United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)

AUDIT REPORT


Directly Implemented (DIM) Project 90514:
“Joint Programme for Gender Equality”
in Zimbabwe

<table>
<thead>
<tr>
<th>Project name</th>
<th>Joint Programme for Gender Equality (JPGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award ID:</td>
<td>90514</td>
</tr>
<tr>
<td>Country Office:</td>
<td>Zimbabwe</td>
</tr>
<tr>
<td>Auditor:</td>
<td>Moore Stephens LLP</td>
</tr>
<tr>
<td>Period subject to audit:</td>
<td>1 January to 31 December 2017</td>
</tr>
</tbody>
</table>
Contents

1. EXECUTIVE SUMMARY ..........................................................3

2. THE AUDIT ENGAGEMENT ..................................................4
   Audit objectives and scope ..................................................................4

3. AUDIT OPINIONS ..................................................................5
   Certified project trial balance - statement of expenditures...........................5
   Certification for statement of fixed assets..................................................7

4. MANAGEMENT LETTER .........................................................9

ANNEX I – PROJECT TRIAL BALANCE
ANNEX II – STATEMENT OF FIXED ASSETS
ANNEX III – PRIORITIES OF AUDIT RECOMMENDATIONS
1. EXECUTIVE SUMMARY

Moore Stephens LLP conducted the financial audit of the UN Women Project “Joint Programme for Gender Equality (JPGE)”, ID: 90514 (the project), directly implemented by the UN Women Country Office in Zimbabwe for the year ended 31 December 2017. The audit was undertaken on behalf of UN Women’s Independent Evaluation and Audit Services (IEAS).

We have issued audit opinions as summarised below and as detailed in the next section:

- **Project trial balance - statement of expenditures**: Unmodified
- **Statement of fixed assets**: Unmodified

We have not raised any audit findings or recommendations as a result of our audit.

Mark Henderson
Partner
Moore Stephens LLP
150 Aldersgate Street
London EC1A 4AB

19 July 2018
2. THE AUDIT ENGAGEMENT

Audit objectives and scope

The objective of the financial audit was to express an opinion on the Directly Implemented (DIM) project’s financial statements which include:

- Expressing an opinion on whether the financial expenses incurred by the project between 1 January and 31 December 2017 and the funds utilization as at 31 December 2017 are fairly presented in accordance with UN Women’s accounting policies and that the expenses incurred were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant regulations and rules, policies and procedures of UN Women; and (iv) supported by properly approved vouchers and other supporting documents. The project trial balance (PTB), certified by the UN Women Chief of Accounts at the Financial Management Section of the Management and Administration Division at the Headquarters, is the mandatory and official statement upon which the audit opinion is expressed.

- Expressing an opinion on whether the statement of fixed assets presents fairly the balance of assets of the UN Women project as at 31 December 2017. This statement must include all assets available as at 31 December 2017 and not only those purchased in a given period. The statement of fixed assets as at 31 December 2017, certified by the UN Women Chief of Accounts at the Financial Management Section of the Management and Administration Division at the Headquarters, is the mandatory and official statement upon which the audit opinion is expressed. Where a DIM project does not have any assets or equipment, an opinion is not expressed.

The scope of the audit relates only to transactions concluded by the country office and recorded against the UN Women DIM project between 1 January and 31 December 2017. The scope of the audit did not include:

- Activities and expenses incurred or undertaken at the level of “responsible parties”\(^1\), unless the inclusion of these expenses is specifically required in the request for proposal; and

- Expenses processed and approved in locations outside the country such as expenditures initiated at UN Women Regional Offices and UN Women Headquarters for which the supporting documentation is not retained at the level of the UN Women country office\(^2\).

---

\(^1\) Responsible Parties”, (RPs) in the context of UN Women implemented projects, refers to governmental, NGO or CSO entities who have received funding through the respective UN Women country office to undertake specific elements of the project’s activities. These activities are governed by a Project Cooperation Agreement, or similar, signed by the entity and UN Women, along with the associated budget. Expenditure incurred by these RPs is reported to the UN Women country office on a quarterly basis, where it is subject to review and approval prior to being recorded within the project’s financial records. UN Women headquarters provide for such expenditure to be audited separately, with the individual projects and RPs selected on the basis of a risk assessment applied on a global level. While it is not certain that any or all of the RPs who reported expenditure on a project selected for a DIM audit will necessarily have been audited for the period under review, the provision for such audits, within the remit of the internal audit function of UN Women, means that the expenditure does not need to be included as part of the DIM project audit scope.

\(^2\) The project financial records may include items which are not directly posted by the country office, such as centrally managed payroll costs or year-end journals or allocations. Such transactions fall within the remit of UN Women’s internal and external auditors, and are therefore not re-audited within the scope of the DIM project.
3. AUDIT OPINIONS

Independent auditor’s report

Certified project trial balance - statement of expenditures

Report of the independent auditor
to the Independent Evaluation and Audit Services of UN Women
for the UN Women Zimbabwe directly implemented (DIM) project:

“Joint Programme for Gender Equality (JPGE)”
(ID: 90514)

Unmodified opinion

We have audited the accompanying Project Trial Balance – Statement of Expenditures (PTB), “the Statement” of the UN Women Zimbabwe Directly Implemented (DIM) project 90514, ‘Joint Programme for Gender Equality (JPGE)’ for the period 1 January to 31 December 2017. The PTB expenditures totaling US$ 1,391,573 comprise audited expenditures of US$ 1,047,034 under the Directly Implemented Modality (DIM) and expenditure incurred by entities other than the country office in Zimbabwe of US$ 344,539. Our audit only covered the expenditure directly incurred by the country office in Zimbabwe of US$ 1,047,034.

In our opinion, the attached project trial balance – statement of expenditures of the UN Women project presents fairly, in all material respects, the expenses of US$ 1,047,034 incurred by the project ‘Joint Programme for Gender Equality (JPGE)’ for the period from 1 January to 31 December 2017 in accordance with UN Women accounting policies and were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant regulations and rules, policies and procedures of UN Women; and (iv) supported by properly approved vouchers and other supporting documents.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the ‘Auditor’s responsibilities for the audit of the project trial balance’ section of this report.

We are independent of UN Women in accordance with the International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants. We have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of UN Women

Management is responsible for the preparation of the project trial balance for the project ‘Joint Programme for Gender Equality (JPGE)’ and for such internal control as management determines is necessary to enable the preparation of a project trial balance that is free from material misstatement, whether due to fraud or error.

Auditor’s responsibilities for the audit of the project trial balance

The scope of our audit is as set out in our terms of reference and includes obtaining reasonable assurance about whether the amount of project expenditure reported by the UN Women Country Office is free from

---

3 The expenditure outside of the scope of the audit, comprised the following:
Amounts incurred by “responsible parties” – US$ 344,539

UN Women DIM project audit – 90514
Zimbabwe
Moore Stephens LLP
5
material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion on that expenditure. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of the reported project expenditure.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the reported project expenditure, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the partner’s internal control.

We communicate with those charged with governance, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Mark Henderson
Partner
Moore Stephens LLP
150 Aldersgate Street
London EC1A 4AB

Date: 19 July 2018
Certification for statement of fixed assets

Unmodified opinion

We have audited the accompanying statement of fixed assets ("the statement") of the UN Women project number 90514, ‘Joint Programme for Gender Equality (JPGE)’ as at 31 December 2017.

In our opinion, the attached statement of fixed assets presents fairly, in all material respects, the balance of assets of the UN Women project ‘Joint Programme for Gender Equality (JPGE)’ amounting to US$ 26,191 as at 31 December 2017 in accordance with UN Women accounting policies.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the Auditor’s responsibilities section of this report.

We are independent of UN Women in accordance with the International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants and we have fulfilled our other ethical responsibilities in accordance with this code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Management responsibilities

Management is responsible for the preparation of the statement of fixed assets of the project, and for such internal control as management determines is necessary to enable the preparation of a statement of fixed assets that is free from material misstatement, whether due to fraud or error.

Auditor’s responsibilities

Our objectives are to obtain reasonable assurance about whether the statement of fixed assets is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the statement of fixed assets.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the statement of fixed assets, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
4. MANAGEMENT LETTER

We have not raised any audit findings or recommendations as a result of our audit.
ANNEX I – PROJECT TRIAL BALANCE
## Extract of UN Women Trial balance as at the 31 December 2017

### Expenditure by Project

<table>
<thead>
<tr>
<th>Project</th>
<th>Fund</th>
<th>Account</th>
<th>Description</th>
<th>Expense Category</th>
<th>Total per GL (USD)</th>
<th>Total per Asset Schedule</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>9014</td>
<td>W3000</td>
<td>18130</td>
<td>Communications &amp; IT Equipments</td>
<td>Asset</td>
<td>8,318.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9015</td>
<td>W3000</td>
<td>18160</td>
<td>Vehicles</td>
<td>Asset</td>
<td>31,787.17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9016</td>
<td>W3000</td>
<td>18170</td>
<td>Heavy Machinery/Equipment</td>
<td>Asset</td>
<td>1,794.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9017</td>
<td>W3000</td>
<td>18830</td>
<td>Accumulated Dep - ITC</td>
<td>Asset</td>
<td>(2,734.24)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9018</td>
<td>W3000</td>
<td>18860</td>
<td>Acc Dep - Vehicles</td>
<td>Asset</td>
<td>(14,158.33)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9019</td>
<td>W3000</td>
<td>18970</td>
<td>Acc Dep Heavy Mac &amp; Equip</td>
<td>Asset</td>
<td>(628.25)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net Book Value** 26,190.59 26,190.59 -

I hereby certify that the above figures are based on UN Women’s unaudited Trial Balance for the period ended 31 December 2017 as at the 5th of April 2018.

*UN Women*  
Chief of Accounts
<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Operating Unit</th>
<th>Asset ID</th>
<th>Description</th>
<th>TAG Number</th>
<th>Serial Number</th>
<th>Model</th>
<th>Location</th>
<th>Acquisition Date</th>
<th>In Service Date</th>
<th>Cost, USD</th>
<th>Net Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZWE30</td>
<td>ZWE</td>
<td>000000000123</td>
<td>TOYOTA LANDCRUISER PRADO 246CD</td>
<td>000000000123</td>
<td>JTEBH9F1-80K38987</td>
<td>landcruiser</td>
<td>ZWE30CRPAR</td>
<td>06/02/2015</td>
<td>06/02/2015</td>
<td>33,787.71</td>
<td>19,629.38</td>
</tr>
<tr>
<td>ZWE30</td>
<td>ZWE</td>
<td>000000000194</td>
<td>Dell Latitude E7250 Laptop</td>
<td>000000000194</td>
<td>FKKOH72</td>
<td>Dell E7250</td>
<td>UNWZWE09</td>
<td>21/04/2016</td>
<td>21/04/2016</td>
<td>2,076.37</td>
<td>1,349.64</td>
</tr>
<tr>
<td>ZWE30</td>
<td>ZWE</td>
<td>000000000196</td>
<td>GBC Shredder auto +500m</td>
<td>000000000196</td>
<td>500X2810151792</td>
<td>GBC Shredder auto</td>
<td>UNWZWE06</td>
<td>21/04/2016</td>
<td>21/04/2016</td>
<td>1,794.99</td>
<td>1,166.74</td>
</tr>
<tr>
<td>ZWE30</td>
<td>ZWE</td>
<td>000000000198</td>
<td>Dell Latitude E7250 Laptop</td>
<td>000000000198</td>
<td>35Z2G72</td>
<td>e7250</td>
<td>UNWZWE09</td>
<td>21/04/2016</td>
<td>21/04/2016</td>
<td>2,076.37</td>
<td>1,349.64</td>
</tr>
<tr>
<td>ZWE30</td>
<td>ZWE</td>
<td>000000000201</td>
<td>Dell Latitude E7250 Laptop</td>
<td>000000000201</td>
<td>PN62Q72</td>
<td>E7250</td>
<td>UNWZWE12</td>
<td>21/04/2016</td>
<td>21/04/2016</td>
<td>2,076.37</td>
<td>1,349.64</td>
</tr>
<tr>
<td>ZWE30</td>
<td>ZWE</td>
<td>000000000204</td>
<td>Dell 4320 Projectors</td>
<td>000000000204</td>
<td>9RKZF22</td>
<td>4320</td>
<td>UNWZWE07</td>
<td>21/04/2016</td>
<td>21/04/2016</td>
<td>1,899.60</td>
<td>1,345.55</td>
</tr>
</tbody>
</table>

43,711.41  26,190.59

I hereby certify that this list details the assets per this project.

Donna Grimwade
Deputy Director of Financial Management, DMA

Date: 5 April 2018
ANNEX III – PRIORITIES OF AUDIT RECOMMENDATIONS

The audit observations are categorised according to the priority of the audit recommendations and the possible causes of the issues. The categorised audit observation provides a basis by which the UN Women country office management is to address the issues.

The following categories of priorities are used:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High (critical)</strong></td>
<td>Action is considered imperative to ensure that UN Women is not exposed to high risks. Failure to take action could result in major consequences and issues.</td>
</tr>
<tr>
<td><strong>Medium (important)</strong></td>
<td>Action is considered necessary to avoid exposure to significant risks. Failure to take action could result in significant consequences.</td>
</tr>
<tr>
<td><strong>Low</strong></td>
<td>Action is considered desirable and should result in enhanced control or better value for money. Low priority recommendations, if any, are dealt with by the Auditors directly with the Office management, during the exit meeting and through a separate memo subsequent to the fieldwork. Therefore, low priority recommendations are not included in the audit report.</td>
</tr>
</tbody>
</table>