



**THE DRAFT CONSOLIDATED BOARD  
OF SURVEY REPORT FOR THE YEAR  
ENDED 30<sup>th</sup> JUNE 2022**

**GOU MISSIONS ABROAD**

**ACCOUNTANT GENERAL'S OFFICE**



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## PREAMBLE

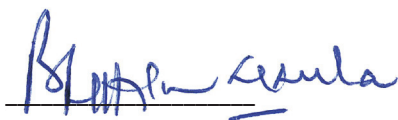
Section 34 (4) of the Public Finance Management Act, 2015 mandates Accountant General to appoint a Board of Survey for each Vote to survey the assets for the preceding financial year, in Government entities. The survey shall be conducted after the close of business on the last working day of each financial year or before the start of business on the first day of the succeeding financial year.

Government has continued with efforts to improve its assets management in line with the five-year Strategic Asset Management Plan 2021-2025. As is with other PFM reforms and by strengthening asset management, Government aims at ensuring the efficient and effective management and control of its assets and the theme for the year under review was “**COMPLETE AND UP TO DATE ASSET REGISTERS**”. I therefore commend Accounting Officers who have strived to have complete asset registers and also complied and submitted their asset registers on time.

It is envisaged that the Board of Survey reports for the financial year ending 2021/22 will provide sufficient information on the assets of the Government which will be useful in identifying the gaps in Asset Management.

I therefore urge all accounting officers to implement the various recommendations that have been made from the Board of Survey (BOS) exercise. My office will follow up and continue to provide the necessary support to address the issues and challenges identified during the BOS exercise as part of a continuous effort towards the improvement of the management of public assets.

I take this opportunity to thank the Board of Survey teams for the commendable work and the Accounting Officers for the continuing support and cooperation during this exercise. This report has been published and can be accessed on the Ministry of Finance Planning and Economic Development website: [www.finance.go.ug](http://www.finance.go.ug)



L. Semakula

**ACCOUNTANT GENERAL**

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT**

# EXECUTIVE SUMMARY

## 1.0 Background

### 1.1 Introduction

The annual Board of Survey was appointed for the examination and physical inspection of the assets, stores and inventory, cash & bank balances and books of accounts of every Vote for the FY ending 30<sup>th</sup> June 2022.

The previous Board of Survey carried out for the Financial Year 2020/2021 identified gaps in the management and maintenance of Assets at the votes which stemmed from the absence of complete and comprehensive Asset Registers. The focus of this year's Board of Survey has therefore been to ensure complete and up-to-date Asset Registers are in place and the follow up and implementation of the BOS and audit recommendations.

### 1.1 Methodology

This comprised of the following activities:

1. Accountant General appoints teams to constitute the Board of Survey.
2. The Board of Survey activities commence with a follow up on the previous Board of Survey recommendations and ascertain progress made so far.
3. Carry out an independent verification and physical inspection of Fixed Assets, Cash & Bank balances, Stores & Inventory and confirm with the local records ensuring all Treasury Forms are duly certified by the Accounting Officer.
4. Assess the adequacy of the internal controls and verify existence of an updated Fixed Assets Register.
5. Prepare a report giving details of the findings.

Only reports submitted to Accountant General's Office by 31st August 2022 were consolidated.

### 1.2 Objectives of the Board of Survey exercise

These included:

- To ascertain the assets portfolio of Government and hence plan for the future replacement (new acquisitions) or upgrading of existing assets through identifying unserviceable assets, surplus to requirements, underutilized or uneconomic to maintain assets and planning for disposal (boarding off);
- To ensure accountability and transparency in assets management and establish a proper linkage between planning budgeting and execution cycle especially in the area of maintenance budgets;
- Ensure bank statements and inventory closing stocks are reconciled with the cashbooks and any reconciling items identified together with proper opening balances carried forward;
- Monitor through inspections and ensure compliance with previous year's implementation of recommendations and highlight any misuse of government property which may hinder service delivery;

- For reporting purposes by providing information to be included in period closure financial statements; and
- Ensure completeness of assets in the register for proper accountability & transparency.

## 2.0 Findings

### 2.1 Submission of the Board of Survey for FY2020/2021

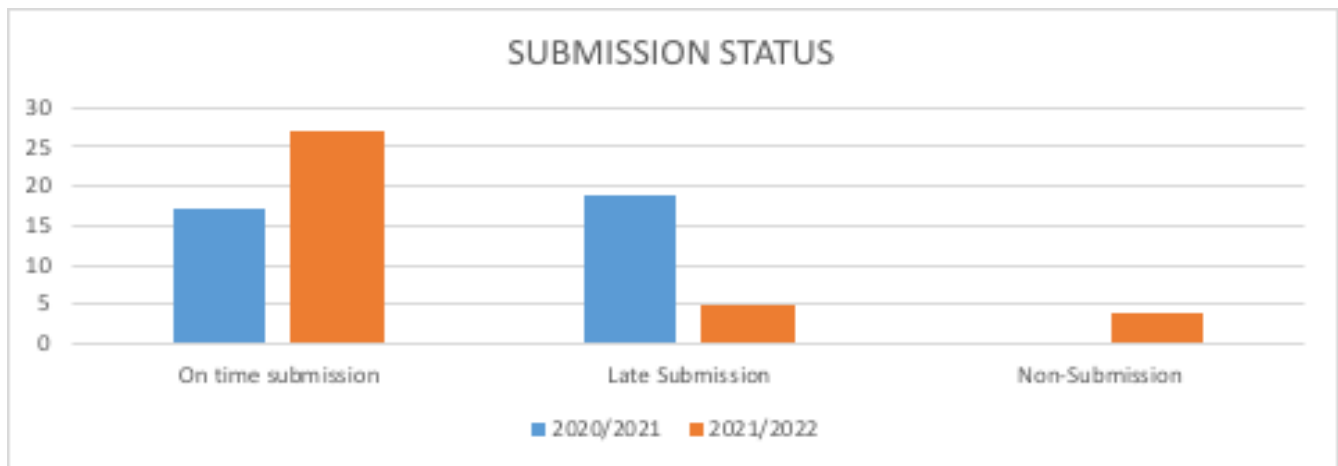
For the financial year, 27 Votes (75%) of the 36 Votes submitted their reports by the stipulated deadline of 31<sup>st</sup> August 2022. This is a great improvement from the previous submissions of 16% (FY 2020/2021).

Details of the status and trend in the submission of BOS reports are provided in table 1 and figure 1 below;

**Table 1a: showing status of submission for 2021/2022**

Status	2020/2021	2021/2022
On time submission	17	27
Late Submission	19	5
Non-Submission	0	4
Total	36	36

**Figure 1: Annual comparison in the submission of BoS reports**



## 2.2 ASSET PORTIFOLIO

This section analyses the fixed assets per category, cash and bank balances and the inventory of Missions.

### 2.2.1 Fixed Asset Findings

These are buildings, furniture & fittings, ICT equipment Information Assets, intangible assets, land, machinery, medical Equipment, office Equipment, roads and bridges, transport equipment and natural resources.

**Table 2: showing the various fixed assets per category**

Asset Class	Value	%ge
Buildings	47,716,025,057	19.32%
Furniture & Fittings	5,011,061,700	2.03%
ICT Equipment	2,586,445,415	1.05%
Information Assets	0	0.00%
Infrastructure - Powerlines	0	0.00%
Intangible Assets	0	0.00%
Land	31,535,197,462	12.77%
Machinery	144,097,594,147	58.36%
Medical Equipment	31,451,480	0.01%
Natural Assets-Minerals	0	0.00%
Office Equipment	817,669,986	0.33%
Roads and Bridges	0	0.00%
Transport Equipment	15,135,937,955	6.13%
Grand Total	246,931,383,202	100.00%

From the above table it can be observed that machinery take up the biggest percentage (58%) followed by Buildings (19%) and Land with 12%.

### 2.2.2 Cash Findings

Table 3 shows the cash and bank balances that were verified to exist at the end of the FY 2021/22.

**Table 3: Cash and bank balance as at 30<sup>th</sup> June 2022**

Bank Name	Bank Balance	Cashbook Balance
Bank of Baroda	5,608,726	5,608,726
Bank of Uganda	0	2,928
KCB Bank Uganda Limited	230,095,832	0
Others	9,203,381,647	7,676,925,171
Grand Total	9,439,086,205	7,682,536,826

From the above table, it can be observed that international banks(others) had the biggest deposit balances at the end of the FY 2021/22.

### 2.2.3 Inventory Findings

This looks at the stores or inventory balances that were verified at the end of the FY 2021/22 as shown in table 4 below.

**Table 4: Composition of the Inventory items and balances as at 30<sup>th</sup> June 2022.**

Inventory category	Book value	%ge
Clothing, cleaning materials and office consumables	2,554	0.00%
Computers, computer consumables and accessories	127,364,785	1.66%
Construction, plumbing and firefighting equipment	0	0.00%
Drugs, laboratory equipment and medical sundries	0	0.00%
Electrical equipment	4,511,687	0.06%
Foodstuffs	4,707,360	0.06%
Motor vehicles spares	51,078,000	0.66%
Office furniture	136,247,314	1.77%
Office stationery	15,961,715	0.21%
Office tools and equipment	71,514,045	0.93%
Others	7,235,449,975	94.17%
Printers, printer consumables and accessories	26,595,490	0.35%
Uncategorised	9,557,000	0.12%
Grand total	7,682,989,925	100.00%

From the above table, it can be observed that the biggest percentage of Inventory falls in the others or uncategorized items and office furniture which should not be in stores. This is attributed to lack of accurate and complete stores records for the proper identification of the inventory items and their balances.

### 2.3 Summary of Findings on Previous Recommendations

This section covers the status of implementations of the recommendations made by the board of survey team as per the observations from the exercise.

#### Status of implementation of previous recommendations

Status	%ge
Closed	31%
Open	15%
Resolved	13%
Work in progress	41%
Grand Total	100%

From the above table, 66% of the BOS recommendations are not implemented these are open and work in progress with 44% of the recommendations closed by the time of conducting the BOS for the financial year ending 2021/22. With this trend, it means that the majority of the recommendations will remain outstanding unless deliberate actions are embarked on by the concerned votes.



### Issues identified and the implementation status.

Issue category	Closed	Open	Re-solved	Uncategorised	Work in progress	Grand total
Assets not engraved/tagged	1	1			2	4
Continuous non-disposal of obsolete/unserviceable items	4	7	4		5	20
Expiry of stocks				1		1
Lack of adequate storage space	1		2		2	5
Others	25	7	4	6	7	49
Poor storage conditions			2			2
Uncategorised				15	2	17
Vehicle fleet not registered in entity names			1			1
<b>Grand Total</b>	<b>31</b>	<b>15</b>	<b>13</b>	<b>22</b>	<b>18</b>	<b>99</b>

The tables above shows Continuous non-disposal of obsolete/unserviceable items at the highest.

### 3.0 Challenges encountered during the execution of the exercise.

1. Delays in starting of exercise.
2. Delays in submission of BOS reports.
3. Non implementations of recommendations of the board of survey.
4. Non-disposal of items recommended for disposal.
5. Un updated asset registers.

### 4.0 Recommendations

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

1. Accounting Officers must ensure that recommendations by the Boards of Survey are implemented, any challenge in executing this should be addressed to Accountant General for further management.
2. Accounting Officers should ensure that Boards of Survey reports are submitted within the prescribed time and in the agreed formats with Soft copies submitted to AMD@finance.go.ug.
3. Accounting Officers should use the Navision System to maintain and generate complete up-to-date Asset Registers. Accounting Officers should ensure safety of Assets by engraving/tagging and recording movements of all assets under their control.
4. Accounting Officers should ensure item recommended for disposal are duly disposed of and Asset Registers updated. Guidance should be sought on disposal of assets in countries with strict regulations on disposal of used assets.
5. Proper budgeting for maintenance of assets should be undertaken and a regular maintenance schedule followed as a good asset management practice.



# UGANDA MISSIONS ABROAD

## VOTE 501 – UGANDA MISSION AT THE UNITED NATIONS, NEW YORK

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	All new mission properties should be engraved.	Engraving is still in progress 30/6/2021	Work in progress
2	Obsolete items should be disposed of to avoid congestion.	In progress Limited funding for disposal 30/6/2021	Work in progress
3	The vehicle for the Deputy Head of Mission should be replaced.	Acted yet to be taken 30/6/2021	Limited funding to carry out the purchase.
4	The Official Residence and Uganda House require additional works to bring them to NY standards.	Some of the works/ facelift on Uganda House was done. 30/6/2021	Not Applicable

### ASSET FINDINGS

- i. Assets register has been reviewed and updated.
- ii. The Mission has well maintained the two properties; Uganda House (14 floors commercial building) and Official residence (5floors). However, both properties require additional works to bring them to NY standards
- iii. The Official Residence is currently rented out and is generating Rental Income that is remitted to the consolidated fund.
- iv. The Mission has 04 vehicles; the Representation car is new and in good condition. The vehicle for the Deputy Head of Mission was replaced in the Financial Year — 2018/2019 through a trade in arrangement. The Utility van is old and needs to be replaced in the coming Financial Years.
- v. The assets are managed in an efficient manner. Those that get old as a result of wear and tear are boarded off in accordance with PPDA regulations. An asset list attached.
- vi. Engraving of all mission property was undertaken during this financial year.

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
1	Paper Binder	1
2	Office Chair	1
3	Folding Chairs	2
4	HP Printer	1
5	Security Scanner	1

## STORES FINDINGS

A test check was made to ascertain the status of the stores, and the inventories on hand agreed with the ledger balances.

## CASH AND BANK FINDINGS

The cash balances were properly reconciled with the bank balances as supported by the bank statements attached. The Mission holds three bank accounts as soon in the table below.

Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	PERMANENT MISSION OF UGANDA OPERATION/EXP	CITI BANK	4993905995	1,084.49	616.47	USD
2	PERMANENT MISSION OF UGANDA /UGANDA HOUSE/ RENT ACCOUNT	CITI BANK	4967603993	101.86	101.86	USD
3	PERMANENT MISSION OF UGANDA NON-TAX REVENUE ACCOUNT	CITI BANK	4967603969	100.46	100.46	USD

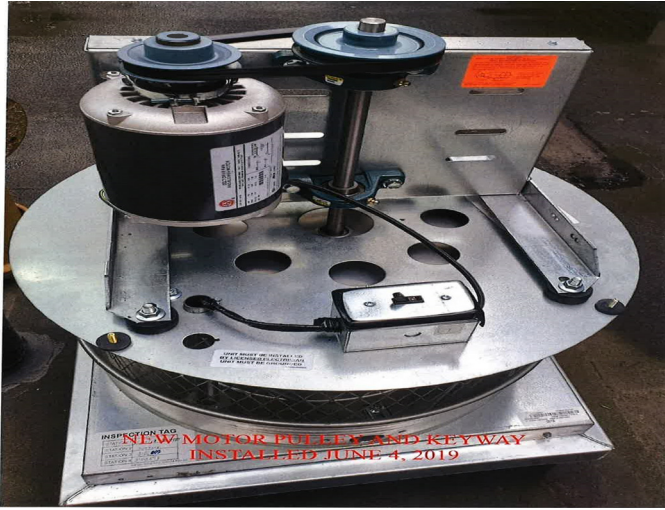
## RECOMMENDATIONS

- i. All new mission properties should be engraved.
- ii. Obsolete items should be disposed of to avoid congestion.
- iii. The vehicle for the Deputy Head of Mission should be replaced.

## PICTORIALS



The Mission's two properties: Official Residence and Uganda Ho



**2022 Chevy Suburban - Permanent Representative Car.**

**Follow up on Previous Recommendations**

- i. No recommendations were made for last financial year Board of survey exercise.

**ASSET FINDINGS**

- i. Assets findings from the exercise were not provided in the report.

**List of unserviceable items recommended for disposal**

- i. There were no assets for disposal attached in the report.

**STORES FINDINGS**

- i. The Mission inventories were also updated though most of the assets are in a poor state
- ii. The Stores are inadequate and not well organized.

**CASH AND BANK FINDINGS**

- i. The cashbooks were inspected and both cash and bank balances were ascertained. All documents for reference were attached.

**Table showing accounts reviewed by the board**

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda high commission (expenditure account)	The access bank Uk ltd	01319400	35,429.70	NIL	GBP
2	Uganda high commission (revenue account)	The access bank Uk ltd	01319401	3,734.07	3,734.07	GBP

**RECOMMENDATIONS**

The board that carried out the survey made no recommendations from their findings.

## VOTE 503 – UGANDA HIGH COMMISSION OTTAWA, CANADA

### Follow up on Previous Recommendations

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

### ASSET FINDINGS

- i. The Embassy maintains an Asset Registry which is updated manually.
- ii. It was also observed that Embassy Assets are not engraved.
- iii. The team observed that both the Chancery and the Official Residence are currently being rented, however the Mission has two buildings, the former Chancery and official residence that are badly dilapidated and are due for demolition.
- iv. The Embassy has many damaged/broken assets both in the Store and in Residences as per attached lists.

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRIPTION	QUANTITY
	Wooden Shelves	5
	Panasonic TV/VCR	
	HL B & W Printer	6
	Wooden office Desk	1
	Scanner	
	Micro Printer	2
	Metallic Cabinet 4 Drawers	8
	Binding Machine	1
	Metallic office desk	1
	Computer sets	3
	Heavy duty canon printer/scanner/ photocopier	1
	Wooden Cabinets	5
	Vacuum Cleaner	1
	Coffee tables	5
	Flat iron	1
	Sauce pans	5
	Kettle	1

Wooden Dining Table		10
Dining Chairs		
Single seat fabric chair		2
Double seat fabric chair		16
		1
Carpet		1
Iron board		4
Washing Machine		
Sony Music System small		
2-seater chairs		3
Bamboo sofa set		2
Fan		2
Glass center table with bamboo ring		1
Table		4
Side tables glass		
Glass center table with bamboo ring		1
Plastic plates		22
Glass Trolley		1
Kenmore Electric cooker		
Panasonic Micro wave		
Reclining beach chair		1
Juice mixer		1
Telephone set		3
Sony TV & DVD player		1
Dressing table with mirror		2
Queen Bed		9
Side table		5
White fan		
Wall clock		1
Micro wave		1
Safe Sentry safe SFWI		1

## STORES FINDINGS

- i. The team also observed that the rented Store was small, inadequate and too congested with damaged and obsolete stocks.

## CASH AND BANK FINDINGS

- i. The team ascertained that monthly reconciliations are done as cashbooks were properly updated and reconciled with their respective bank statements. Attached are the certificates of balances and bank statements for reference



**Table showing accounts reviewed by the board**

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda High Commission	TD Bank	3290-0167-7303652	96.43	96.43	USD
2	Uganda High Commission	TD Bank	3290-0167-7303660	57.20	57.20	USD
3	Uganda High Commission	TD Bank	3290-0167-7305558	424,781.07	424,781.07	USD
4	Uganda High Commission	TD Bank	3290-0167-5229571	157,930.39	157,930.39	CAD
5	Uganda High Commission	TD Bank	3290-0167-5207306	1,167.33	126.08	CAD

**RECOMMENDATIONS**

- i. Automating, Updating the Physical Assets Register was, and still being emphasized.
- ii. The High Commission Should Engrave all the Assets as this will ease their tracking in case one gets lost.
- iii. Obsolete items as attached should be disposed of to avoid congestion and to prevent further damage to the items such that value for money can be realized from them.
- iv. Expedite the demolition and construction process for the Chancery and officia

**Follow up on Previous Recommendations**

S/n	Previous recommendation(s)	Action taken & date	Remarks
1	Disposal of unserviceable items is still ongoing due to COVID 19 related delays.	Disposal was completed and funds were remitted back to the consolidated fund as NTR.	Disposal was completed and funds were remitted back to the consolidated fund as NTR.

**ASSET FINDINGS**

- i. Mission Assets are engraved to avoid loss or theft of the Mission property.
- ii. The Assets database is well maintained and update regularly on the Navision.

**List of unserviceable items recommended for disposal**

OTHER ITEMS		
S/N	ITEM DESCRIPTION	QUANTITY
	Generators	2
	Paper shredder	1
	Desktop Computer DELL	1
	Desktop Computer DELL	3
	UPS Maverick	1
	Electric Kettles	
	i) Kenwood	1
	ii) Logik	2
	iii) Kenwood	1
	Fridge	1
	Coat Hanger	1
	Aquarium	5
	Laptops DELL Inspiron	1
	Coffee Table	1
	Desk Telephone Handset	2
	Fax Machine (Panasonic)	1
	Water Dispenser - Bruhm	1

**STORES FINDINGS**

- i. The team noted that specially designated officers' i.e. Accounting Officer keeps store records like Land titles, Vehicle Registration cards and other fixed assets.
- ii. It was observed that the store balances agree with the ledger,
- iii. The mission's stores are adequate and well organized.

## CASH AND BANK FINDINGS

- i. The survey entailed Bank and Cash balances of the four accounts provided by the entity.
- ii. The team ascertained that monthly reconciliations are done by the Accounts office as cashbooks were properly updated and reconciled with their respective bank statements. Attached are the certificates of balance s and bank statements for reference

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Bal- ance	Cash Book Balance	CUR
1	UGANDA HIGH COMMISSION	STANBIC BANK	9120000883563	665.14	665.14	USD
2	UGANDA HIGH COMMISSION	STANBIC BANK	9120000366763	325,305.83	325,305.83	TZS
3	UGANDA HIGH COMMISSION	STANBIC BANK	9120000883571	400	400	USD
4	UGANDA HIGH COMMISSION	STANBIC BANK	9120000084121	236.77	7,236.77	USD

## RECOMMENDATIONS

- i. The short-listed items in the store should be disposed of.

## PICTORIALS

## VOTE 507- UGANDA HIGH COMMISSION IN NIGERIA (ABUJA)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	A number of items are recommended for disposal	To be disposed on 29 <sup>th</sup> to 31 <sup>st</sup> of August	
2	A number of items are to be replaced	Few have been replaced due to budget constraint	
3	Capital items such as utility vehicles, generators, and solar systems were recommended for disposal and replacement	Still in use	These require a lot of funds to replace and the Mission is yet to receive these funds

### ASSET FINDINGS

- i. No report

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRIPTION	QUANTITY
1	A Plastic water container	
2	Centre rug	
3	Punching machine	
4	Set of sofas	1
5	Window blind	1
6	President's portrait	
7	An office tray	
8	Panasonic digital camera model no. DMC FT6	
9	Window blinds	
10	Stapling machine	
11	A Portrait of H.E. the president	
12	Executive office chair	
13	Side stools	
14	Office chair	
15	Coat of Arm	
16	Window blinds	1
17	1hp desk jet printer 2515	
18	Sofa set 2:1	
19	Samsung 2 horse power AC	
20	Sofa set (1+2 seaters)	

21	Casio calculator	
22	File tray	
23	Stapling machine	
24	Stapling machine	
25	A Portrait of H. E. Museveni	
26	HP Laser jet m1522nf 3 in one	
27	Stamps (Urgent, trod at 5215, received)	3
28	A Desk organizer	
29	A secretarial chair	
20	A maxtron ups	
31	Punching machine	
32	Office paper tray	
33	Samsung split AC – 2 horse power	
34	A dry seal	
35	Office stamp (color 2600)	
36	Samsung Split AC, 2 horse power with remote	
37	Butanone standing fan	
38	Small executive office chair	
39	A set of HP Complete computer	
40	An electrical kettle	
41	Inverter batteries	11
42	Inverter	1
43	An express cool Fridge	
44	Window blinds	
45	Fridge stabilizer	
46	A Waste bin	
47	Express cool fridge	
48	Samsung split Ac	
49	Inverter batteries	10
50	Solar charger	
51	Window blind	
52	Electric kettle (blue crown star)	
53	A fan	
54	Ball fire extinguisher	
55	Wall fan	
56	Sofa set 2:1	
57	Waste bin	
58	Movi generator	1
59	Flower pots	4
60	Wall fan	
61	Waste bin	

62	Metallic large trays	
63	Kitchen serving spoon	4
64	Set of (plastic) serving dishes	
65	LG express fridge	1
66	Set of serving dishes (glass)	
67	Ceramic warmers	
68	Kitchen knives	2
69	Frying pan	2
70	Gas cylinders	2
71	Wine glasses	
72	Champagne glasses	
73	Beer glasses	
74	Blue water glasses	
75	Juice glasses (Variety)	
76	Juice glasses (Grooves)	
77	Dinner set (red flower)	
78	Tea set (purple)	
79	Soup plates (China)	
80	Dinner plates (assorted)	
81	Set of table spoons	
82	President's portrait	
83	Samsung A/C with remote	
84	Side stools	2
85	Leather stool square	1
86	Lounge chairs	6
87	Ironing table	1
88	Washing machine	1
89	Lounge chairs	2
90	Visitor's book	
91	Centre glass table (Maroon)	
92	Mattress	
93	Bedside drawers	2
94	Pillows	2
95	Pair of bed sheets	1
96	An office desk	
97	Dinning chair	
98	Mosquito net	
99	Chairs (variety)	5
100	A (40 KVA) generator	
101	A wheelbarrow	
102	A Small generator	

103	Solar batteries	8
104	An inverter	
105	Solar batteries	10
106	A hoe	
107	A rake	
108	Inverter batteries	8
109	Solar panels	10
110	Samsung A/C	
111	A brown mattress	
112	4x6) bed size	1
113	(6x6) mattress	1
114	Set of 7 Seaters Brown Synthetic Leather Sofa	
115	A set of tea cup	
116	20 mugs	
117	Non-stick cooking pots	3
118	A set of 6 dinner plate	6
119	Soup plates	7
120	Non electric kettle	
121	Set of tea cups with a saucer	6
122	Serving spoons (variety)	6
123	4 serving plates (variety)	4
124	A set of 5 aluminum cooking pots	
125	Dinner plates	2
126	Grey soup plates	2
127	A set of 4 serving spoons	
128	Gray sofa set	
129	Ironing board	
130	Flat iron	
131	Bedside stools	2
132	Power stabilizer (fridge guard)	
133	4 x 6 mattress	
134	Scan frost gas cooker	
135	A pair of curtains	
136	Ken star standing fan	
137	Pairs of curtains	2
138	Pairs of linings	2
139	A 4x6 bed	
140	Serving dishes	4
141	Water glasses	3
142	Juice glasses	6
143	Wine glasses	4

144	Pieces table spoons	12
145	Pieces table knives	12
146	Pieces of forks	17
147	Pieces of tea spoons	12
148	Sets of table mat	2
149	Pieces set of round dinner plates	44
150	Pieces serving dishes	3
151	Pieces non-stick cooking	4
152	Gas cylinder	
153	Pieces of stainless aluminum pots	3
154	A frying pan	
155	A dish dryer	
156	Soup plates	6
157	Set of plastic water jug	1
158	Serving spoons	5
159	Kitchen knives	
160	Turning stick	
161	LG fridge	
162	A (4x6) mattress	
163	Pillows	2
164	Horizontal window blind	
165	Horizontal window blind	
166	A (6x7) Mattress	
167	A pair of bed sheet	
168	Glass serving dishes	2
169	A set of 4 plastic serving dishes	
170	Butanone percolator (kettle)	
171	Curtain linings	2
172	Bed (6x7)	
173	Bed sides	
174	6x7 mattress	
175	Curtain linings	2
176	Solar batteries	4
178	Generator Thermo cool 6.5 KVA	

## STORES FINDINGS

- i. Based on observation the stores are adequate and well organized.  
Stocktaking carried out yearly.



## CASH AND BANK FINDINGS

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

**Table showing accounts reviewed by the board**

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda high commission (operational account)	Stanbic ibtc	ODA 0018314310	22,831.10	22,831.10	NAIRA
2	Uganda high commission (operational account)	Stanbic ibtc	ODA 0018314451	6.47	6.47	USD
3	Uganda high commission (ntr account)	Stanbic ibtc	ODA 0018327741	861.11	861.11	USD
4	Uganda house project	Stanbic ibtc	ODA 0023473712	0.0000	0.0000	USD
5	Uganda house project	Stanbic ibtc	ODA 0023473671	2,459.28	2,459.28	NAIRA

## RECOMMENDATIONS

- i. The board that carried out the survey made no recommendations from their findings

## PICTORIALS

No attachments

## VOTE 508 – UGANDA HIGH COMMISSION IN SOUTH AFRICA (PRETORIA)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	All Mission newly acquired Assets are to be engraved	Mission assets engraved	Done
2	All old furniture at the Mission is to be replaced	Old furniture replaced	Done

### ASSET FINDINGS

#### List of unserviceable items recommended for disposal

- i. There were no assets recommended for disposal

### STORES FINDINGS

- i. The team observed that the Stores were well organized however, they needed more space.
- ii. The Mission carried out our quarterly checks on the stores.

### CASH AND BANK FINDINGS

- i. The survey entailed Bank and Cash balances of three accounts provided by the entity.
- ii. Cashbooks were properly updated and reconciled with their respective bank statements. Enclosed are Certificates of balances and Bank reconciliation for reference.

#### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA HIGH COMMISSION RAND ACCOUNT	STANDARD BANK	013038303	22,810.06	427.44	RAND
2	UGANDA HIGH COMMISSION NTR ACCOUNT	STANDARD BANK	011222549	7,636.90	7,636.90	RAND
3	UGANDA HIGH COMMISSION DOLLAR ACCOUNT	STANDARD BANK	090285085	182.93	18'2.9 3	USD

### RECOMMENDATIONS

- i. The Representational car and X-trail should be boarded off because the mileage of both cars has reached the boarding-off threshold.
- ii. NTR Account to be closed since there is no more collection of NTR on the Missions Account. The collection is now in the URA account.
- iii. There is a need to upload the Asset register on the Navision system.

### PICTORIALS

## VOTE 509 – UGANDA EMBASSY IN RWANDA (KIGALI)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Replacement of worn-out items at the official residence and cafeteria.	Items were replaced	More will be replaced in FY 22/23 since the Embassy was given a capital development budget.
2	Shelves should be installed and labeling is done for proper storage and filling.	Shelves were installed	Shelves were installed in the store.
3	There is a need to board off obsolete items in some of the stores to create space for storage.	The obsolete items were disposed of.	All the junk was disposed of and stores were cleared.
4	There is a need to replace the central UPS in the server room, especially for security cameras. Because the security camera controllers have reached their lifespan.	No Action taken	This will be done in FY 22/23
5	Install shelves in the 4 stores to effectively utilize the space and ensure proper storage.	Shelves were installed	Shelves were installed in the store.
6	There is a need to dispose of the utility car and replace it with a new one (15CD015R) it has served more than 10 years and has developed numerous mechanical problems making it expensive to maintain.	The Embassy's request wasn't granted by MoFA	The Embassy will continue to write to MoFA requesting for funds to purchase a new Vehicle.

### ASSET FINDINGS

- i. The High Commission has an asset register with most assets engraved and the BOS team encourages engraving of those in stock and always endeavors to engrave any new ones purchased.
- ii. The obsolete items were disposed of & the stores are well organized
- iii. Some items in the cafeteria and big apartment are not in good condition and need to be replaced when money is available.
- iv. All desktop computers have served their peak performance.
- v. The utility Vehicle has been recommended to be boarded off for the last three years.
- vi. Most of the stationery is used up.
- vii. Most of the furniture at the official residence is in a very bad shape & therefore needs to be replaced immediately.
- viii. All offices have new recommended presidential portraits.
- ix. All the furniture in the large apartment needs replacement when money is available.

**List of unserviceable items recommended for disposal**

<b>S/N</b>	<b>ITEM DESCRIPTION (TRANSPORT EQUIPMENT)</b>	<b>REG.NO</b>
1	Toyota (Land cruiser) V8 2012 model	15CD015R
2	Toyota (Land cruiser) V8 2015 model	15CMD01R
<b>OTHER ITEMS</b>		
<b>S/N</b>	<b>ITEM DESCRPTION</b>	<b>QUANTITY</b>
3	King size bed	
4	Queen size bed	
5	Sofa sets	
6	Multi-colored chairs	
7	Dining table & chairs	
8	Garden chairs	
9	Coffee table	
10	coffee table	
11	coffee table	
12	coffee table	
13	Flip chart stand	
14	Queen size bed	
15	Book Shelf	
16	Monitor	
17	Monitor	
18	Monitor	
19	Monitor	
20	Monitor	
21	Monitor	
22	Monitor	
23	Monitor	
24	Monitor	
25	Monitor	
26	Monitor	
27	Central Processing Unit	
28	Central Processing Unit	
29	Central Processing Unit	
30	Central Processing Unit	
31	Central Processing Unit	
32	Central Processing Unit	
33	Monitor	
34	Central Processing Unit	
35	Central Processing Unit	
36	Central Processing Unit	
37	Central Processing Unit	
38	Central Processing Unit	
39	Central Processing Unit	

40	Central Processing Unit	
41	Central Processing Unit	
42	Central Processing Unit	
43	Router	
44	Router	
45	Router	
46	Router	
47	router	
48	TVs	
49	TVs	
50	TVs	
51	TVs	
52	TVs	
53	Photo copier	
54	Printer	
55	Scanner	
56	Fridge	
57	Binding Machine	
58	Water Dispenser	
59	Telephone	
60	Telephone	
61	Telephone	
62	Telephone	
63	Telephone	
64	Telephone	
65	Telephone	
66	Telephone	
67	Telephone	
68	Telephone	
69	Telephone	
70	Telephone	
71	Printer	
72	Printer	
73	Printer	
74	Telephone	
75	Telephone	
76	Telephone	
77	Telephone	
78	Telephone	
79	Telephone	
80	Telephone	
81	Telephone	
82	Telephone	

83	Telephone	
84	Telephone	
85	Telephone	
86	Printer	
87	Printer	
88	Printer	
89	Washing Machine-Official Residence	

## STORES FINDINGS

The stores are well organized however there is a need for more storage cabins.

## CASH AND BANK FINDINGS

- ii. A number of cashbooks were inspected and the survey entailed Bank and Cash balances of the 5 accounts provided by the entity.
- iii. Cash is held in a secure safe both in Accounting Officer's and Accountant's Office and controls are adequate and followed.
- iv. The team ascertained those monthly reconciliations are done as cashbooks were properly updated and reconciled with their respective bank statements. Attached are the certificates of balance and bank statements for reference.

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA EMBASSY	I&M BANK RWANDA	25005347001	13,612	13,612	Rwandan Francs
2	UGANDA EMBASSY	I&M BANK RWANDA	25005347002	86.66	86.66	USD
3	UGANDA EMBASSY	I&M BANK RWANDA	25005347003	4198.21	4198.21	USD
4	UGANDA EMBASSY	I&M BANK RWANDA	25005347004	179.48	179.48	USD
5	UGANDA EMBASSY	I&M BANK RWANDA	25005347005	9,211,520	9,211,520	Rwandan Francs

## RECOMMENDATIONS

- i. The worn-out items in the cafeteria and the bigger apartment should be replaced especially furniture & Curtains.
- ii. There is a need to dispose of the utility car & the Official Representation car and replace them with new ones. They have served more than 10 years and have developed numerous mechanical problems making it expensive to maintain.
- iii. There is a need to replace all the desktop computers because they have served beyond the recommended 4 years and beyond their peak performance (life span).
- iv. There is a need to replace APC battery backup (UPS/ Uninterrupted power supply) they have served their peak performance (life span)

- v. There is a need to replace the central UPS in the server room, especially for security cameras. Because the security camera controllers have reached their lifespan.

## PICTORIALS



**UTILITY CAR:**

## VOTE 510 - UGANDA EMBASSY IN THE UNITED STATES (WASHINGTON)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The mission should review the situation of COVID 19 and determine the possibility of being able to carry out the technical assessment of the status of its premises; subsequently a budget should and their installations often breakdown.	Request made in report sent to permanent secretary ministry of foreign affairs on 18 <sup>th</sup> August 2021	Embassy sent a report to the permanent secretary ministry of foreign affairs on 18 <sup>th</sup> august 2021 on the status of the embassy buildings and requested the services of government structural engineer to travel to Washington DC, following the easing of COVID 19 travel restrictions, to assess the structural integrity of the embassy buildings and preparing terms of reference the basis of which further works could be undertaken.
2	A Government structural engineer should urgently be sent to Washington DC to physically assess the structure and make urgent recommendations and ToRS upon which further works can be undertaken and a budget drawn up. The buildings are worth more than USD 6million and may be lost over failure to secure a maintenance budget	Physical assessment inspection of embassy buildings was carried out from from 16 <sup>th</sup> – 23 <sup>rd</sup> November 2021 and a report submitted to permanent sectary ministry of foreign affairs and embassy in January 2022	Eng. Betty Nambossa, government structural engineer from ministry of works and transport and mr Stephen Kyaterekera, undersecretary from Ministry of Foreign Affairs travelled to Washington dc from 16 <sup>th</sup> -23 <sup>rd</sup> November and carried out a physical assessment of the embassy buildings. Report of the inspection submitted to the permanent secretary Ministry foreign Affairs on 4 <sup>th</sup> January 2022

### ASSET FINDINGS

- i. The chimney of Chancery building 5911 was severely damaged during a storm and this has led to water leakage through the roof and damages to the walls and ceiling on the side of the building that are immediately below the chimney including the reception area.
- ii. The steps at the entrance of building 5911 have wide cracks ranging from 1mm — 7mm and could get worse if not immediately addressed.
- iii. The landing to the porch at the rear of Chancery building 5909 is severely damaged with large cracks, falling concrete debris and corroded still bars.



- iv. The Official residence roof that is made of stone slate material developed some damages that cause leakage of water to the ceiling of the third floor when it rains and could cause a mold hazard if not addressed urgently.
- v. Some plumbing water pipes at the official residence are damaged and need to be urgently repaired. The main water supply valve at the official residence was shutdown to prevent water leakages from pipes damaging the internal walls of the building and ceiling.
- vi. The furniture at the official residence is old and dilapidated and needs to be boarded off and replaced.
- vii. The internal walls, ceiling and floor of the official residence are discolored with possible water damage from pipes on the upper floor
- viii. The Adventism 120 inbuilt Microwave oven in the kitchen is not working and in need of repair.
- ix. One of the refrigerators in the basement kitchen of the official residence is not working and needs to be repaired or replaced.
- x. The Mission has a lot of boarded off ICT equipment lying idle in the basements of both Chancery buildings that needs to be disposed of safely without compromising the data security of the Embassy. There is need for guidance from the Ministry of ICT and National guidance on how this should be done.
- xi. The report of the structural engineer from Ministry of Works following the visit of the inspection team in November 2021 found that the splash apron at all three of the Embassy buildings was designed incomplete a situation that does not protect the building from the effects of weather conditions.
- xii. The Embassy upgraded its telephone system during the financial year following a recommendation from the ICT audit that took place in September 2021 from the old Intercom system based on Voice of IP to Ring Central, a system that combines messaging, video conferencing and phone calls into one unified platform to improve efficiency in service delivery.
- xiii. The Embassy purchased a new car, 2022 Toyota 4Runner Station Wagon for the Deputy Chief of Mission in line with the retooling plan for the Mission under the Strategic Plan for period 2020-2025.
- xiv. The representation car of the Embassy a Mercedes Benz S5F purchased in 2014 is in a poor mechanical condition and the Mission incurs high costs on its repairs and maintenance. It is due for replacement.
- xv. The Embassy faces a challenge of storage of furniture and other household items in houses rented for Home based Staff. When an officer is recalled to headquarters, the law requires that all furniture and equipment previously used by the officer must be removed from the rented house to a storage facility, which the Embassy lacks, or hire service providers to dump the leftover furniture at a designated dumpster.

## List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRIPTION	QUANTITY
1.	S. White file cabinet	2
2.	Check drawer	1
3.	Office desk	3
4.	Black office chair	1
5.	Dining table set with 14 chairs	14, 6
6.	King bed & mattress	2
7.	Chest dressers & night stands	6
8.	Seater arm chairs	4
9.	Queen bed & mattress	1
10.	Gas range	1
11.	refrigerator	1
12.	Kettle	1
13.	Blender	1
14.	Carpets	1
15.	Rice cooker	1
16.	Juicer	1
17.	Dishwasher	1
18.	Microwave oven	1
19.	Rotating kitchen chairs	2
20.	TV stands	2
21.	Seater white sofa	4
22.	Brown rattan chairs	2
23.	Sofa set	2
24.	Coffee table and side tables	3
25.	Twin beds & mattresses	2

## STORES FINDINGS

It was found that the embassy does not operate a regular store.

## CASH AND BANK FINDINGS

- i. The Mission operates four two bank accounts.
- ii. The cashbooks were up and reconciled with their respective bank statements. Attached are the bank certificates and statements.
- iii. The cash and bank balances were reconciled as at 30th June 2022, evidenced by the bank reconciliation and bank certificates attached.

## Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA EMBASSY	CITIBANK, N. A	9250730683	99,263.47	59,851.99	USD
2	UGANDA EMBASSY	CITIBANK, N. A	9250730691	6,248.22	6,248.22	USD

## RECOMMENDATIONS

- i. The official residence needs to be urgently renovated and new furniture purchased. All the old furniture and equipment that is broken down and dilapidated should be boarded off.
- ii. the roof for chancery building 5911 and official residence 5009 need to be urgently repaired as continued water leakages when it rains will further damage the buildings
- iii. The splash aprons and storm water drainage around all three mission buildings need to be properly designed and built in according with the building standards of Washington dc to protect the buildings from storm water damage and dampness as a result of weather effects.
- iv. The representation car Mercedes Benz s5f purchased in 2014 and in poor mechanical condition with high costs for repair and maintainance needs to be replaced. Funding should be provided to procure a new embassy representation car.
- v. As pointed out in the report of the inspection team headed by structural engineer from ministry of works that carried out a preliminary structural condition assessment of all three embassy building in November 2021, further laboratory tests and technical assessment need to be carried out for all three embassy buildings 5009 Loughborough Rd Nw Dc, 5911 & 5909 16th Sreet Nw Dc, to establish soil condition including bearing capacity, foundation details and behavior, strength of mortar binding the stones and weather all joints binding the timber structure are all firm.
- vi. There is need to obtain approved architectural, structural and electrical drawings from the Washington dc regulatory authorities for all three embassy buildings and establish whether the laws allow for rehabilitation given the lifespan of buildings that are almost 100 years old to guide further technical assessment of buildings and terms of reference for rehabilitation or reconstruction.

## PICTORIALS

### Chancery Building



## VOTE 511 – UGANDA HIGH COMMISSION IN EGYPT (CAIRO)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Mercedes Benz E280 Plate number 111/123 to be boarded off	No action taken	It is hard to estimate the current value of the vehicle as it was involved in an accident. No buyer has been identified yet.
2	Mitsubishi Pajero Plate number 114/114 to be boarded off	No action taken	The engine and the cooling system broke down so the vehicle has been grounded for over a year and no buyer has been identified yet.
3	Furniture and machinery at the Official Residence to be boarded off.	No action taken	The Embassy did not receive funding for re-furnishing the Official Residence.

### ASSET FINDINGS

- i. No report

### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Mercedes Benz E280	111/123
2	Pajero Mitsubishi 3.8 V6	114/123
OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
1	Printers	
2	Wooden shelf	
3	Computers	
4	Water filter	
5	Coffee machine	
6	Metal cabinet	
7	Metal detectors	
8	Dining table	
9	Telephones	
10	Vacuum cleaner	
11	Sony speakers	
12	Sony flat screen	
13	Washing machine	
14	Water heater	
15	Sofas	
16	Shredder	
17	Air conditioner	
18	Air conditioner	
19	Washing machine	
21	Dish washer	

22	Gas cooker	
23	Water heaters	
24	Table with marble top	
25	Stairs red carpet	
26	Television	
27	Decoders	
28	Small round tables	
29	Iron boxes	
30	Water balloons	
31	Telephone	
32	Kettle (Braun)	
33	Blender	
34	Vacuum cleaner	
35	Side light	
36	Wooden stand	
37	Soda crates	
38	Fire extinguishers	
39	Wooden beds	
40	Metal beds	
41	Mattresses	
42	Wooden cabinet	

### STORES FINDINGS

- i. The stores are not adequate.
- ii. The condition of the stores is bad and the items are not stored in an efficient manner.

### CASH AND BANK FINDINGS

- I. The cash books were inspected and both cash and bank balances were ascertained.

#### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	THE EMBASSY OF THE REPUBLIC OF UGANDA (EXPENDITURE ACCOUNT)	ATTIJARIWAFABANK	00010000360	134,317.64	1,217.64	USD
2	THE EMBASSY OF THE REPUBLIC OF UGANDA (EXPENDITURE ACCOUNT)	ATTIJARIWAFABANK	00010000362-92	2,863.64	2,863.64	EGP
3	THE EMBASSY OF THE REPUBLIC OF UGANDA (NTR ACCOUNT)	ATTIJARIWAFABANK	00010000363-89	4,006.72	4006.72	EGP

### RECOMMENDATIONS

- i. The Current recommendations were not provided for in the report.

### PICTORIALS

## VOTE 513 – UGANDA EMBASSY IN CHINA (BEIJING)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	There's need to procure an air conditioner for the private dining room at the official residence	Not yet Done	No funds for development budget
2	The Board noted that some assets previously recommended for boarding off in the previous Board of Survey should be concluded as soon as possible	Destroyed, as the items were too old.	Fully implemented
3	Need to conclude the embossing of the newly acquired assets with serial numbers for proper registration.	Done	Fully implemented
4	The stocks of the East African tourist visas valued at \$146,000 (one hundred and forty-six thousand United States dollars) in the custody of the Accounting Officer should be returned to headquarters as they pose an unnecessary risk yet their issuance at the Mission is too slow.	Not yet taken back	Pending implementation
5	There's need to change the Presidential Portraits at both the Embassy and the Residence since the once currently there are too old and UMC recently directed all Government entities to procure new presidential portraits following the just concluded presidential elections.	Done	Fully implemented
6	Replace office furniture	Not yet	Too old
7	The Mission should engrave all assets by 30 <sup>th</sup> November 2021 embossing of the newly acquired assets with serial numbers for proper registration.	Done	Implemented
8	The board noted that the office computers and laptops are obsolete and have slowed down the work of the Mission	Not yet	No development funds

### ASSET FINDINGS

- i. The Board undertook the inspection of all the listed assets of the Embassy. It was established that ICT equipment are too old and have slowed down the work of the Embassy. Others were still in good working condition.
- ii. Items that had been recommended for boarding off in the last Board of Survey report were boarded off, however, the mission still had assets which were found to be very old and due for boarding off as recommended in the attached Assets register.
- iii. The board noted that the previous Board of Survey recommended that vehicle No.220019 utility Van Honda Elysian procured in 2012 be boarded off because it was old and the costs of maintenance are high. This has continued to heavily affect the mission budget. This has not been implemented due to lack of developmental budget.
- iv. The board further noted that a new Vehicle for the deputy head of Mission had been procured as recommended in the previous board of Survey.

## List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Honda Elysian utility van	220019
OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
2	Computers and CPUs	10
3	Laptops	10
7	Projector	1
5	Fridge in the Kitchen	

### STORES FINDINGS

- i. The stores are well secured by the Accounting officer
- ii. The stocks are well arranged, clearly separated between the serviceable and unserviceable items.
- iii. There was no loss or damage established during the year under review.

The ledgers are up to date and there are no discrepancies with the information given.

### CASH AND BANK FINDINGS

- i. The survey cross-checked Bank and cash balances on the four (4) accounts operated by the Embassy as at 30th June 2022.
- ii. The survey noted that there was no cash at hand during the survey.
- iii. The table below shows bank balances, on the Embassy accounts. Enclosed are the Bank statements.

#### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Embassy of the Republic of Uganda.	BANK OF CHINA	778350019918	24,677.26	NIL	CNY
2	Embassy of the Republic of Uganda.	BANK OF CHINA	778350019930	11.64	NIL	CNY
3	Embassy of the Republic of Uganda	BANK OF CHINA	778350025343	153.20	NIL	USD
4	Embassy of the Republic of Uganda.	BANK OF CHINA	778350025354	0.05	NIL	USD
5	Embassy of the Republic of Uganda.	BANK OF CHINA	778350158679	0	NIL	RMB

### RECOMMENDATIONS

- i. Finance to avail the Mission for procurement of another utility van since vehicle No.220019 utility Van Honda Elysian procured in 2012 is old and has continued to affect the mission budget due to the high costs of maintenance.

- ii. The board noted that the office computers and laptops are obsolete and have slowed down the work of the Mission.
- iii. Most of the office furniture are old and need replacement.
- iv. The Board noted that some assets previously recommended for boarding off in the previous Board of Survey should be concluded as soon as possible.
- v. The Mission should engrave all assets by 30th November 2022 embossing of the newly acquired assets with serial numbers for proper registration.
- vi. The stocks of the East African tourist visas valued at \$141,000 (one hundred and forty-one thousand United States dollars) in the custody of the Accounting Officer should be returned to Headquarters as they have continued to pause an unnecessary risk yet the Mission no longer issues visas and the visa personalization system is down.

**PICTORIALS**



**Office of the Deputy Head of mission**



**Front desk office**



**Utility Van, Honda Elysion (Old)**



**Representation Car, Mercedes Benz E300  
(Good Condition)**



## VOTE 516 – UGANDA EMBASSY IN SAUDI ARABIA (RIYADH)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Disposal of GMC Yukon (utility vehicle)	As to date no action was taken	No car to be use. Expensive to maintain, it needs a replacement
2	Disposal of FORD Expedition (utility vehicle)	As to date no action was taken	No car to be use. Expensive to maintain, it needs a replacement
3	Computer monitor - Samsung (6pcs.)	Action was taken	Disposed
4	Computer keyboard (3pcs)	Action was taken	Disposed
5	CPU-Acer	Action was taken	Disposed
6	CPU- Intel Core 2 Duo (2pcs)	Action was taken	Disposed
7	Printer (HP laser jet pro M102a)	Action was taken	Disposed
8	Study lamp	Action was taken	Disposed
9	Office chairs-gray (3pcs)	Action was taken	Disposed
10	Boardroom chairs-black (2pcs)	Action was taken	Disposed
11	Sofa set-light blue (3seater)	Action was taken	Disposed
12	Sofa set-gray (3seater)	Action was taken	Disposed
13	Sofa set-light orange (2 & 3seater)	Action was taken	Disposed
14	Sofa set-printed (2 & 3-seater)	Action was taken	Disposed
15	Wardrobe	Action was taken	Disposed
16	Dining chairs (6pcs)	Action was taken	Disposed
17	Computer table (2pcs)	Action was taken	Disposed
18	Tables (2pcs)	Action was taken	Disposed

### ASSET FINDINGS

- i. No report.

### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	FORD Expedition/Utility Model 2013	IFMJUIF55DEF24138
2	Mercedes Benz/Official car Model 2015	WDDHF3EB9GB297142
OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
19	Counting machine (MSB-30UV)	
20	Sofa set: 1 pc (4seater)	
21	Coffee table small	
22	Telephone unit Panasonic white	5 pcs
23	Uninterrupted Power Su I UPS	

## STORES FINDINGS

- i. Basing on the observation of the exercise the stores were found to be adequate and well organized.
- ii. The Mission carries out stock taking quarterly though are some items that are not usable and need to be disposed of.

## CASH AND BANK FINDINGS

- i. The survey entailed bank and cash balances of the financial year ending 30th June 2022 accounts provide by the entity.
- ii. The team ascertained that monthly reconciliations are periodically done as cashbooks were properly updated and reconciled with their respective bank statements. Attached are the certificates of balances and bank statements for reference.

**Table showing accounts reviewed by the board**

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA EMBASSY (EMIRATES NBD BANK)	EMIRATES NBD BANK	101-604056-1301	106,225.44	106,225.44	SAR
2	UGANDA EMBASSY (EMIRATES NBD BANK)	EMIRATES NBD BANK	101-604056-1302	57.06	57.06	SAR
3	UGANDA EMBASSY (EMIRATES NBD BANK)	EMIRATES NBD BANK	102-604056-1303	0.15	0.15	USD

## RECOMMENDATIONS

- i. The attached obsolete items should be disposed of. The Embassy (utility vehicles) such as GMC Yukon, FORD Expedition and (representational car) Mercedes Benz are too old and expensive to maintain. Replacement recommende

## PICTORIALS





Some of the items from the stores.

## VOTE 519- UGANDA EMBASSY IN ITALY (ROME)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Management to dispose of the identified obsolete ad old items	Items not disposed of	Yet to be disposed of as Mission is yet to finalize on the available disposal options.
2	To avoid excessive loss of value, the Mission sell the Embassy van, which is old, and purchase a new one. The Current van it was noted has started developing problems associated with age (wear and tear). Delay would reduce its value even further.	Vehicle not sold	Request for development budget made but not yet provided. The van cannot be sold at the moment as it needed to run Mission operations
3	Fully furnishing the Chancery requires development budget funding which management has continued to seek from MoPED	Development budget for furnishing provided	Furnishing to be undertaken in FY 20/23
4	The Embassy should consider purchasing Chancery and an Official Residence, which would be suitable for our needs including adequate space and facilities for Official activities.	Survey undertaken a few properties identified and project proposal submitted to MOFA	Mission awaiting provision of a development budget to acquire the properties.

### ASSET FINDINGS

- i. No report

### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Utility van Omni-bus	Dc093ec
<b>OTHER ITEMS</b>		
S/N	ITEM DESCRPTION	QUANTITY
2	Samsung 3 in 1 heavy duty printer	1
3	Garden tent	1
4	Broken white lactic chair	1
5	Small white deep freezer	1
6	Carpet	1
7	Plastic black table	1
8	Brown cupboard	1
9	White printer	1
10	4-seater biege sofa set	1
11	2- biege office chairs	1
12	Green 5-seater dofa set	1
13	Wall hanging	1
14	Small bed side drawers	1
15	Fax machine	1
16	Small plastic trays	9
17	Grey filing cabinet	1

## STORES FINDINGS

- i. Basing on the observation the storeroom is adequate and well organized.
- ii. The Mission carries out a quarterly check on the stores.

## CASH AND BANK FINDINGS

- i. The Board inspected records of the two Embassy bank accounts i.e. imprest and NTR kept at the safe of the Financial attached was verified. Bank balances and cash balances are attached hereto.

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	EMBASSY OF UGANDA IN ROME	BNL BANK	IT58M005032000000049698	119,333.41	333.41	EURO
2	EMBASSY OF UGANDA IN ROME (NTR/AC)	UNICREDIT BANK	IT0R0200805024000103221911	-71.29	-71.29	EURO

## RECOMMENDATIONS

- i. Management to dispose off the identified obsolete and old items.
- ii. To avoid excessive loss of value, the Mission should sell the Embassy van, which is old, and purchase a new one. The current van has started developing problems associated with age (wear and tear). Delay would reduce its value even further.
- iii. Fully furnishing the Chancery with the available development budget funding, which management has continued to seek from Ministry of Finance, Planning and Economic Development.
- iv. The Embassy should consider purchasing Chancery and an Official Residence, which would be suitable for our needs including adequate
- vi. Space and facilities suitable for official activities. The Board notes that in Italy, land, buildings can be purchased by agreements under which the rent being paid by the Embassy is converted into instalments to purchase property.

## PICTORIALS



## VOTE 520 – UGANDA EMBASSY IN DRC (KINSHASA)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The Committee recommended for continued use of assets found in good condition and disposal of obsolete items	Items in good condition are still in use and obsolete assets were disposed off by sale to public officers	The disposal process was well done in accordance with the law
2	Improvement on the General store setup	All assets were tagged	Improved Quick identification and tracking of asset

### ASSET FINDINGS

- i. No report

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRIPTION	QUANTITY
1	Refrigerator	1
2		

### STORES FINDINGS

- i. The store accommodation is adequate.
- ii. The condition of the store is good and the items are stored in an efficient manner.

### CASH AND BANK FINDINGS

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

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	AMBASSADE D' OUGANDA	BANK OF AFRICA RDC	#00029-01015-02112100007-78	\$13,158.59	\$13,158.59	USD
2	EMBASSY OF THE REP OF UGANDA VISA/NTR ACCOUNT	ECO BANK RDC	#00026-00001-35080037316-27	\$3,427.37	\$3,427.37	USD
3	EMBASSY OF THE REP OF UGANDA/NON-CHECKING ACCOUNT	ACCESS BANK DRC CONGO	#00021-00300-21910337001-63	\$60,880.75	\$60,880.75	USD

## RECOMMENDATIONS

The Current recommendations were not provided for in the report

## PICTORIALS



CHANCERY UNDER CONSTRUCTION



Construction of a new Chancery



UTILITY VAN



Utility Vans Construction of the New Chancery Utility Van



UGANDA HOUSE IN KINSHASA



Uganda House

## VOTE 521 – UGANDA EMBASSY IN SUDAN (KHARTOUM)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Network server be boarded off	New server has been purchased as of August 2021	Old server yet to be disposed of
2	Cream 3-seater sofa be boarded off	Chairs set aside for disposal	Sofa set ready to be disposed of
3	Toyota HiAce CD 35/03 be boarded off	Funds have been released in the 2021/2022 budget to purchase a new utility van	Utility van ready for disposal as the new vehicle is now in use.
4	Mercedes Benz CD35/01 be boarded off	Vehicle still in use	Without funds to replace it, it cannot be disposed of yet

### ASSET FINDINGS

- i. No report

### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Toyota Hiace	CD35/3
2	Mercedes Benz	CD 35/01
3	Pajero Mitsubishi	CD 35/02
OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
1	Navision Network server and internet	
2	CCTV cameras system	
3	Printer	
4	Printer	
5	Printer	
6	Printer	
7	Printer	
8	Printer	
9	Printer	
10	CPU	
11	CPU	
12	CPU	
13	CPU	
14	CPU	
15	CPU	
16	Keyboard	
17	Pole flags	
18	Pole flags	

19	Pole flags	
20	Pole flags	
21	Pole flags	
22	Pole flags	
23	Pole flags	
24	Television	
25	Wardrobe	
26	Wardrobe	
27	Wardrobe	
28	Wardrobe	
29	Dining table	
30	Dining table	
31	Dining table	
32	Dining table	
33	Dining table	
34	Dining chair	
35	Dining chair	
36	Dining chair	
37	Dining chair	
38	Dining chair	
39	Dining chair	
40	Dining chair	
41	Small sized Wooden table	
42	Small sized Wooden table	
43	Small sized Wooden table	
44	Small sized Wooden table	



## STORES FINDINGS

- i. The store accommodation is adequate.
- ii. The condition of the store is good and the items are stored in an efficient manner.

## CASH AND BANK FINDINGS

- i. The survey entailed bank and cash balances of three accounts provided by the entity. The team ascertained that monthly reconciliations were done as cashbooks were properly reconciled and updated with their respective bank statements. Attached are certificates of balances and bank statements for reference.

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA EMBASSY KHARTOUM	BOU	000010058000001	0	0	UGX

## RECOMMENDATIONS

- i. The board of Survey recommends that the Toyota HIACE CD35/3 be boarded off from the assets of the Embassy through public auctions as it has become a liability with its constant breakdown and repairs.
- ii. The board of Survey recommends that Black Mitsubishi PAJERO CD35/2 vehicle be boarded off because of it has completely broken down requiring a lot of funds to repair it.
- iii. The board of survey recommends that Mercedes Benz CD 35/01 be boarded off because the expensive spare parts with high maintenance cost plus continuous break downs on the way requiring breakdown trucks to rescue the Ambassador.
- iv. The board of survey recommends the old network server be boarded off as it is old and constant malfunctioning and also failure to keep up with current demands.
- v. The board of survey recommends CCTV cameras system to be boarded off and replaced or upgraded with a more reliable and efficient camera system to much the current security threats in Sudan.
- vi. The board of survey recommends the disposal of Desk top computers, UPS and nonfunctional printers and shredders.

## PICTORIALS



Representation Car



Utility Car

## VOTE 523 – UGANDA EMBASSY IN GERMANY (BERLIN)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	There is need for refurbishment of the official residence and the office of the Deputy Head of Mission.	Not implemented	The mission has no Capital Development budget yet.
2	The Ministry of Finance, Planning and Economic Development should give timely responses to requests by the Mission for inclusion of a development budget.	Not implemented	The mission has been included in this F/Y 2022/2023 but funds are yet to be released.

### ASSET FINDINGS

- i. The Mission has an updated Asset Register of all the assets at the chancery and residences of all Home-based staff.
- ii. The team also noted and verified all the assets proposed for disposal. Attached herewith is the list of assets to be disposed of.

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRIPTION	QUANTITY
1	Printers	3
2	Phones	2
3	Bed and mattress	2
4	Bed and box spring	1
5	Mattress	1
6	Bed	1
7	Children seats	1
8	Egg cooker unsold	1
9	Vacuum cleaner	1
10	Computer lenovo	2
11	Monitor	1

### STORES FINDINGS

- i. The Store accommodation is not adequate, the store condition is good but the space is very limited .
- ii. The Store person carries out a physical check quarterly.

### CASH AND BANK FINDINGS

- i. The survey entailed Bank and Cash balances of the two accounts provided by the entity.
- ii. The team ascertained that monthly reconciliations are done and that cashbooks were properly updated and reconciled with respective bank statements. Attached are the certificates of balances and bank statements for reference.

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	OPERATIONS ACCOUNT	COMMERZBANK BERLIN	DE7210040000 0268188000	97,669.69	92,093.81	EUROS
2	COLLECTION ACCOUNT	COMMERZBANK BERLIN	DE4510040000 0268188001	3,150.15	3,150.15	EUROS

### RECOMMENDATIONS

- i. The Mission needs a bigger Chancery with sufficient room for storage.
- ii. There is need for refurbishing of the official residence.
- iii. The process of disposing -off unserviceable items should take place during the financial year.
- iv. There is need for assets to be engraved when the funds are available.

### PICTORIALS

## VOTE 525 - UGANDA EMBASSY IN MOSCOW

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Need for funds to furnish the new Chancery	Furnishing not done due to lack of capital development fund	Ok
2	Boarding off unserviceable items	Items were boarded off	Ok
3	Procure more equipment and furniture to enhance performance	Could not be implemented due to lack of capital development funds	Ok
4	Single entry visa sticker booklet series TSU615135 -TSU615150 to be returned to the Ministry of Internal Affairs since no longer in use	Visa stickers were handed over to the ministry responsible	Ok

### ASSET FINDINGS

- i. All the Residences for home-based staff were inspected and were found to be secure expect the need for more furnishing.
- ii. The assets that were not labelled have been labeled expect for assets like textiles, utensils and those that cannot be labeled.
- iii. Items to be boarded of were identified and the lists are attached.

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
1.	Canon printer	UG/CH/160
2.	Lenovo laptop	UG/AA/21/003
3.	Extension phone	UG/CH/
4.	Brown shelves	UG/FSO/01

### STORES FINDING

- i. Basing on the observation the storeroom is adequate and well Organized. The Limited space had been resolved when the Mission moved to a new Chancery.
- ii. The Mission carries out a quarterly check on the stores.

### CASH AND BANK FINDINGS

- i. A review of the bank balances reflected 17,973.04 Euros and 85,095.01 Rubles as at 30<sup>th</sup> June 2022. All the transfers received from the Treasury could not all be expended during the FY due to COVID 19 travel restrictions and special operations in Ukraine.
- ii. There was no Cash at hand and the Missions books of accounts were reconciled properly. Attached copies of the bank statements and certificates of bank balances confirming the balances as at 30th June 2022.

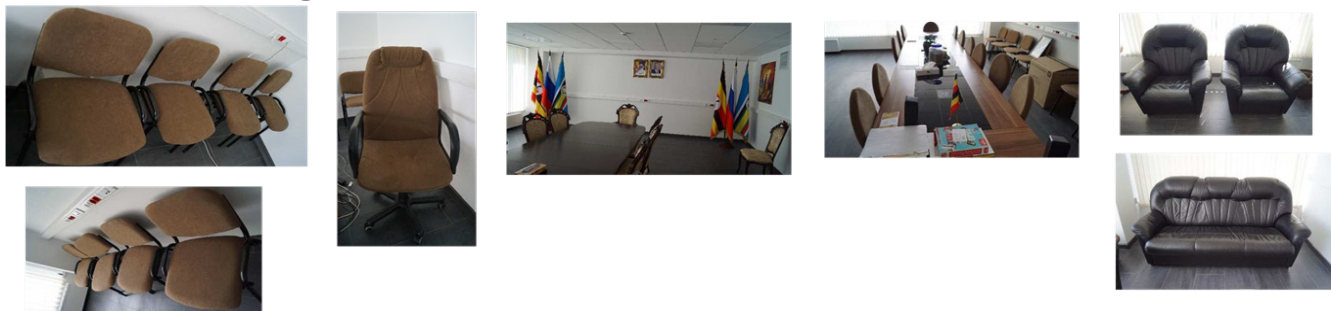
**Table showing accounts reviewed by the board**

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA EMBASSY MOSCOW-OPERATIONS	JCS VTB	40807978100050000230	167675-81	17973.04	EURO
2	UGANDA EMBASSY MOSCOW-NTR	JCS VTB	40807840100050000520	475-91	7305.91	USD
3	UGANDA EMBASSY MOSCOW-OPERATIONS	JCS VTB	40807810300050000318	2956122-26	85095.01	RUBLE
4	UGANDA EMBASSY MOSCOW-TRANSFER OF NTR	JCS VTB	40807810700050000468	NIL	NIL	RUBLE

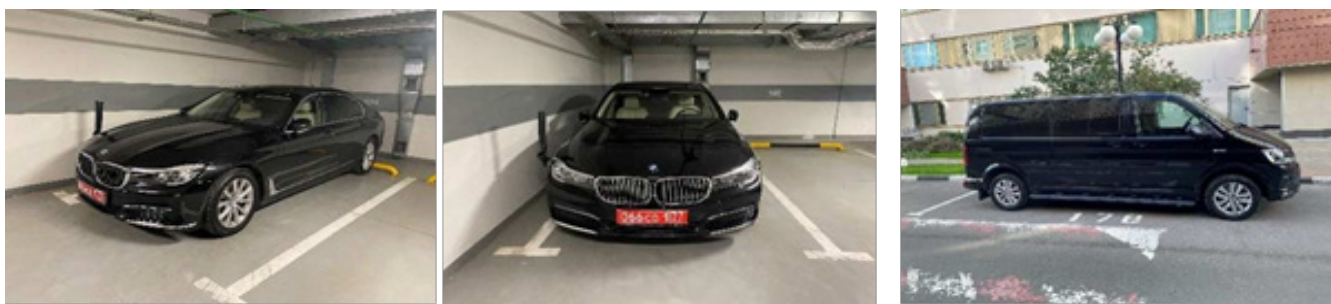
**RECOMMENDATIONS**

- i. Need for funds to continue with the furnishing of new chancery
- ii. Board off all items in poor condition as indicated on attached lists.
- iii. Procure more equipment and furniture to enhance performance
- iv. Complete the process of engraving the mission assets

**Furniture and Fitting**



**Transport Equipment**



**Office & ICT Equipment**



## VOTE- 526 UGANDA EMBASSY IN CANBERRA

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Some items at Official Residence, Chancery, FS' Residence were too old and unusable hence due for Disposal	The Items were disposed of.	Most of the items to be disposed of were disposed but there are still some to be disposed.

### ASSET FINDINGS

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

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
1	Paper Shredder	
2	Office Chair	
3	Canon Copier-B&W	
4	HP Printer	
5	Toaster	
6	Electric Kettle	
7	Electric Kettle	
8	Entertainment Unit	

### STORES FINDINGS

- i. Basing on the observation of the exercise, the stores were found to be adequate and well organized.
- ii. The Mission carries out stock taking quarterly.

### CASH AND BANK FINDINGS

- i. The board of Survey team verified Cash and Bank balances of the two (2) Mission accounts held and run at National Australia Bank (NAB), Canberra.
- ii. The team ascertained that Monthly Bank Reconciliations were done and cashbooks properly updated and reconciled with their respective bank statements. Attached are Treasury form 5, Certificate of Balances and Bank reconciliation statements for reference.

**Table showing accounts reviewed by the board**

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	HIGH COMMISSION OF THE REPUBLIC OF UGANDA BUSINESS EVERYDAY ACCOUNT-NTR	AUSTRALIA NATIONAL BANK (NAB)	082-330-57-860-5604	NIL	NIL	AUD
2	HIGH COMMISSION OF THE REPUBLIC OF UGANDA BUSINESS EVERYDAY ACCOUNT-OPERATIONS	NATIONAL AUSTRALIA BANK (NAB)	82-330-57-690-91002	0.41	0.41	AUD

**RECOMMENDATIONS**

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



**The High Commissioner’s Office.**



**Chancery**



The Utility vehicle Volkswagen Multivan DC9504 white in colour and the Official Representation Car Mercedes Benz DC9501 black in colour in the garage at the Chancery.

## VOTE 527 – UGANDA EMBASSY IN JUBA

### Follow up on Previous Recommendations

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



## ASSET FINDINGS

- i. A hard copy of the asset register owned by the mission was received from the Accounts selections which contained all the assets owned by the missions but the asset register was manually prepared hence they need to capture all the physical assets in the Missions Accounting systems (the Navision system).
- ii. The team also noted and verified all the assets proposed for disposal (list and some photos attached). Most of these assets are kept in the Stationary stores, outside the compound and around the Security Guards quarters.
- iii. Poor electrical wire connections that exposes the premises to fire outbreak as well as destruction of equipment due short circuits.
- iv. It was also noted that the Mission was allocated three plots of land (Plot No. 0-AX-V, 1st Class Lugali; plot No. 02, Korok & Plot No. 03, Korok) in the Host country but since 2005 to date the said plots of land are not developed. In addition to that it was noted that there are no copies of land titles in file (s) because they were transfer to Ministry of Foreign Affairs for onward transmission to Uganda Land Commission, the Legal case of plot No 03, Korok has not yet been resolved

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
	Presidential photo portrait (H.E Yoweri Kaguta )	
	UPS	
	Obit fan	
	Presidential photo portrait (H.E Yoweri Kaguta )	
	Presidential photo portrait (H.E Salvakir )	
	UPS	
	Calculator	
	Calculator	
	Office chair	1
	Armored car 4 Spare tires	4
	Office table	2
	UPS	
	Obit fan	
	Monitor	
	Key board	
	Mouse	
	Presidential photo portrait (H.E Yoweri Kaguta )	
	Coat hanger	
	Monitor (old)	
	CPU (old)	
	UPS	
	One UPS	
	Obit fan	

	Wooden table	1
	Wooden table	2
	Chair	1
	Chair	2
	Chair	3
	Sofa chair	
	Wardrobe	1
	Wardrobe	2
	Wheel barrow	1
	Wheel barrow	2
	Paper Shredder	
	Refrigerator	
	Internet switch (D-Link)	
	Water Dispenser machine	
	DELL laptop	
	Security Scanner	
	Sofa set from the reception	
	Office chairs from the Visa Section	
	Burnt power extension cables	

## STORES FINDINGS

- i. The team also noted that the VISA section has limited working space and for document storage hence the need to create enough space in the section by transferring some old fills to Accounts section or a safer place for storage.
- ii. It was noted that safety in the fuel store is not guaranteed in case of fire outbreak, heavy rains and its over congested with a faulty air conditioner and available space.

## CASH AND BANK FINDINGS

- i. The survey entailed Bank and Cash balances of the three (3) active accounts provided by the entity, that is to say the expenditure account operated from Bank of Uganda and the project and NTR accounts are operated from the Kenya Commercial Bank (KCB) in Juba South Sudan.
- ii. The Cashbooks were properly updated and reconciled to their respective bank statements. Enclosed are Certificates of balances for reference.

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA EMBASSY JUBA	BANK OF UGANDA	002290058400000	0.00	0.0	USD
2	UGANDA CONSULATE JUBA	KCB - JUBA	5500152947	17,213.00	0.0	USD
3	UGANDA CONSULATE JUBA	KCB - JUBA	5501587912	295,275.17	0.0	USD

## RECOMMENDATIONS

- i. There is need for Boarding off all the unserviceable items that have been recommended for disposal.
- ii. There is need for the Mission to continue maintaining a daily vehicle mileage book to minimize the misuse of the vehicles by the drivers.
- iii. It was observed that the Mission Asset register was well prepared but there is need for the Vote to ensure that all its assets are embossed to avoid the loss of some off them like the small portable items of value.
- iv. Decongest the VISA sections by transfer the old VISA application to another safer room.
- v. Digitization of all documents including visa files would create space and for safety since the security in the country is uncertain.
- vi. Need to be guided on the required period of time the hard copies of documents should be kept prior to their disposals.
- vii. Provision of fire proof cabinets to ensure safety during fire outbreak, heavy rains and vandalism.
- viii. Ministry of Foreign Affairs and International Cooperation of South Sudan should be contacted to intervene in completing legal issues involved.

**Follow up on Previous Recommendations**

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Boarding of two utility cars (CD8943 and CD1609)	The two cars were traded in for another new Toyota Innova 2020 model	Trade in with company (Al fuhaim) was the best alternative since UAE it is hard to sell poor mechanical cars which are supposed to be dumped off.
2	More adequate space especially at Chancery for storage	We engaged the Ministry of Finance for additional funding to acquire a bigger property	Still waiting for additional funding.
3	Engraving of Assets	Done	Mission have been engraved

**ASSET FINDINGS**

- i. The Assets database is well maintained and updated regularly a copy of which is attained.
- ii. We also noted that the record on vehicle was updated and maintained regularly giving details about the state and condition of the vehicles.

**List of unserviceable items recommended for disposal**

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Station Wagon	6147
OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
1	server	1
2	Air conditioner	1
3	Kyocera photocopier	1
4	Furniture at counselor & FA	1
5	Automatic Weather Station	1

**STORES FINDINGS**

- i. The stores looked at included the Chancery, Official Residence and other Residences and they are manned by special designated officers.
- ii. The record keeping is commendable and items are posted on time in the stores book.

**CASH AND BANK FINDINGS**

- i. A total of three books together with their statements were reviewed and were properly reconciled to their respective cash books as per the guidelines in respect to the treasury accounting instructions (certificate of balance attached ).
- ii. All details of the Bank accounts regarding the signatories and their source of funding were also reviewed and captured. The Accounts referred to are summarized as below;

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	EMBASSY OF THE REPUBLIC OF UGANDA – AED	BANK PF BARODA	90020200008920	5,190.00	5,190.00	AED
	EMBASSY OF THE REPUBLIC OF UGANDA – USD AC	BANK OF BARODA	90020200009013	2,172.35	2,172.35	USD
3	EMBASSY OF THE REPUBLIC OF UGANDA - REVEN	BANK OF BARODA	90020200008916	3,315.64	3,315.64	AED

### RECOMMENDATIONS

- i. It is strongly recommended and advised the management should board off the one utility car (6417) which is over 5 years and millage is over 350,000kms and furniture at some residences.

### PICTORIALS

## VOTE 529 – UGANDA EMBASSY IN BURUNDI, BUJUMBURA

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Obsolete Items as attached should be disposed of to avoid congestion and to prevent further damage to the items such that value for money is realized from them		
2	All the Embassy vehicles that were inspected are worn out and need replacement as soon as possible in order to avoid unnecessary expenditures on repairs and avoid fatal road accidents.	Vehicles not yet replaced	Mission has not been allocated funds to replace the vehicles

### ASSET FINDINGS

- i. The Mission maintains an updated asset register and most of its assets are in good condition and engraved.

### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Motor Vehicle (Utility Car)	18 CMD 02
<b>OTHER ITEMS</b>		
S/N	ITEM DESCRPTION	QUANTITY
2	Metalic Grey Filing Cabinet	1
3	Cream Laminated Wooden Cabinet with Glass Doors	1
4	Black Rotating Office Chair	1
5	RIGID Metallic Grey Filing Cabinet	1
6	Cream Laminated Wooden Computer Stand	1
7	L-Shaped Brown Wooden Office Table	1
8	Executive L-Shaped Dark Tan Office Desk	1
9	Dark Tan Wooden Side Table	1
10	Dark Tan Wooden Cabinet	1
11	RIGID Metallic Grey Filing Cabinet	1
12	Metallic Grey Filing Cabinet	1
13	Dark Brown Wooden Office Desk	1
14	Cream Laminated Wooden Computer Stand	1
15	6.5 Foot Zenith Metal File Cabinet	1
16	Metalic Grey Filing Cabinet	1
17	Dark Tan Medium size Display Cabinet	1
18	Metal Black Chairs	3
19	Dark Brown Wooden Office Desk	2
20	Wall Units filled with Glasses	1
21	Picture Wall Unit	1
22	Leather Puffs with Stands	2
23	Shoe Rack	1

24	Coffee Table with 2 Stools	1
25	Small Stool	1
26	Small Stool	1
27	Wooden Dining Table with 6 Chairs	1
28	Plastic Chairs	4
29	Ironing Table	1
30	Wooden Chairs	2
31	Sideboard	1
32	Chest of Drawers	1
33	DSTV Model 45 HD Decoder	1
34	Samsung Air Conditioning Unit with Remote	1
35	Pearl Round-Faced Wall Clock	1
36	Light Wave AVR500 Automatic Voltage Regulator	1
37	Belkin Surgemaster Power Extension	1
38	Scissors	1
39	Office Paper Tray Black	1
40	Black Pencil Holder	1
41	Blue Pen Holder	1
42	Red Stapler	1
43	Panasonic Black Telephone Handset	1
44	Panasonic KXT556 White Telephone Headset	1
45	White table-top fan	1
46	Blue in-out tray	1
47	Nikai Table-top Box Fan	1
48	QIAOSHENG QS-519 Power Extension Cable Adaptor	1
49	Blue Pen Holder	1
50	IEKO 925-S Power Extension Cable Adaptor	1
51	2-way White Power Plug	1
52	Scissors	1
53	Black Staple Remover	1
54	Kangaro Black DS-E335 Stapler	1
55	Kangaro DP-720 Grey Paper Punch	1
56	Multi-Colored Dust Cleaner	1
57	Panasonic Black Telephone Handset	1
58	Morke Power Extension Cable Adaptor	1
59	Sonashi Air Conditioning Unit with Remote	1
60	Black Stapler	1
61	Blue Pen Holder	1
62	IEKO AVR-500W Automatic Voltage Regulator	1
63	IEKO 925-S Power Extension Cable Adaptor	1
64	Pink Waste Paper Basket	1
65	Small Wooden Box	1
66	KX-TA824 Advanced Hybrid Analog Telephone System Control Unit	1

67	Panasonic Black Telephone Handset	1
68	Sonashi Air Conditioning Unit with Remote	1
69	Tianxie TX-109 Power Extension Cable Adaptor	1
70	FIS E025 Heavy Duty Stapler	1
71	FIS 76 Blue Stapler	1
72	Panasonic Black Telephone Handset	1
73	HJT Power Plug	1
74	Logik Table-top Box Fan	1
75	Sonashi Air Conditioning Unit with Remote	1
76	Panasonic Black Telephone Handset	1
77	Star TK-2028 Money Detector UV Light	1
78	Sanyo BSC-WD 90 Vacuum Cleaner	1
79	GKBL115 Analog CCTV Security Camera	1
80	IEKO 925-S Power Extension Cable Adaptor	1
81	Legland White Power Extension Cable Adaptor	1
82	Kangaro Black DP-520 Paper Punch	1
83	SID C-10 Black/Grey Stapler	1
84	Panasonic Black Telephone Handset	1
85	Black Stapler	1
86	Sonashi Air Conditioning Unit with Remote	1
87	Casio DJ-2400 Calculator	1
88	Red Stapler	1
89	Office Paper Tray Blue – 3 Piece	1
90	Kangaro Purple DP-520 Paper Punch	1
91	DEA Steel Safe	1
92	Black Staple Remover	1
93	Cream Waste Paper Bin	1
94	Panasonic Black Telephone Handset	1
95	Sonashi Air Conditioning Unit with Remote	1
96	Belkin Surgemaster Power Extension	1
97	Morke Power Extension Cable Adaptor	1
98	Tip Top Heavy Duty Grey Stapler	1
99	Red Stapler	1
100	Deli Grey-Blue Paper Punch	1
101	Morke Power Extension Cable Adaptor	1
102	Songrui Power Plug	1
103	GKBL115 Analog CCTV Security Camera	1
104	Small wooden KeyHolder	1
105	Profile PR 316 Surge-Protecting Plug	1
106	IEKO AVR-500W Automatic Voltage Regulator	1
107	IEKO 925-S Power Extension Cable Adaptor	1
108	Kocom Intercom System	1
109	PanasonicKX-T7730 Secretarial Switchboard	1



110	QIAOSHENG QS-519 Power Extension Cable Adaptor	1
111	Philips 1.7 Litre Stainless Steel Water Kettle	1
112	Samsung Air Conditioning Unit with Remote	1
113	Airmaster ST-500A Voltage Regulator	1
114	IEKO AVR-500W Automatic Voltage Regulator	1
115	Morke Power Extension Cable Adaptor	1
116	Sanyo 1.7 Litre Stainless Steel Water Kettle	1
117	Panasonic Black Telephone Handset	1
118	Alite Power Plug	1
119	GKBLC115 Analog CCTV Security Camera	1
120	HIKVISION Analogue CCTV Camera	1
121	Kocom Intercom System Access Panel	1
122	Biometric Access Control Door Access Keypad	1
123	GKBLC115 Analog CCTV Security Camera	1
124	Power Extension Cable Adaptor	1
125	Picture Wall Unit	1
126	JVC 42" Plasma TV	1
127	Sanyo Small Fridge	1
128	Power Extension Cable Adaptor	1
129	Wall Clock	1
130	Phillips Iron Box	1
131	DSTV SD Analog Decoder	1
132	Plastic Paper Bin	1
133	Paper Bin	1
134	Alonsa Chest Deep Freezer	1
135	Sanyo Fridge	1
136	Vacuum Cleaner	1
137	Gas Cooker	1
138	Alonsa Microwave Oven	1
139	Warmers with inners and Burners	1
140	Gas Cylinders	1
141	Watering Can	1
142	Rakes	1
143	Plant Cutting Scissors	1
144	Wheelbarrow	1
145	Panga	1
146	Hoe	1
147	Phillips Iron Box	1
148	DSTV Satellite Dish	1
149	10 Litre Jerry Can	1
150	D-Link DES1016-D Switch 16 Port	1
151	HP Laserjet P1102 Printer	1
152	Dell PowerEdge T310 Server for Navision	1

153	HP PR1101u Black Keyboard	1
154	Gateway MOAKUU Mouse	1
155	HP Laserjet P1005 Printer	1
156	HP Laserjet P1102 Printer	1
157	HP Compaq dx2390 Microtower CPU	1
158	HIKVISION Analogue DVR CCTV Recorder	1
159	HP KU-0316 Black Keyboard	1
160	Artificial Flower	1
161	Brown/Grey Carpet Rug	1
162	Wall Picture Fruits in Uganda	1
163	Wall Picture Fish in Uganda	1
164	Green/Grey Small Carpet Rug	1
165	Green/Grey Small Carpet Rug	1
166	Green/White Small Carpet Rug	1
167	Grey/Brown Small Carpet Rug	1
168	Grey Car Seat Cover Set	1
169	Brown/Black Small Carpet Rug	1
170	Artificial Flower	1
171	Wall Painting of Huts in Uganda	1
172	Wall Painting of Mountain Gorillas	1
173	Wall Picture of East African Presidents	1
174	Brown Welcome Door Mat	1
175	Wall Picture of Mountain Gorillas	1
176	Wall Picture of Murchison Falls	1
177	Wall Picture of Lake Bunyonyi	1
178	Wall Picture of AU Peace Keeping Mission	1
179	Wall Painting of Giant Elephants	1
180	Wall Painting of Giraffes and Zebras	1
181	Wall Painting of Cows in the Western Region	1
182	Wall Painting of the Crested Crane	1
183	Wall Painting of Mother and Baby	1
184	Desk Fan	1
185	Desk Top Computer	1
185	Artificial Flower with Vessel	1

## STORES FINDINGS

- i. Basing on the observation the storeroom is adequate and well organized.
- ii. The Mission carries out a quarterly check on the stores at the start and end of quarter.

## CASH AND BANK FINDINGS

- i. The survey entailed Bank and Cash balances of 5 accounts provided by the entity. The team ascertained that monthly reconciliations were done as cashbooks were properly updated and reconciled with their respective bank statements. Attached are the bank statements for reference.

**Table showing accounts reviewed by the board**

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	President’s Office TSSA	BOU	000010058000001	NIL	NIL	UGX

**RECOMMENDATIONS**

- i. Obsolete items as attached should be disposed of to avoid congestion and to prevent further damage to the items such that value for money can be realized from them.
- ii. All the Embassy vehicles that have inspected are worn out and need replacement as soon as possible in order to avoid unnecessary expenditures on repairs and to avoid fetal road accidents.

**PICTORIALS**



**Chancery Building**



**Power Backup system**



**Part of the Furniture at the Chancery**



**Generator**

## VOTE 530- UGANDA CONSULATE IN GUANGZHOU, CHINA

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Boardroom chairs are in a dire state and need urgent replacement	Not yet boarded off	The Consulate did not get development funds for replacement.
2	Obsolete furniture at staff residences, ICT and office equipment should be boarded off	Obsolete furniture at staff residences and office equipment disposed off Some obsolete ICT equipment are yet to be disposed off	Funds for procurement of ICT equipment were provided in FY2022/23
3	Replacement of the utility van	New Utility van was procured	Old van yet to be disposed off

### ASSET FINDINGS

- i. Following previous Board of Survey recommendations, Security cameras were replaced.
- ii. It was further noted that boardroom furniture and some ICT equipment continue to be used despite previously being recommended for board off.
- iii. Due to space limitations at the Chancery, the office space occupied by the FA continues to be used as storage for stationery, consumables and promotional materials.
- iv. The Consulate procured a new utility van Mercedes Benz Vito and the old van is yet to be disposed of.
- v. Unserviceable items, obsolete furniture at staff residences, some ICT equipment and office equipment that were recommended for board off in the previous Board of Survey were disposed of at zero value.

### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	QUANTITY
1	Omnibus	1
<b>OTHER ITEMS</b>		
S/N	ITEM DESCRPTION	QUANTITY
19	Desktop Computers	4
20	Laptop	2
21	Printer	5
22	Server	1
23	Five-seater sofa	
24	Office Chair	
25	Conference Chair	11
26	HP Printers M1005	5
27	Side Chair	
29	Coat Hanger	
30	Navision Hardware & Software	
31	Thinkpad Laptop	2
32	Lenovo Desktop Computer	4

## STORES FINDINGS

- i. The store accommodation is not adequate therefore, due to limited space at the Chancery, the FA's office continues to be used as storage for stationery, consumables and promotional materials.
- ii. The condition of the store is good and items are stored in an efficient manner.

## CASH AND BANK FINDINGS

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

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Consulate in Guangzhou (Exp A/C)	Bank of China	69125 7759 269	875.201,222	1,222,875.20	USD
2	Uganda Consulate in Guangzhou (Exp A/C)	Bank China of	69125 7759 269	32,177.22	32,177.22	RMB
3	Uganda Consulate in Guangzhou (NTR)	Bank of China	66136 109 6678	301.53	301.53	RMB

## RECOMMENDATIONS

- i. Boardroom chairs should be replaced as soon as possible.
- ii. The Old utility van should be disposed off as soon as possible to mitigate parking and other related costs.
- iii. The Consulate should devise means to provide affected offices with necessary protection against the vagaries of the weather.
- iv. Obsolete ICT that were previously recommended for board off should be disposed of.

## PICTORIAL



Official Car.



New Utility car

## VOTE 531- UGANDA EMBASSY IN TURKEY (ANKARA)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Disposal of embassy vehicles 06cd3721 and 06cd3497	Vehicle 06cd3721 was disposed of in September 2021 The disposal of vehicle 06cd3497 was put on hold.	The disposal of vehicle 06cd3497 was put on hold because the embassy is yet to be facilitated to buy a replacement.

### ASSET FINDINGS

#### List of unserviceable items recommended for disposa

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Volkswagen	06CD6157
22		
23		
24		

### STORES FINDINGS

- i. Basing on the observation of the exercise, the stores were found to be adequate and well organized.
- ii. The Mission carries out stock taking quarterly

### CASH AND BANK FINDINGS

- ii. The cash balances were properly reconciled with the bank balances as supported by the bank statements attached. The Mission holds three bank accounts as soon in the table below

#### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Bal- ance	Cash Book Bal- ance	CUR
1	UGANDA CUMHURİYETİ BUYUKELÇİLiGi	TURKIYE İŞ BANKASI	4234-042834 7	308.50	308.50	USD
2	UGANDA CUMHURİYETİ BUYUKELÇİLiGi	TURKIYE İŞ BANKASI	4234-0398231	6,961.50	6,961.50	TL
	UGANDA CUMHURİYETİ BUYUKELÇİLiGi	TURKIYE İŞ BANKASI	4234-0402624	20.00	0.14	TL

### RECOMMENDATIONS

The Current recommendation were not provided for in the Report

## VOTE 532 – UGANDA EMBASSY IN SOMALIA (MOGADISHU)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Kitchen fittings (Oven and Storage drawers)	No funds, No Action taken	Accounting General yet to boost Development Budget for Missions
2	Furniture (12 Dinning chairs)	No funds, No Action taken	Funds awaited
3	Metal detector	No funds, No Action taken	Funds awaited
4	Regular Inspection of stores	Done once in a month	Members need overtime allowances which not in budget
5	Proof of ownership	Tagging or engraving	No service providers in Somalia

### ASSET FINDINGS

#### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
1	Alippu Public Address system	1
2	Desktop Computer Core 13	1
3	HP>Lazerjet Printer 1536	1
4	Jet car washer	1
5	King max Grass cutter	1
6		

### STORES FINDINGS

- i. The store accommodation is adequate
- ii. The condition of the store is good but requires ardent supervision due to rusts caused by salts/ corrosial effects of weather condition in Mogadishu.

Items are stored in an efficient manner

### CASH AND BANK FINDINGS

#### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Missions to Somalia	Bank of Uganda	002340058400000			USD

### RECOMMENDATIONS

No Report

## VOTE 533- UGANDA EMBASSY IN MALAYSIA (KUALA LUMPUR)

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Recommended disposal of Paper Shredder UHC-KL/ CH-PRO/39	Disposed 30th June 2022	Action taken as recommended previously
2	Recommended replacement of Vehicle Reg. No. 116-01-DC (Mercedes Benz) and 116-101-DC (Toyota Hi Ace Van)	New Utility vehicle was paid for and is waiting for delivery from Japan Ost March 2022	Recommend that the Mission considers replacing Vehicle Reg. No. 116-01-DC for the High Commissioner
3	Recommended that most of the assorted household items bought in 2015 at Official and staff residences be disposed	Disposed 30 <sup>th</sup> June 2022	Action taken as recommended previously
4	Unserviceable items at the Chancery which were faulty and worn out needed to be disposed	Disposed 30 <sup>th</sup> June 2022	Action taken as recommended previously
5	LG TV Screen UHC-KL/CH- PRO/048 was recommended disposal	It was fixed 28 <sup>th</sup> April 2022	No need to dispose since it is still functioning well
6	Trolley Reg. No. UHC-KL/ CH-PRO/035 was recommended for disposal	Disposed 30 <sup>th</sup> June 2022	Action taken as recommended previously
7	Recommended that Canon Printer Reg. No. UHC-KL/ CH- COM/002, 003, 006 and 008 be disposed	Disposed 30 <sup>th</sup> June 2022	Action taken as recommended previously
8	Recommended that Bar Stool Ls Reg. No. UHC-KL/ RES-FUR/072, 073, 074, 075, 076 and 077 be disposed	Disposed 30 <sup>th</sup> June 2022	Action taken as recommended previously
9	Recommended that Laptop Computer Reg. No. UHC-KL/ CH- PRO/102 be disposed	Disposed 30 <sup>th</sup> June 2022	Action taken as recommended previously
10	Recommended that Desktop Computers Reg. No. UHC- KL/ CH-COM/001,002,003,004,008,009, 006 and 011 be disposed	Disposed some of the computers 30 <sup>th</sup> June 2022	Advise that Computer Reg. No. UHC-KL/ CH-COM/ 001, 008, 003 be disposed in FY 2022/2023
11	Recommended that Sony Home Theatre Reg. No. UHC-KL/ CH-PRO/062 be disposed	Disposed 30 <sup>th</sup> June 2022	Action taken as recommended previously
12	Recommended that Air Humidifier Reg. No. UHC- KL/CH-PRO/063 be disposed	Listed on items to be disposed 30 <sup>th</sup> June 2022	Recommended to be disposed in FY 2022/2023

### ASSET FINDINGS

- i. The Chancery is well maintained with enough space to accommodate Mission work which represents a good image of the Country.
- ii. It was observed that the Mission's assets at the Chancery are well taken care of and in good conditions with a few exceptions to dispose.



- iii. All the assets for the Mission at residences inspected are well maintained though some unserviceable properties of tear and wear need to be disposed most especially furniture.
- iv. The safety of the Mission property and staff are at paramount worth and strategically located in the heart of the city.

#### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Van	1
OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
19	PAPER SHREDDER	1
20	Canonprinter	4
21	Laptop computer	1
22	Desktop computer	5
23	Bar stool	3
24	Saloon	1

#### STORES FINDINGS

- i. The General Condition of the Chancery and residences the safety of residences.

#### CASH AND BANK FINDINGS

- i. The Board of Survey verified the Bank and cash balances of the two Mission accounts run at Maybank Berhad, Malaysia.
- ii. It was ascertained that monthly reconciliations were done, cash books properly updated and reconciled with their respective bank statements. Please find attached bank reconciliation statements and treasury form 40 for ease of reference.

#### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA HIGH COMMISSION KUALA LUMPUR (OPERATION)	MAYBANK	512679317747	13,774.88	951.17	MYR
2	UGANDA HIGH COMMISSION KUALA LUMPUR (NTR)	MAYBANK	512679318451	233.05	233.05	MYR

#### RECOMMENDATIONS

- i. The Mission needs to dispose items at the Chancery that are faulty, broken, worn out and performing poorly, most especially printers and computers.
- ii. The Mission need to dispose furniture at the Official residence and acquire new ones that depicts the status of an Official Residence mostly furniture.

#### PICTORIALS

## VOTE 534 – UGANDA CONSULATE MOMBASA

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	Obsolete items as attached should be disposed of to minimize congestion and damage of items	Disposal process initiated on 18 <sup>th</sup> August 2022.	<p>The disposal process is still ongoing.</p> <p>Mombasa has harsh weather conditions, which are very hot, humid and salty. The machinery and equipment lose value very fast due to rusting. This affects the quality and value for items due for disposal.</p> <p>The items we recommend for disposal are so old and worn out due to the humid weather conditions and lack of adequate storage. This affected the method of disposal to be used.</p>

### ASSET FINDINGS

#### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	TOYOTA PRADO	85CD24K
<b>OTHER ITEMS</b>		
S/N	ITEM DESCRPTION	QUANTITY
1	Dell computer & CPU	
2	UPS	
3	Blinds	
4	Portrait of I-I.E. President	
5	Y.K. Museveni	
6	Samsung Air conditioner with remote	
7	Blinds	
8	Canvas Printed Banners	
9	Orange Telkom Router	
10	Metallic Banners	
11	Dell Vostro PC & CPU	
12	Dell Vostro PC & CPU (Securit monitor)	
13	Power stabilizing unit - APS	
14	Power stabilizing unit	
15	Mecer	
16	Portrait of H.E. President	
17	Y.K. Museveni	
18	Samsung Air conditioner with remote	
19	Ajanta Wall Clock	
20	Blinds	
21	Power stabilizing unit — Mecer	

22	Wall clock	
23	Presidential portrait	
24	Web cam camera	
25	HP Laptop	
26	Blinds	
27	Power stabilizing unit — Mecer	
28	Desk	
29	Office Chair/Black	
30	HP PC & CPU	
31	Power stabilizing unit	
32	Transcend Hard drive	
33	Portrait of H.E. President	
34	Y.K. Museveni	
35	Black Visitor Chairs	
36	Cabinet	
37	Blinds	
38	Office Chair/Black	
39	HP PC & CPU	
40	Power stabilizing unit	
41	Portrait of I-I.E. President	
42	Y.K. Museveni	
43	Grey Visitor Chairs	
44	Blinds	
45	Desk	
46	Office Chair/Black	
47	Dell Vostro PC & CPU	
48	Power stabilizing unit — APS	
49	Power stabilizing unit — Mecer	
50	Transcend Hard drive	
51	Grey Visitors chairs	
52	Portrait of H.E. President	
53	Y.K. Museveni	
54	Wooden side table	
55	TV stand on Security Monitor Screen	
56	Cabinet	
57	Router 3 aerials	
58	Router 1 aerial	
59	GSM Units	
60	Dell PC & CPU	
61	Power stabilizing unit —APC	
62	Power guards	
63	Fire Extinguisher	
64	Water dispenser	

65	Air conditioner with remote	
66	Wall to wall red Carpet	
67	Under Search Mirror	
68	Security checking Gad et	
69	Door Mat (Coffee Brown)	
70	Panasonic Telephone Receiver	
71	GSM unit	
72	Extension cable	
73	Power guard	
74	Curtains	
75	Curtain nets	
76	Extension cable	
77	Power Guard	
78	Curtains	
79	Curtain nets	
80	Curtains	
81	Curtain nets	
82	Curtains	
83	Fire Extinguisher	
84	Sharp Air conditioner with remote	
85	Mattress blue	
86	Bed	
87	Curtains	
88	Curtain Nets	
89	Rug	
90	Pillows	
91	Bed Sheets	
92	Bathroom mats	
93	Hand towels	
94	Bath robs	
95	Towels	
96	Curtains	
97	Curtain Nets	
98	Air conditioner with remote	
99	Bed	
100	Bed	
101	Mattress	
102	Mattress 4x6	
103	Small Rug	
104	Pillows	
105	Bed sheets	
106	Bathroom mats	
107	Hand towels	

108	Bath robs	
109	Towels	
110	Beds 4x6	
111	Mattress 4x6	
112	Bed sheets	
113	Air conditioner with remote	
114	Curtains	
115	Rug	
116	Pillows	
117	Bathroom mats	
118	Hand towels	
119	Bath robs	
120	Towels	
121	DVR/CAM/MONITOR	
122	Curtains	
123	Curtain nets	
124	3 Blue Wooden & Fabric sofas set	
125	Curtains	
126	Curtain nets	
127	Air conditioner with remote	
128	Extension cable	
129	Power Guard	
130	Bathroom mats	
131	Dust bin	
132	Hand towel	
133	Bathroom mats	
134	Dust bin	
135	Hand towel	
136	Generator shade	
137	Gas/Electric cooker	
138	Broken bed	
139	Tyres	
140	Carpet/rug	
141	3 Glass table Coffee set	
142	6-Seater Dining table set	
143	Wooden Bed	
144	5x6 Mattress	
145	Iron box	
146	41/2x6 beds	
147	Mattresses	
148	41/2x6 beds	
149	41/2x6 Mattresses	
150	King size bed	

151	King size mattress	
152	Cooker	
153	Fridge	
154	Set of serving Dishes	
155	Cooking pots	
156	Glass jug	
157	Set of Cups	
158	Set of Plates	
159	Cutlery — Tea/Table spoons, Forks, Table knives	
160	Set of water/juice glasses	
161	Set of Wine glasses	
162	Table mats	
163	Blender	
164	Frying pan	
165	167Electric Kettle	
166	Sau168cepans	
167	Fire Extinguisher	
168	7 Sitter Blue fabric sofas set	
169	Carpet/rug	
170	6-Seater Marble Dining table set	
171	Water dispenser	
172	41/2x6 beds	
173	41/2x6 Mattresses	
174	Dustbin	
175	beds	
176	41/2x6 Mattresses	
177	Rug	
178	Dustbin	
179	King size bed	
180	King size mattress	
181	Rug	
182	Cooker	
183	Fridge	

### **STORES FINDINGS**

- i. The store accommodation is adequate.
- ii. The condition of the store is good and the items are stored in an efficient manner.

### **CASH AND BANK FINDINGS**

- i. The survey entailed bank and cash balances of three accounts provided by the entity. The team ascertained that monthly reconciliations were done as cashbooks were properly reconciled and updated with their respective bank statements. Attached are certificates of balances and bank statements for reference.

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	Uganda Consulate Mombasa	STANBIC BANK	0100003590978	43.65	43.65	USD
2	Uganda Consulate Mombasa	STANBIC BANK	0100003590962	270.65	270.65	KSH
3	UGANDA CONSULATE MOMBASA NTR	STANBIC BANK	0100004567891	234	234	KSH

### RECOMMENDATIONS

- i. Obsolete items as attached and many more should be disposed of to minimize on congestion and damage on the items.
- ii. All weather spacious and secure storage space is required.

### PICTORIALS

## VOTE 535- UGANDA EMBASSY IN ALGERIA, ALGIERS

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The Accounting Officer should effect the closure of the closed bank accounts in NAVISON and reflect the balances to zero since the accounts have been dormant and closed for years.	The accounts were closed and reading zero.	Done.
2	The Accounting Officer should transfer unspent balances of euros 153.49 on bank account 1 and DZD 27,684.83 on Bank 3 to Consolidated Fund.	The funds were too little to be sent at that time as the back transfer charges would have eaten up much of it. Those balances have been included in the NTR for 2021/2022 and remitted by close of the financial year..	Done.
3	The Asset Register should be updated to new format after training of members.	Done.	Done.

### ASSET FINDINGS

The Mission maintains an updated asset register.

### List of unserviceable items recommended for disposal

S/N	ITEM DESCRIPTION (TRANSPORT EQUIPMENT)	REG.NO
1	Mercedes Benz S350	
2	Mercedes Benz S350	
OTHER ITEMS		
S/N	ITEM DESCRIPTION	QUANTITY
19	Computer Set	2
20	Printer	14
21	Heavy duty printer	1
22	Computer	1
23	Office Table	1
24	Server	1

### STORES FINDINGS

- i. The mission's stores are adequate and well organized

### CASH AND BANK FINDINGS

- i. The team ascertained that monthly reconciliations are done by the Accounts office as cashbooks were properly updated and reconciled with their respective bank statements. Attached are the certificates of balances and bank statements for reference



### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	EXPENDITURE ACCOUNT EUROS	AMBASSADE DE L'UGANDA	021-00008-1212001340-34	€ 1772.52	€ 92.52	EUR
2	EXPENDITURE ACCOUNT DINAR	AMBASSADE DE L'UGANDA	021-00008-1171100389-21	10,283.39	10,283.39	DZD

### RECOMMENDATIONS

Current recommendations were not availed in the report.

### PICTORIALS

## VOTE 536- UGANDA EMBASSY IN DOHA, QATAR

### Follow up on Previous Recommendations

S/N	Previous Recommendation(s)	Action Taken & Date	Remarks
1	The mission should engrave all the assets	Done	
2	There is a need to expand the CCTV cameras coverage at the chancery to capture outside the gate.	Done	
3	There is a need to sure a small server room as recommended during the last report was to keep the mission server and other critical networking gargets in the cold room	Not done	The space is not enough at the Chancery
4	There is a need to deploy security guards to improve on the security at the Chancery.	Done	There is a need of more three security guards
5	There is a need to put shelves in the storeroom as recommended in the last report where consumables can be bought and kept.	Not done	The space is not enough at the Chance

### ASSET FINDINGS

- i. The Assets register is up-to-date, and well maintained in excel, and the Assets are all engraved.
- ii. The majority of the Mission Assets are in good condition apart from the TCL TV 55" that has a faulty screen.

### List of unserviceable items recommended for disposal

OTHER ITEMS		
S/N	ITEM DESCRPTION	QUANTITY
19	TCL TV 55"	1

### STORES FINDINGS

- i. Basing on the observation, the stores were found not to be adequate the missions needs bigger space for storage.
- ii. The Mission carries out stock taking quarterly

### CASH AND BANK FINDINGS

- i. The Mission maintains four bank accounts. The team reviewed and verified the cash and bank balances a soft 30t h June 2022.
- ii. The team observed that these accounts were correctly reconciled as per the guidelines in respect to the Treasury Accounting Instructions on cash.

### Table showing accounts reviewed by the board

S/N	Bank Account Name	Bank Name	Account Number	Bank Balance	Cash Book Balance	CUR
1	UGANDA EMBASSY	QNB	00 13 -194 36 2-00 1	20 ,49 0.0	20 ,49 0.0	QAR
2	UGANDA EMBASSY	QNB	0013-194362-002	17,739.46	17,739.46	QAR
3	UGANDA EMBASSY	QNB	00 13 -194 36 2-052	128.1 1	128.11	USD
4	UGANDA EMBASSY	QNB	00 13 -194 36 2-052	24 ,387.10	24,387.10	USD

### RECOMMENDATIONS

- i. There is need to deploy more three Security guards to improve on the security, one at the Chancery and two at the Official Residence.
- ii. There is need of more rooms at the Chancery to create more Storage space for the consumables.

### PICTORIALS

# APPENDICES

## APPENDIX I - ON-TIME SUBMISSION BY DATE

S/N	VOTE NO.	VOTE NAME	SUBMISSION DATE
1	501	Uganda Mission at the United Nations, New York	25-Aug-22
2	502	Uganda High Commission in the United Kingdom	30-Aug-22
3	503	Uganda High Commission Ottawa, Canada	31-Aug-22
4	506	Uganda High Commission in Tanzania (Dar es Salaam)	31-Aug-22
5	507	Uganda High Commission in Nigeria (Abuja)	31-Aug-22
6	508	Uganda High Commission in South Africa (Pretoria)	31-Aug-22
7	509	Uganda Embassy in Rwanda (Kigali)	24-Aug-22
8	510	Uganda Embassy in the United States (Washington)	31-Aug-22
9	511	Uganda High Commission in Egypt (Cairo)	31-Aug-22
10	513	Uganda Embassy in China (Beijing)	31-Aug-22
11	516	Uganda Embassy in Saudi Arabia (Riyadh)	31-Aug-22
12	519	Uganda Embassy in Italy (Rome)	31-Aug-22
13	520	Uganda Embassy in DRC (Kinshasa)	17-Aug-22
14	521	Uganda Embassy in Sudan (Khartoum)	31-Aug-22
15	523	Uganda Embassy in Germany (Berlin)	31-Aug-22
16	525	Uganda Embassy in Moscow	31-Aug-22
17	526	Uganda Embassy in Canberra	31-Aug-22
18	527	Uganda Embassy in Juba	4-Aug-22
19	528	Uganda Embassy in UAE, Abu Dhabi	3-Aug-22
20	529	Uganda Embassy in Burundi, Bujumbura	31-Aug-22
21	530	Uganda Consulate in Guangzhou, China	17-Aug-22
22	531	Uganda Embassy in Turkey (Ankara)	31-Aug-22
23	533	Uganda Embassy in Malaysia (Kuala Lumpur)	31-Aug-22
24	534	Uganda Consulate in Mombasa	31-Aug-22
25	535	Uganda Embassy in Algeria, Algiers	31-Aug-22
26	536	Uganda Embassy in Doha, Qatar	31-Aug-22
27	532	Uganda Embassy in Somalia (Mogadishu)	31-Aug-22

## APPENDIX II - LATE SUBMISSIONS

S/N	VOTE NO.	VOTE NAME	SUBMISSION DATE
1	504	Uganda High Commission in India (New Delhi)	4-Oct-22
2	514	Uganda Embassy in Switzerland (Geneva)	10-Sep-22
3	515	Uganda Embassy in Japan (Tokyo)	13-Sep-22
4	528	Uganda Embassy in Belgium (Brussels)	1-Sep-22
5	522	Uganda Embassy in France (Paris)	12-Sep-22

## APPENDIX II – NON- SUBMISSIONS

S/N	VOTE NO.	VOTE NAME	SUBMISSION DATE
1	505	Uganda High Commission in Kenya (Nairobi)	
2	512	Uganda Embassy in Ethiopia (Addis Ababa)	
3	517	Uganda Embassy in Denmark (Copenhagen)	
4	524	Uganda Embassy in Tehran	