                | " | See explanation given earlier for these central costs.  |
| 5200  | Biostatistics & Computer costs                 | " | - do -  |
| 1663  | Staff costs-Sr.Res.Scientist Jan/April 1990    | " | These are house rent allowances as explained in (ii) above.   |
| 433   | Research Associates                            | " |   |
| 1483  | Post-Dr Research Fellows                       | " | - do -  |
| 2183  | Travel Project Leader                          | " | Please refer to explanations given earlier on these costs.  |
| 2634  | Travel - Project Staff                         | " | - do -  |
| 613   | Local Field Travel                             | " | We gave documentation for the billings for travel, i.e. JK.4186 & VR. 35840 and 36798 of Jan - March 1990 to totalling 4325 for Programme Leader - billed only for \$ 4270 and JK. 4181, 4282, ECBL - & VR. 25518, 36786, 36903 totalling US\$. 6803 billed only for US.\$ 2634. As stated before, we restricted our billing to the budget limits in the grant. |
| 6547  | Supplies                                       | " | See our explanations given earlier for similar costs.   |
| 6893  | Vehicle Maintenance                            | " |   |
| 7950  | Insurance                                      | " |   |
| 129   | Reports & Photography                          | " | - do -  |
| 1603  | Laboratory & Field wages                       | " |   |
| 3507  | Development costs                              | " | This is for the repair of the Ungoye road and construction of bridges on the way to the Field Site. Provision was made in the Grant for this expenditure  |
| 9670  | Communication costs                            | " | See earlier explanation for similar costs.  |
| 26600 | Mbita Point Field Station costs                | " | - do -  |
| 5200  | Biostatistics & Computer costs                 | " | - do -  |
| 1788  | Staff costs-Res.Scientist May/August 1990      | " | These are house rent allowances as explained in (ii) above.   |
| 469   | Research Associates                            | " | - do -  |
| 744   | Post-Dr Research Fellows                       | " |   |
| 1689  | Travel - Project Staff                         | " | See our explanations given earlier for these costs.   |
| 16340 | Local Field Travel                             | " |   |
| 15500 | Supplies                                       | " | - do -  |
| 5940  | Vehicle Maintenance                            | " |   |

Misc Other

|       |   |   |  |
|-------|---|---|--|
| 10640 | Maintenance of Equipment                    | " | The amount for maintenance of equipment was charged to cover cost of labour and materials for repair and fabrication of research tools. It is 14% of the total cost incurred by the workshops. |
| 5313  | Laboratory & Field wages                    | " |  |
| 3223  | Development costs                           | " | See earlier explanation for similar costs  |
| 19330 | Communication costs                         | " | - do -   |
| 29300 | Mbita Point Field Station costs             | " | - do -   |
| 4600  | Biostatistics & Computer costs              | " |  |
| 12    | Staff costs-Res. Scientist Sept/Dec 1990    | " | These are house rent allowances as explained in (ii) above   |
| 12    | Research Associates                         | " | - do -   |
| 14    | Post-Dr Research Fellows                    | " | - do -   |
| 15551 | Local Field Travel                          | " | See our explanations given earlier for similar costs.  |
| 17530 | Supplies                                    | " | We believe these files must have been misplaced when we were relocating them to the Archives.  |
| 36    | Maintenance of Equipment                    | " | - do -   |
| 10650 | Communication costs                         | " | See our explanations given earlier for similar costs.  |
| 29300 | Mbita Point Field Station costs             | " | These are house rent allowances as explained in (ii) above.  |
| 5000  | Biostatistics & Computer costs              | " |  |
| 33    | Staff costs-Res. Scientist Jan/April 1991   | " | - do -   |
| 34    | Post-Dr Research Fellows                    | " |  |
| 42    | Networking Interaction-plant breeders       | " | These are house rent allowances as explained in (ii) above.  |
| 13204 | Supplies                                    | " | See our explanations given for similar costs.  |
| 3922  | Vehicle Maintenance                         | " |  |
| 50    | Insurance                                   | " |  |
| 10667 | Communication costs                         | " | - do -   |
| 29330 | Mbita Point Field Station costs             | " |  |
| 5000  | Biostatistics & Computer costs              | " |  |
| 100   | Staff costs -Res. Scientist May/August 1991 | " | These are house rent allowances as explained in (ii) above.  |
| 161   | " " Res. Chemist                            | " |  |
| 194   | Post-Dr Research Fellows                    | " | - do -   |
| 112   | Networking Interaction-plant breeders "     | " |  |
| 9446  | " Multilocational Trials "                  | " | These are as explained in note (i), partial costs but also included are those costs incurred by Insect Mass Rearing Unit that are relevant to the work.  |
| 16132 | Local Field Travel                          | " | - do -   |
| 32807 | Supplies                                    | " | - do -   |
| 199   | Insurance                                   | " | - do -   |
| 5755  | Maintenance of Equipment                    | " | See our explanations for similar costs.  |
| 10683 | Communication costs                         | " | See our explanations for similar costs.  |
| 29367 | Mbita Point Field Station costs             | " | - do -   |
| 5000  | Biostatistics & Computer costs              | " | - do -   |

2159 1665245 = 1785014

==== =

This total is less than that of the Auditors by \$4560. They overstated the insurance costs on page 6 of Exhibit 7.

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THE INTERNATIONAL CENTRE OF INSECT PHYSIOLOGY AND ECOLOGY  
CROP PEST RESEARCH PROGRAMME (CPRP) EXPENDITURE, September '84 to August '91.

| ACTUAL (IN Ksh.)        | Crop Pests (CPRP) | MPP Station     | Insect Rearing  | Ungoye Station | Bio - Maths & Computer | Chemistry       | Cell Biology    | Sensory Physiology | Social Science  | Training ARPPIS | Information     |
|-------------------------|-------------------|-----------------|-----------------|----------------|------------------------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| 1984-September/December | 3926072           | 2037310         | 202413          |                | 000424                 | 3665502         | 377532          | 553994             |                 | 930013          | 896700          |
| 1985                    | 13937559          | 11614976        | 1372022         |                | 2631650                | 4069235         | 1899420         | 1512900            |                 | 3775041         | 5500491         |
| 1986                    | 14259190          | 11629024        | 1334236         | 197710         | 2261004                | 3911507         | 2243571         | 1396463            |                 | 4505234         | 5700919         |
| 1987                    | 16660223          | 11517431        | 1546627         | 60935          | 2551922                | 4766110         | 2263250         | 1619513            |                 | 5340500         | 7974294         |
| 1988                    | 12067922          | 13760950        | 4094064         | 425950         | 3700650                | 5470207         | 9790577         | 1064709            | 2033255         | 6099476         | 10793233        |
| 1989                    | 15407596          | 13650795        | 4700551         | 1229500        | 3600730                | 6736213         | 4922722         | 2633970            | 3594015         | 8670054         | 7504020         |
| 1990                    | 17633409          | 19950032        | 4710164         | 1590521        | 4630610                | 7205136         | 5702811         | 3313013            | 6472411         | 11706603        | 10651006        |
| 1991-January/August     | 12103051          | 13361923        | 5579609         |                | 2015696                | 5579504         | 4702002         | 2470192            | 5139473         | 9924437         | 5768360         |
| <b>Total</b>            | <b>106075030</b>  | <b>98323257</b> | <b>24420406</b> | <b>3512704</b> | <b>23096694</b>        | <b>41403654</b> | <b>32070003</b> | <b>15373562</b>    | <b>10039154</b> | <b>51768200</b> | <b>54797999</b> |

| TOTAL DIRECT COSTS PLUS SHARE OF INDIRECT COSTS | Crop Pests (CPRP) | MPP Station     | Insect Rearing  | Ungoye Station | Bio Maths & Computer | Chemistry       | Cell Biology   | Sensory Physiology | Social Science | Training ARPPIS | Information    | Institutional Support 18% of Direct CPRP Costs | CPRP TOTAL COST  | USAID GRANT RECEIVED | % of USAID GRANT to Total CPRP Cost |                 |
|---|-------------------|-----------------|-----------------|----------------|----------------------|-----------------|----------------|--------------------|----------------|-----------------|----------------|--|------------------|----------------------|-------------------------------------|-----------------|
| % of Indirect Costs Allocated to CPRP           |                   | 5%              | 2/3             | 100%           | 25%                  | 35%             | 20%            | 45%                | 35%            | 11%             | 9%             |  | KSh. US \$       | US\$                 |                                     |                 |
| 1984-September/December                         | 3926072           | 1560524         | 180294.7        |                | 222106               | 1202953         | 75506.4        | 249297.3           |                | 103101.4        | 80710.92       | 706692.96                                      | 8395330.35       | 559600.690           | 100730                              | 19.43560        |
| 1985  | 13937559          | 6300236         | 914727.0        |                | 657912.5             | 1424232         | 379005.6       | 600000.6           |                | 415342.5        | 495044.1       | 2500760.62                                     | 27002509.1       | 1695274.94           | 556417                              | 32.02163        |
| 1986  | 14259190          | 6396403         | 809535.1        | 197710         | 565251               | 1369027         | 440714.2       | 620400.3           |                | 495575.7        | 513392.7       | 2602244.00                                     | 20365870.6       | 1761855.01           | 490460                              | 20.29175        |
| 1987  | 16660223          | 6334507         | 1031136         | 60935          | 637900.5             | 1660130         | 452650         | 720700.8           |                | 500335          | 717686.4       | 3011240.44                                     | 31099701.0       | 1945103.72           | 435433                              | 24.95650        |
| 1988  | 12067922          | 7568526         | 3263405         | 425950         | 927164.5             | 1914600         | 1959715        | 039119.0           | 991639.2       | 750942.3        | 971390.9       | 2240096.96                                     | 33937273.6       | 2134419.72           | 503510                              | 23.50039        |
| 1989  | 15407596          | 7507937         | 3133057         | 1229500        | 900102.5             | 2357674         | 904544.4       | 1105206            | 1257905        | 953705.9        | 675361.8       | 3039091.60                                     | 38602723.2       | 1807603.00           | 347393                              | 19.21042        |
| 1990  | 17633409          | 10972517        | 3140266         | 1590521        | 1159652              | 2521797         | 1156560        | 1491215            | 2265343        | 1207726         | 950669.7       | 3460307.4                                      | 47637995.4       | 2090590.10           | 694239                              | 33.30120        |
| 1991-January/August                             | 12103051          | 7349057         | 3719925         |                | 703924               | 1952054         | 956576.4       | 1115106            | 1790015        | 1091693         | 519153.1       | 2170549.10                                     | 33400706.5       | 1226695.47           | 651173                              | 53.39070        |
| <b>TOTAL</b>                                    | <b>106075030</b>  | <b>54077731</b> | <b>16281130</b> | <b>3512704</b> | <b>5774173</b>       | <b>14491270</b> | <b>6414160</b> | <b>6910102</b>     | <b>6313703</b> | <b>5694052</b>  | <b>4931019</b> | <b>19725792.1</b>                              | <b>250210190</b> | <b>13229232.3</b>    | <b>3055410</b>                      | <b>29.14311</b> |

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THE INTERNATIONAL CENTRE OF INSECT  
PHYSIOLOGY AND ECOLOGY (ICIPE)

NON-FEDERAL AUDIT OF BASES OF  
PLANT RESISTANCE TO INSECT ATTACK  
(PROJECT NO. 698-0435.2)

COMMENTS ON THE AUDITORS' FINDINGS AND RECOMMENDATIONS

We have only addressed our response to points, 22 in all, not already sufficiently covered in Appendices I and II.

1. PARAGRAPH 2.3.4 - Billings Exceed Grant Budget  
RECOMMENDATION 1 - Agree applicable budget and resolve excess line expenditures.

ICIPE'S RESPONSE:

Every year, an annual Work Plan is prepared for work to be carried out in the following year. At the same time, the Budget is reviewed based on previous period's experiences and in many cases it was found that while costs of materials, travels, equipment and other variable services rose because of inflation, savings were realised on fixed costs such as salaries due to favourable exchange rate fluctuations. Based on projected activities, revised Budgets were then submitted together with the Work Plans to USAID for approval. Copies of all such requests were sent to REDSO by the Auditors. All subsequent expenditure returns were based on the revised Budgets. Obviously, if one compares these expenditures against the original approved Budgets, there would be under or over expenditures.

Although the contract requires written approval of all revisions (which we agree was not complied with), acceptance by REDSO over the years of our returns implied approval of both the Work Plans and revised Budgets. We would have expected a rejection of all the requests submitted on the basis that no Work Plans were received nor approval given for over-expenditures.

2. PARAGRAPH 2.3.5 - Project Leader's Remuneration  
RECOMMENDATION 2 - ICIPE should resolve these questioned costs with REDSO/ESA.

ICIPE'S RESPONSE:

We accept responsibility for non-compliance with this condition. We did write to REDSO regarding this matter and will take it up with them again.

All future contract conditions will be complied with; and for those likely to cause difficulties, ICIPE will seek waivers from USAID.

3. PARAGRAPH 2.3.6 - Staff in Excess of Numbers in the Budget

RECOMMENDATION 3 - ICIPE to seek written variation of the grant from REDSO/ESA.

ICIPE'S RESPONSE:

ICIPE approached REDSO but was advised to wait for the Audit Report. Essentially, our comments to Recommendation 2 would apply regarding approval of any revisions to the original contract.

4. PARAGRAPH 2.3.7 - Tax Equalisation Payments

RECOMMENDATION 4 - ICIPE should seek to resolve the account in question with REDSO/ESA.

ICIPE'S RESPONSE:

This was a Governing Council decision to ensure that the Institute attracts highly qualified people including Kenyan nationals. It has already been explained elsewhere; but suffice to say that it was our consultant's advice that this would be the only legal way of solving the problem.

5. PARAGRAPH 2.3.8 - Housing and Transport Allowances

RECOMMENDATION 5 - ICIPE to resolve the above amounts with REDSO/ESA.

ICIPE'S RESPONSE:

We believe that this is a reasonable charge to raise. As already explained, these charges go towards the repair and maintenance of the houses and equipment and replacement of unserviceable equipment. The rents charged are far below the open market rates for those types of houses. Similarly, where staff use ICIPE's transport, we do not charge the cost of maintenance, tyres, tubes and fuel for the vehicle, which would be much higher but limit the charge to the transport allowance.

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6. PARAGRAPH 2.3.9 - Double Claims on Staff Allowances

RECOMMENDATION 6 - The methodology for extracting billing statements from the accounting records should be developed. Treatment of the double claims to be resolved with REDSO/ESA.

ICIPE'S RESPONSE:

Agreed. A methodology will be developed. The double claims to be adjusted in the next reimbursement claim.

7. PARAGRAPH 2.3.10 - Claims Exceeding Payroll

RECOMMENDATION 7 - ICIPE and REDSO need to resolve the accounts overclaimed and underclaimed on specific individuals.

ICIPE'S RESPONSE

Not all personnel costs pass through the payroll. Costs such as medical capitation and insurance premiums for group life and accident, do not pass through the payroll.

The Auditors have quantified the "overclaims" but not the "underclaims" although they admit they may be there. Is there a special reason why they have not determined the extent of the underclaims? They had access to the same records from which they extracted the overclaims!

8. PARAGRAPH 2.3.11 - Claims for staff not working on the BPRIA project

RECOMMENDATION 8 - ICIPE should resolve amounts questions with REDSO.

ICIPE'S RESPONSE

Full explanations have already been given in Appendix 1. ICIPE will take up the issue with REDSO.

9. PARAGRAPH 2.3.12 - Networking

RECOMMENDATION 9 - Allowability of specific items under networking should be resolved by REDSO and ICIPE.

ICIPE'S RESPONSE

All the costs charged to networking were believed correct. ICIPE will take it up with REDSO.

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10. PARAGRAPH 2.3.13 - Travel

RECOMMENDATION 10 - ICIPE to provide REDSO with evidence of the validity of the costs relating to the rice projects. Other costs to be resolved by ICIPE and REDSO.

ICIPE'S RESPONSE:

Our response to Findings 1 to 7 under travel has been sufficiently addressed in Appendix 1. We agree that costs related to the rice project should be disallowed, and we shall adjust this in the next reimbursement claim. Other costs, however, were legitimate; and this can be explained to REDSO.

11. PARAGRAPH 2.3.14 - Materials and Supplies

RECOMMENDATION 11 - The questioned costs should be resolved by REDSO and ICIPE. The account coding system should be sufficiently broad to allow categories of costs which reflect the requirements of specific donor grants.

ICIPE'S RESPONSE:

The costs were questioned because of the system of accounting adopted. The coding system question is now being addressed in our new computerised system.

12. PARAGRAPH 2.3.15 - Equipment (Insect Breeding Equipment and Clearing Charges)  
- Insectary Facility - Ungoye

RECOMMENDATION 12 AND 13 - ICIPE should demonstrate that these assets are primarily used for the BPRIA project. ICIPE should also ask REDSO to confirm their support for the Ungoye insectary facility.

ICIPE'S RESPONSE:

ICIPE will take these matters up with REDSO. It has, in fact, been established that the insectary facility was not constructed at Ungoye but at Mbita Point.

13. PARAGRAPH 3.3.1 TO 3.3.5 - Written procedures and USAID provisions, Grants Coordinator, Definitions of Projects, Extraction of Billings and Coding of Transactions

RECOMMENDATION 14 TO 18 - Development of a system that will handle the special requirements of donors and facilitate accurate billings.

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ICIFI'S RESPONSE:

These questions are being addressed and a computer programme is being developed to enable these requirements to be met not only more accurately but also on a regular and timely basis. Grants conditions will be better monitored to detect early deviations from them.

14. PARAGRAPH 3.3.6 - Accommodation at DIGC

RECOMMENDATION 19 - No costs to be posted to the ledger without supporting documentation including evidence of prior authorisation of the visit and its expected length or acceptance of the cost once incurred.

ICIFI'S RESPONSE:

Agreed. The system will be tightened up.

15. PARAGRAPH 4.3.1 - General Principles of Cost Allowability

RECOMMENDATION 20 - ICIFI should ensure key staff responsible for the monitoring and implementation of the grant understand the accounting and other requirements within the terms of the grant. Compliance with ICIFI's obligations under the grant will be easier if the donor accounting system included in other recommendations is implemented.

ICIFI'S RESPONSE:

ICIFI Management is taking immediate action to implement this recommendation.

16. PARAGRAPH 4.3.2 - Maintenance of a Separate Account for Project Funds

RECOMMENDATION 21 - ICIFI should submit for REDSO/ESA's approval a suitable system of accounting for funds which will satisfy both parties and the laws of Kenya.

ICIFI'S RESPONSE:

The Central Bank of Kenya authorised the establishment of only one external account. It exceptionally allowed us to maintain a local account for receiving income from local sources. They will not accept us operating additional accounts.

USAID projects require a lot of foreign purchases and an external account would be the only appropriate account. The difficulty that would arise is how to finance initial activities without funds. Even if an account was to be authorised, no bank would open an account with an "overdraft" - particularly so if it is an external account.

We are quite confident that any monies received into our central account can be audited. The Auditors have done just that.

As the Auditors have recommended, we shall in future point out clauses in grant agreements which we think cause operational difficulties.

17. PARAGRAPH 4.3.3 - Agreement of Expenditure to Budget

RECOMMENDATION 22 - ICIPE to re-submit its request for REDSO/ESA approval of the revised budgets.

ICIPE'S RESPONSE:

The question has already been addressed elsewhere, but ICIPE will take it up again with REDSO. REDSO, in its letter to ICIPE, stated that they did not see in their files any formal approval of ICIPE's requests. It is not clear from REDSO's letter whether they are also saying that the Work Plans and the revised Budgets were never received by them.

18. PARAGRAPH 4.3.5 - Compensation of the Project Leader

RECOMMENDATION 23 - ICIPE should obtain written approval from REDSO/ESA for all variations it requests in the grant.

ICIPE'S RESPONSE:

The Project Leader's costs have been taken up with REDSO. ICIPE will adjust the cost in its next reimbursement claim. Other variations will be discussed and agreed with REDSO as to their treatment.

19. PARAGRAPH 4.3.6 - Staff Numbers

RECOMMENDATION 24 - ICIPE to seek approval of REDSO to waive the restriction on the numbers of staff allowed by the grant where the monetary budget restrictions have been met.

ICIPE'S RESPONSE:

ICIPE will discuss this point with REDSO. As stated, the staff were necessary if the objectives set were to be achieved within the project timeframe, while maintaining the budget ceilings.

20. PARAGRAPH 4.3.7 - Staff Activity Reports or Timesheets

RECOMMENDATION 25 - ICIPE needs to develop a system to record the time and activity of its staff.

ICIPE'S RESPONSE:

This has not been done before. However, from 1992 staff have been given research note books in which they are expected to record their work on a continuing basis. The question of time sheets is being debated right now but initial findings do not show it as being an effective tool for monitoring what work is done and for how long in a research institution like ours. How would one record, for example, time taken at home or while driving thinking out research strategies?

21. PARAGRAPH 4.3.8 AND RECOMMENDATION 26 - No special comments from ICIPE required.
22. PARAGRAPH 4.3.9 - Foreign Travel  
RECOMMENDATION 27 - REDSO should determine whether foreign travel requires prior written approval from them.

ICIPE'S RESPONSE:

It would have been impractical to obtain REDSO's approval for all foreign travels. This approval would, we believe, have to be evidenced in writing. Some of the trips undertaken were at short notice and approvals would not have been received in time.

We agree that since the condition was there in the contract, it should have been complied with. It is another area where ICIPE will in future have to seek waivers from USAID.

UNITED STATES OF AMERICA  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
EAST AFRICA REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE

UNITED STATES POSTAL ADDRESS  
NAIROBI (10)  
DEPARTMENT OF STATE  
WASHINGTON, D.C. 20523

INTERNATIONAL POSTAL ADDRESS  
POST OFFICE BOX 30261  
NAIROBI, KENYA

September 29, 1979

Professor Thomas R. Odhiambo  
Director  
The International Centre of Insect  
Physiology and Ecology  
P.O. Box 30772  
Nairobi, Kenya

Dear Professor Odhiambo:

Subject: Grant No. 698-0413.3

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to The International Centre of Insect Physiology and Ecology (hereinafter referred to as "ICIPE" or "Grantee") the sum of \$370,000 to provide support for a program of research on Crop Pests Critical to Crop Development as more fully described in the attachment to this Grant entitled "Program Description". Subject to the availability of funds it is anticipated that another \$130,000 will be granted in FY 1980 to provide a total of \$500,000 as anticipated in the Project Paper.

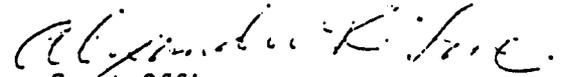
This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period September 1, 1979 through August 31, 1981.

This Grant is made to the ICIPE on condition that the funds will be administered in accordance with the terms and conditions as set forth in attachment A entitled "Program Description", and Attachment B entitled "Standard Provisions" which have been agreed to by your organization. Please sign the Statement of Assurance of Compliance, Attachment C enclosed herein, and the original and seven (7) copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted.

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Please return the Statement of Assurance of Compliance and the original and six (6) copies of this Grant to the REDSO office.

Sincerely yours,



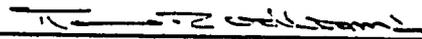
Grant Officer  
Alexander R. Love, Director  
REDSO/EA

Attachments:

1. Program Description
2. Standard Provisions
3. Statement of Assurance of Compliance

ACCEPTED:

The International Centre of Insect Physiology and Ecology

By: 

Title: Director, ICIPE

Date: 29 Sept 1979

FISCAL DATA

Appropriation: \_\_\_\_\_  
Allotment: \_\_\_\_\_  
PIO/T No.: \_\_\_\_\_  
Project No.: \_\_\_\_\_  
Total Grant Amount: \_\_\_\_\_

## STANDARD PROVISIONS

### 1. ALLOWABLE COSTS AND PAYMENT

The Grantee shall be reimbursed for costs incurred in carrying out the purposes of this Grant which are determined by the Grant Officer to be allowable in accordance with the terms of this Grant and Subpart 15.2 (Contracts with Commercial Organizations) of the Federal Procurement Regulations (41 CFR 1-15.2) in effect on the date of this Grant. Payment of allowable costs shall be in accordance with the payment provision of this Grant.

### 2. ACCOUNTING, RECORDS, AND AUDIT

The Grantee shall maintain books, records, documents, and other evidence in accordance with the Grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The Grantee shall preserve and make available such records for examination and audit by AID and the Comptroller General of the United States, or their authorized representatives (a) until the expiration of three years from the date of termination of the program and (b) for such longer period, if any, as is required to complete an audit and to resolve all questions concerning expenditures unless written approval has been obtained from the AID Grant Officer to dispose of the records. AID follows generally auditing practices in determining that there is proper accounting and use of grant funds. The Grantee agrees to include the requirements of this clause in any subordinate agreement hereunder.

### 3. REFUNDS

(a) If use of the Grant funds results in accrual of interest to the Grantee or to any other person to whom Grantee makes such funds available in carrying out the purposes of this Grant, the Grantee shall refund to AID an amount equivalent to the amount of interest accrued.

(b) Funds obligated hereunder but not disbursed to the Grantee at the time the grant expires or is terminated, shall revert to AID, except for funds encumbered by the Grantee by a legally binding transaction applicable to this Grant. Any funds disbursed to but not expended by the Grantee at the time of expiration or termination of the Grant shall be refunded to AID.

UNITED STATES OF AMERICA  
AGENCY FOR INTERNATIONAL DEVELOPMENT

REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE  
FOR EAST AND SOUTHERN AFRICA (REDSO/ESA)

United States Postal Address

USAID  
BOX 22  
APO NEW YORK 09875

International Postal Address

POST OFFICE BOX 1026  
NAIROBI KENYA

August 28, 1989

Professor Thomas Odhiambo  
Director  
International Center of Insect  
Physiology and Ecology  
P.O. Box 30772  
Nairobi, Kenya

22 AUG 1989

Subject: Grant No. 623-0435-G-00-9036-00

Dear Dr. Odhiambo:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement Act of 1977, the United States Government, represented by the Agency for International Development (hereinafter referred to as "AID" or "Grantor") hereby grants to The International Center of Insect Physiology and Ecology (ICIPE) (hereinafter referred to as "Grantee") the sum of Two million three hundred thousand dollars (\$2,300,000) pursuant to the terms specified in ATTACHMENT 1, the SCHEDULE, ARTICLE C, ENTITLED "Amount of Grant" to provide support for a regional program in East Africa as described in Attachment 2 of this Grant entitled "Program Description".

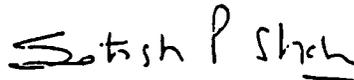
This Grant represents the second phase under the Bases of Plant Resistance to Insect Attack (BPRIA) Project and provides for a continuation of activities which were initiated under previous REDSO/ESA Grant No. 623-0435-G-00-4045-00.

This Grant is effective and obligation, pursuant to ATTACHMENT 1, the SCHEDULE, ARTICLE C, entitled "Amount of Grant", is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives from the period August 28, 1989 and ending on the estimated completion date of August 27, 1992.

This Grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in this Cover Letter, Attachment 1 entitled "Schedule", Attachment 2 entitled "Program Description", and Attachment 3 entitled "Standard Provisions", which together constitute the complete Grant document and have been agreed to by your organization.

Please sign the original and five (5) copies of this letter to acknowledge your acceptance of this Grant, and return the original and four (4) copies to the undersigned. Please ensure that any/all copies stamped "Funds Available" are returned.

Sincerely yours,



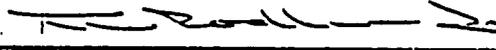
Satish P. Shah  
Director  
REDSO/ESA

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

THE INTERNATIONAL CENTER OF INSECT PHYSIOLOGY AND ECOLOGY

BY: 

TYPED NAME: Prof: Thomas Ochiemo

TITLE: DIRECTOR ICIPE.

DATE: 08/14/89.

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|                  |                                 |                           |                 |
|------------------|---------------------------------|---------------------------|-----------------|
| Page No.<br>4D-2 | Effective Date<br>Mar. 30, 1989 | Trans. Memo. No.<br>13:51 | AID HANDBOOK 13 |
|------------------|---------------------------------|---------------------------|-----------------|

(4) Unallowable costs, direct or indirect, include but are not limited to the following examples: Advertising, bad debts, contingencies, entertainment, fines and penalties, interest, fund raising, investment management costs, losses on other awards, taxes, first class air fare unless specifically approved. Additionally, public information service costs are unallowable as indirect costs.

(b) Prior to incurring a questionable or unique cost, the grantee should obtain the grant officer's written determination as to whether the cost will be allowable.

2. ACCOUNTING, AUDIT, AND RECORDS (MAY 1986)

(a) The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant. Accounting records that are supported by documentation will as a minimum accumulate and record all costs incurred under a grant and disclose the amount of that portion of the cost of the project supplied by other sources. The grantee records and subgrantee records which pertain to this grant shall be retained for a period of three years from the date of expiration of this grant and may be audited by AID and/or its representatives.

(b) The grantee agrees to have the funds provided under the grant audited by an independent auditor during the course of the grantee's normal annual audit of the grantee's organization. Copies of the grantee's audit reports will be provided to AID. AID will review the audit reports to determine the adequacy of audit coverage. If AID determines that the audit coverage is not sufficient to verify the source and application of grant funds or that the audit does not meet the requirements of an independent audit, a second audit will be performed by AID.

(c) The following language shall be inserted in all subgrants valued in excess of \$10,000.

(1) The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant. These records shall be maintained for three years after final payment. These records may be audited by the grantor's representatives.

(2) The grantee agrees to have the funds provided under this grant audited by an independent auditor during the course of the grantee's normal annual audit of the grantee's organization. Copies of the

REPORT DISTRIBUTION

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| Director, REDSO/ESA          | 5 |
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| XA/PR                        | 1 |
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