# **CHAPTER 1**

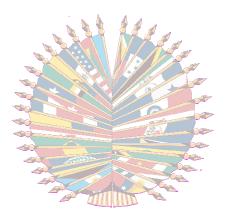
# INTER-AMERICAN AGENCY FOR COOPERATION AND DEVELOPMENT



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## INDEPENDENT PUBLIC ACCOUNTANTS' REPORT

The Board of External Auditors
Inter-American Agency for Cooperation and Development

We have audited the accompanying combined statement of assets, liabilities and fund balances of the funds of the Inter-American Agency for Cooperation and Development (the Agency), an entity of the Organization of American States, as of December 31, 2005 and the related combined statement of changes in fund balances for the year then ended. These financial statements are the responsibility of the Agency's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the external auditing requirements prescribed in Chapter IX of the General Standards of the Organization of American States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 2, these financial statements were prepared on the basis of accounting principles prescribed or permitted by the Budgetary and Financial Rules (which include the applicable financially-oriented General Standards adopted by the General Assembly of the Organization of American States), which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities and fund balances for the Agency as of December 31, 2005, and the changes in fund balances for the year then ended on the basis of accounting described in Note 2.



Our audit has been made for the purpose of expressing an opinion on the basic financial statements referred to in the first paragraph of this report taken as a whole. The accompanying information in Supplementary Schedules 1 and 2 is presented for the purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the procedures applied in our audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements mentioned above taken as a whole.

March 22, 2006

SB & Corpany, LLC

## INTER-AMERICAN AGENCY FOR COOPERATION AND DEVELOPMENT

## **EXHIBIT 1**

**Combined Statement of Assets, Liabilities and Fund Balances** 

(In thousands)

As of December 31, 2005	rations und	FEMCIDI	Specific Funds	t for the nericas	Co	ombined
Assets						
Cash and equity in OAS Treasury Fund	\$ 211	\$ 9,836	\$ 17,122	\$ 908	\$	28,077
Other receivables	1	-	-	-		1
Investment in Fixed Asset Fund	 12	_	_	-		12
Total Assets	\$ 224	\$ 9,836	\$ 17,122	\$ 908	\$	28,090
Liabilities and Fund Balances						
Unliquidated obligations	\$ 105	\$ 2,048	\$ 1,626	\$ 332	\$	4,111
Pledges collected in advance	-	31	-	-		31
Accounts payable and other liabilities	 1	1	84	 12		98
	 106	2,080	1,710	344		4,240
Fund Balances						
Operating subfund unappropriated	106	7,718	15,412	564		23,800
Reserve subfund	 -	38		 		38
	 106	7,756	15,412	564		23,838
Equity in fixed assets	 12			 		12
Total Liabilities and Fund Balances	\$ 224	\$ 9,836	\$ 17,122	\$ 908	\$	28,090

## **EXHIBIT 2**

Combined statement of changes in fund balances

(In thousands)

For the year ended December 31, 2005	erations Fund	FEMCIDI	Specific Funds	Trust for the Americas	Combined
Increases					
Regular fund subsidy	\$ 425	\$ -	\$ -	\$ -	\$ 425
Contributions	-	-	3,277	3,013	6,290
Pledge collections	-	1,270	-	-	1,270
Interest income	6	343	557	18	924
Transfer from other funds	1	-	12	76	89
Other income, refunds and deobligations	14	162	-	3	179
In-kind contributions	-	-	-	231	231
Trade Unit In-kind contributions	-			354	354
Total increases	446	1,775	3,846	3,695	9,762
Decreases					
Expenditures and obligations	385	-	7,340	2,084	9,809
Project disbursements and obligations	-	4,047	-	-	4,047
Transfer to other funds	-	391	-	258	649
GS/OAS administrative and technical support	-	1,206	-	-	1,207
Prior year refunds	-	-	14	-	13
Return to donors	-	-	-	2	2
In-kind expenses	-	-	-	231	231
Trade unit in-kind expenses	 -			354	354
Total decreases	385	5,644	7,354	2,929	16,312
Net increase (decrease) during year	61	(3,869)	(3,508)	766	(6,550)
Fund balances, beginning of year	57	11,625	18,920	(202)	30,400
Fund balances, end of year	\$ 118	\$ 7,756	\$ 15,412	\$ 564	\$ 23,850

## NOTES TO FINANCIAL STATEMENTS

## 1. ORGANIZATION AND FINANCIAL STATEMENTS

The Inter-American Agency for Cooperation and Development (IACD) was created by General Assembly Resolution AG/RES. 3 (XXVI-E/99) in November 1999 to promote, coordinate, manage and facilitate the planning and execution of programs, projects and technical assistance activities within the scope of the Organization of American States (OAS) Charter and within the framework of the Strategic Plan for Partnership for Development of the Inter-American Council for Integral Development (CIDI). Effective January 25, 2005, Executive Order No. 05-03, reorganized the General Secretariat of the Organization of American States (GS/OAS) and restructured the Executive Secretariat for Integral Development (SEDI).

The purpose of SEDI is to support, facilitate and foster integral development in OAS Member states. To achieve this, SEDI promotes dialogue and partnerships and mobilizes resources in order to formulate, promote and implement policies, technical cooperation projects and capacity-building activities, economic and sustainable development throughout the hemisphere. SEDI accomplishes this work in the fields of education, culture, science and technology, labor, environment, trade tourism, small enterprise development, ports, and telecommunications.

For 2005, the structure of SEDI consists of the Executive Office of the Executive Secretary for Integral Development and the following dependencies:

- The Office of Education, Science and Technology
- The Office of Sustainable, Development and Environment
- The Office of Scholarships, Training, and Information
   Technology for Human Development
- The Office of Trade, Growth and Competitiveness
- The Office of Development Policies and Programs
- The Office of the Executive Secretariat of the Inter-American Telecommunication Commission

To ensure observance of limitations and restrictions placed on the use of resources available to SEDI, the accounts of SEDI are maintained in accordance with fund accounting principles. Separate accounts are maintained for each fund. Prior to the establishment of SEDI, the financial resources of the Office of Education, Science and Technology, Office of Sustainable Development and Environment and the Office of Trade, Growth, and Competitiveness were maintained by fund accounts administered by the GS/OAS. In the accompanying financial statements, the funds administered by the SEDI are grouped in the following categories, according to their source of financing and purpose:

**Operations Fund:** financed by transfers from the OAS Regular Fund and by contributions of overhead, fees and interest. The purpose of this fund is to provide SEDI with general support as well as technical supervision and administrative services to SEDI programs.

The Special Multilateral Fund of the Inter-American Council for Integral Development (FEMCIDI): financed mainly by voluntary contributions of the Member states to support the programs adopted by the Council and approved by the General Assembly. FEMCIDI finances the multilateral and national cooperation programs, projects and activities of CIDI. FEMCIDI consists of the Integral Development account and the following Sectoral accounts:

- Economic Diversification and Integration, Trade
   Liberalization and Market Access
- Social Development and Creation of Productive Employment
- Education
- Culture
- Scientific Development, and Exchange and Transfer of Technology
- Strengthening of Democratic Institutions
- Sustainable Development and Environment
- Sustainable Development of Tourism

**Specific Funds:** financed by grants or requests to finance activities specified by the donor or grantor, and any other contributions by public or private entities, for carrying out or strengthening specific activities or programs of the SEDI. These funds may also include designated funds, which have been segregated for specific purposes, and whose use is restricted through designation by the General Assembly or SEDI. The assets and liabilities as of December 31, 2005, and the related income and expenses for the year then ended for the following organizations are also included in this fund:

- Capital Fund for OAS Fellowships, Scholarship, and Training Programs
- Implementation of Summit of the Americas Mandates

Trust for the Americas (Trust): The Trust was created in 1997 as a non-profit entity incorporated in the District of Columbia. It serves the OAS and SEDI as an entry point to expand hemispheric cooperation and enhance economic development by providing a channel for information, services, goods and funds. On June 20, 2005, SEDI signed a Memorandum of Understanding (MOU) with the Trust in which a fee of 2 percent would be charged by the Office of Budget and Financial Services against all funds received by SEDI channeled through the Trust.

In 2005, the Trust received in-kind contributions, which represent the transfer of non-cash assets including services and donated items, from various organizations in support of administrative and program objectives. These in-kind contributions have been recorded at SEDI's estimated value for the services and items received.

The Statement of Assets, Liabilities, and Fund Balances and Statement of Changes in Fund Balances for the Operations Fund, FEMCIDI, Specific Funds and the Trust are presented in Exhibits 1 and 2, respectively, on a combined basis.

The Operating Subfund Unappropriated account shown in Exhibit 1 is the account to which all income of the funds is

applied including subsidies received from OAS and voluntary pledge contributions. It is also the account to which all obligations and expenditures are charged except for those amounts allocated to the FEMCIDI Reserve Subfund.

The FEMCIDI Reserve Subfund is a fund for unforeseen activities that may arise during the course of the year. The amount of the Reserve Subfund is equal to 3% of FEMCIDI's pledge collections.

Although SEDI no longer has a formal agreement with the Department of Administration & Finance (DAF), formerly the Secretariat for Management, DAF continues to provide certain financial and accounting related services. Specifically, the services consists of the following: (1) maintaining SEDI's accounts in OASES, (2) holding custody of cash, (3) maintaining existing and implementing new internal controls, (4) creating and approving purchase orders, (5) processing invoices, (6) processing all disbursements, (7) posting transactions to the ledgers, and (8) processing payroll. While DAF provides procedures, processes and technical oversight of funds, SEDI retains responsibility for the control and management of the funds entrusted to it.

## 2. ACCOUNTING PRINCIPLES

The accompanying financial statements have been prepared in accordance with the Budgetary and Financial Rules of the OAS (Rules). The Rules provide the basis for the accounting principles applied in the preparation of the financial statements. The Rules were adopted to meet budgetary and other requirements of OAS and, as such, result in accounting principles and a financial statement display, which vary, in certain material respects, from accounting principles generally accepted in the United States of America. The Trust for the Americas is presented in the financial statements of SEDI in accordance with the Rules and also in its own separate financial statements, which is prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States

of America. The significant deviations from accounting principles generally accepted in the United States of America are as follows:

- A. SEDI deems it impractical to evaluate the collectibility of voluntary pledges outstanding; therefore, pledges are included in the financial statements of the various funds only to the extent collected. Contributions from Member states and from other interested parties for specific purposes are similarly recorded at the time of collection.
- B. Unliquidated obligations in certain funds include amounts related to commitments resulting from agreements entered into by the funds with the Member states or other institutions to disburse monies for agreed upon purposes. Such amounts do not represent liabilities or unrelated third party commitments at the end of the respective periods. They represent amounts anticipated to be expended in the subsequent year in the completion of a particular program or activity.
- C. The General Assembly of the OAS adopts the consolidated program-budget. In the consolidated budget, the amounts appropriated for substantially all approved (career) personnel costs of SEDI are included in, and financed by, the OAS Regular Fund. In addition, certain other administrative costs benefiting all funds are included in, and financed by, the OAS Regular Fund. The GS/OAS withheld a portion of the OAS allocation to SEDI for execution of these costs.

In lieu of allocating administrative costs to various funds on a services rendered basis, the General Assembly has provided that the other funds pay a contribution to the OAS Regular Fund for administrative and technical support. The amount of the contribution may not bear a direct relationship to the actual cost of the services provided to those funds during the period.

D. Contributions from Member states and other interested parties in the form of use of facilities and services are

received by certain of the activities of the funds administered by the GS/OAS. With the exception of inkind contributions to the Trust, no amounts are recorded in the accompanying financial statements relating to the use of such facilities or services in as much as SEDI deems their value inestimable.

- E. A cash flow statement is not presented as required by accounting principles generally accepted in the United States of America.
- F. FEMCIDI contributions received in a fiscal year are expended in the next fiscal year. Revenue is recognized in the year it is received and credited to the FEMCIDI sectoral accounts as instructed by the contributing countries until project execution the following fiscal year. This policy reflects the provisions of the FEMCIDI statutes.

Management has not quantified the impact of these differences to the financial statements.

## 3. USE OF ESTIMATES

The preparation of financial statements in accordance with the Rules requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

## 4. EQUITY IN OAS TREASURY FUND

All U.S. dollars available for use in carrying out the activities of the various funds of OAS are consolidated in the Treasury Fund. Each fund administered by the GS/OAS maintains equity to the extent of its cash balance retained therein. The GS/OAS administers the OAS Treasury Fund, and amounts not immediately required for operations are invested. Income earned by the OAS Treasury Fund is added to the equity of each fund in proportion to its balance.

Interest earned from specific and/or trust funds is credited to certain projects as specified in the donor agreements.

## 5. FOREIGN CURRENCIES

Certain income and expense transactions in 2005 for the Specific Funds were in currencies other than United States of America dollars. These transactions consisted principally of cash deposits, which have been translated into United States of America dollar equivalents at rates of exchange in effect at the time of the transactions. Gains or losses on foreign currency transactions for the year 2005 were not material.

### 6. EQUIPMENT

Equipment is restricted to equipment purchased directly by the SEDI for the performance of its administrative and project tasks. For the Operations Fund, purchased equipment is recorded at cost and depreciated on a straight-line basis over the estimated useful lives in the accounting records. The composition of Operations funded fixed assets as of December 31, 2005 was as follows:

Equipment

•	Depreciation Basis	2005
Computer Equipment	- 5 years	44,436
Less: Accumulated depreciation		(32,433)
Net Book Value as of Dec. 31		12,003

For project funded equipment, which is the property of the project, the cost and description of the equipment are recorded in memorandum accounts. As of December 31, 2005 undepreciated project assets in custody of SEDI is \$209,089.

## 7. GRANTS

Grants to SEDI may be subject to donor audit and certain financial reports of funds received and expended may be requested by donors as described in the related agreements. Management believes it is in compliance with all donor requirements.

## 8. LEASES

SEDI does not own or lease any facilities. Rather, SEDI is assigned a cost by the GS/OAS for the space it occupies in the GSB building. In 2005, the total cost withheld by OAS from the SEDI budget allocation for this purpose was \$183,100.

## 9. CONTRIBUTIONS

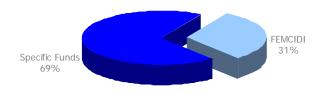
Contributions to Specific Funds, FEMCIDI and Trust for the Americas during the year ended December 31, 2005 are detailed on the following table:

## Contributions

Contributor	FEMCIDI Specific Funds		
Member states:			
Antigua and Barbuda	\$ 6,988	\$ -	
Argentina	40,103	267,888	
Bahamas	15,000	12,081	
Barbados	16,400	5,891	
Belize	7,800	12,000	
Bolivia	29,100		
Brazil	267,735	216,709	
Canada	-	742,456	
Chile	110,000	14,000	
Colombia	106,825	4,750	
Costa Rica	32,900	17,453	
Dominica	5,100	24,232	
Dominican Republic	35,000	-	
Ecuador	16,678	19,038	
El Salvador	32,100	701,810	
Grenada	6,000	6,000	
Guatemala	25,239	7,450	
Guyana	5,100		
Haiti	15,000	6,000	
Honduras	23,912	159,174	
Jamaica	39,800	6,000	
Mexico	200,000	416,015	
Nicaragua	18,000	6,020	
Panama	39,600	1,000	
Paraguay	6,811	6,080	
Peru	55,000	13,988	
St. Kitts and Nevis	5,100	6,000	
Saint Lucia	7,575	6,000	
St. Vicente and the Grenadines	5,100	-	
Suriname	8,500	6,035	
Trinidad and Tobago	31,200	-	
United States	-	40,500	
Uruguay	9,500	5,980	
Venezuela	46,897	145,929	
Total Member states:	1,270,063	2,876,479	

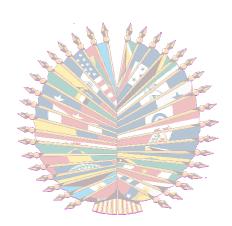
Non-Member states and Others:		1	
Cable & Wireless Jamaican			59,000
Foundation Fundacion Valencia			18,872
Global Foundation for Democracy & Development, Inc.			79,740
Spain Stewart International			15,465 100,000
Young American Business Trust			59,100
Other			68,312
Total Non-Member states and Others:			400,489
Total	\$ 1,270,063	\$	3,276,968

## Member States Contributions



**Total Contributions** 





# INTER-AMERICAN AGENCY FOR COOPERATION AND DEVELOPMENT

SCHEDULE 1
Specific Funds Related to FEMCIDI Activities
Statement of Changes in Fund Balance
For the period January 1 through December 31, 2005

Donor and Project	Cash Balance January 1, 2005	Contributions	Transfers	Interest	Refunds &	Expenditures	Change	Cash	Unliquidated	Fund Balance December 31, 2005
ANDEAN DEVELOPMENT CORP.	000 41	000		6		0 0 0	ć			
A B G ENTINA	. 04,990	88,740	(676,0) 4	A	A .	81,248	\$ (5,0,53) \$	106,40	\$ 03,580	0,5/0
Horizontal Conseration	533 197			2 897	(294)	325 510	(321 907)	211 200	164 935	46 355
Horizontal Cooperation (Technical Support)	(304)	,	,			25	(25)	(329)		(329)
White Helmets	210,527	200,000		874		86,675	114,199	324,726	6,867	317,859
White Helmets (Technical Support)	52		,	8,326		. '	8,326	8,381	. '	8,381
BRAZIL										
Horizontal Cooperation	102'69	180,000		1,776			181,776	241,477		241,477
Horizontal Cooperation (Technical Support)	3,487							3,487		3,487
CANADA	, d	i i		7		r c	1	i i	L	
New Program Approaches	183,335	28 462	(6,525)	3,167		245,781	347,128	530,463	98,455	432,008
DENIMARK	1,121	20,402				000'03	OO E	000'		0001
Dialogue Tables in Guatemala	1,512					340	(340)	1,172	,	1,172
EL SALVADOR										
PRODERT - US	256,800	990'069			(238,874)	714,822	(256,630)	170		170
PRODERT - US (Administrative Support)										
PRODERT - US (Overhead)	300					216	(216)	84		84
HONDURAS										
Education Unprogrammed Funds		36,468	,				36,468	36,468		36,468
Housing Execution in Honduras	1,603,404	116,556	2,546	14,023	(60,732)	1,188,390	(1,115,997)	487,407	51,222	436,185
INTER AMERICAN DEVELOPMENT BANK										
White Helmets	48,507	61,559		2,969		20,258	44,270	142,777	12,362	130,416
ICA										
Capacity Bldg. Act. in the Americas	. !		. [						.	. :
e-Government for the Americas	12,685		(2,775)			6,168	(8,943)	3,742	3,720	22
Committee for Cahaala	707.08	15 055				27 802	(750 10)	10 770	0 250	0.0
Communication Schools	10,104	13,733				37,673	40.461	10,770	1061	10,311
Horizontal Cooperation Fund (FOCOH)		27.805				11.268	16.537	16.537	2.311	14.226
ISBAEL										
Cooperation Fund	337	,	,		,	٠	,	337	,	337
Cooperation Fund (Technical Support)	1,628							1,628		1,628
JAMAICA										
Cable & Wireless Jamaican Foundation	20	29,000				58,281	719	769		769
MEXICO										
Demand for Technical Cooperation	251,857							251,857		251,857
Administrative Overhead	3,844		90,584			86,558	4,026	7,870		7,870
Unprogrammed	929,546		(511,597)	32,785		295,390	(774,203)	155,343	6,259	149,084
Technical Coop-Latin Amer & Carib.			834,203			784,946	49,257	49,257	3,895	45,362
Technological Modernization			103,258			64,006	39,252	39,252	3,500	35,752
Technical / Adm. Support										
Unprogrammed Activities	2,743,988	391,370	(1,105,692)	47,543		27,135	(693,914)	2,050,074		2,050,074
Integral Coop C. Amer & Caribbean	254,937		(252,027)		(1,534)		(253,562)	1,375	. 0	1,3/5
Program of Strategic Actions in Mexico			467,050			56,139	410,911	410,911	358,094	71877
Direction (Phase III)			364,222			111,821	252,401	252,401	207,455	44,945
MICROSOFT										
Educational Quality	(2,760)							(2,760)		(2,760)
e-Government Technology	2,850		49,000			39,364	9,636	12,486	9,500	2,986
OPEC										
School Based Telecenters-Guatemala	39,975							39,975		39,975
PANAMA ICAO - Conneration Development	878							878		878
Privatization Process	55.648	,	,		,	,	,	55.648	,	55,648
Hilliamini	1.61							: - 1 - 0		. 1411

# INTER-AMERICAN AGENCY FOR COOPERATION AND DEVELOPMENT (Continued)

SCHEDULE 1 Specific Funds Related to FEMCIDI Activities Statement of Changes in Fund Balance For the period January 1 through December 31, 2005

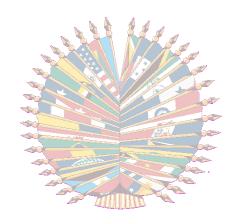
26 DNAL INC. 4 17 18 19 19 19 19 19 19 19 19 19 19 19 19 19	100,000			2,119	(2,119)	23,948		23,948
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ogram 31  smala 1  chology Caribbean 439 y Dialogue 11 y Bidg. Initiative nunications 603 cogram 31 rmment 6 sawas sivelopment				45,822	54,178	59,042	19,131	39,911
chnology Caribbean  chnology Caribbean  y Dialogue y Bidg. Initiative nunications  cogram  31  cogram 31  swass  17 & 2002	34,					1.246		1.246
r the Americas peration Spatial Technology Caribbean 439 y Program 19 ss & Policy Dialogue ss Capacity Bidg. Initiative Telecommunications antent and 2001 working Program 8 e-Government 603 ent in Bossawas ent in Bossawas tutional Development								
peration  Spatial Technology Caribbean  19  Ss & Policy Dialogue  Ss Capacity Bidg. Initiative Telecommunications Intenst Interest Ind 2001 Independent  Re-Government  Re-Government  Re-Government  Agentius Bosawas Subjects 2001 & 2002  tutional Development						26		26
Spatial Technology Caribbean  19 Program  19 Program  19 Ss & Policy Dialogue  19 Ss & Policy Dialogue  19 Ss & Policy Bidg. Initiative Telecommunications 19 Interest 10 A 2001  10 A 2001  11 Bosowas 12 Bodgatts 2001 & 2002  14 Lutional Development	500	- 25,769				379		379
439 603 31	500	- 25,769						
439 10 603 31	34,	- 25,769				30		30
91 831	34,		,	25	25,744	464,769	,	464,769
603		_			1,216	20,937	ı	20,937
603		000 1.814		34,202	301,197	301,197	. 18	301.115
603 Program 31 Salvas 6 Development 6				. '		804		804
603 Program 31 Samment 6 Sawas 001 & 2002 Development			,	,	,	160	,	160
91  yemment 6  Ssawas 001 & 2002  Development		- 37,332			37,332	641,131		641,131
81		6 -		(82)	94	116	,	116
		- 1,807			1,807	33,749		33,749
					. :	6,166		6,166
		99 -		1	99	310	ı	310
New Project Development Activities 516						516	1	516
		,			,	94	,	94
Program for Human Development						640	1	640
					42,778	738,977		738,977
	- (574,077)				(540,819)	191,956	ı	191,956
Technical Consension Laborate  Tooleanies Consension Laborate		- 49,727			49,727	668,574	ı	668,574
Against Ooperation meres.		(74)			(74)	147		147
108		8 7,197		,	7,205	116,161		116,161
NESS TRUST								
Network Development 47,500	59,100 10,	10,000		106,931	(37,831)	699'6	2,600	2,069
VARIOUS DONUMS Capacity Bldg. Act. in the Americas	33,503 13,	13,825	009	23,846	24,082	36,544	29,059	7,486
			٠	. '		16		. 16
7						17 202		17 203
Education III noticulas 17,203 Emergency Dark Drogram 2/8 5 2 5		. (8 104)		4 800	(12 904)	17,203		17,203
ave on ment	o) ' '	(101)		000't	(12,704)	25,321		700
16	146,281 2,	2,000 -	36,720	236,310	(51,309)	111,887	29,158	82,730
Special Port Program 196,953		8,104 -		262,160	116,814	313,767	17,845	295,922
Special Projects-Admin. & Overhead	- (2)	(2,546) -		2,434	(4,980)	2,249		2,249
Virtual Education 371				182	(182)	189		189
INTEREST AND OVERHEAD MINREX-Mesas 3.111		,				3,111	,	3,111
CHOL. & TRAINING 5,70		3,000 161,067		1,061,891	(897,824)	4,804,596	489,926	4,314,670
UNPROGRAMMED FUNDS			250,911		250,911	250,911		250,911
SUMMIT OF AMERICAS MANDATES 3,044,251		- 79,619	200	632,181	(552,062)	2,492,189	33,381	2,458,808

# SPECIAL MULTILATERAL FUND OF THE INTER-AMERICAN COUNCIL FOR INTEGRAL DEVELOPMENT - FEMCIDI

## **SCHEDULE 2**

Summary of Disposition of 2005 Appropiations  Year ended December 31, 2005	Adj	usted Budget (a)	Obligations Expenditures (b)	App	Unused propriations
Integral Development Account	\$	191,584	\$ 4,050	\$	187,534
Economic Diversification and Integration, Trade Liberalization and Market Access		972,556	235,586		736,970
Social Development and Creation of Productive Employment		1,130,274	474,027		656,247
Education		4,156,143	1,559,310		2,596,833
Culture		164,822	104,187		60,635
Scientific Development, Exchange and Transfer of Technology		1,960,382	747,910		1,212,472
Strengthening of Democratic Institutions		310,438	74,863		235,575
Sustainable Development of Tourism		962,443	273,322		689,121
Sustainable Development and Environment		1,190,460	367,329		823,131
Projects Preparation		634,118	31,210		602,908
Projects Evaluation		348,062	200,829		147,233
Contribution for Administrative and Technical Support		1,180,954	 1,181,628		(674)
Total	\$	13,202,236	\$ 5,254,251	\$	7,947,985

## Notes:



<sup>(</sup>a) Includes the remaining budget of the pre-2002 award FEM-ADM-2002 project, pre-2003 FEMCIDI awards and 2004 FEMCIDI programming awards approved by the IACD Management Board on June 21, 2005 (IACD/JD/doc.95/05 Rev. 1).

<sup>(</sup>b) Includes expenditures from pre-2002 award, FEM-ADM-2002 project, pre-2003 FEMCIDI award and 2004 FEMCIDI awards.



March 22, 2006

Board of External Auditors Inter-American Agency for Cooperation and Development 1889 F Street NW Washington, DC 20006

Dear Ladies and Gentlemen:

We have performed the procedures enumerated below, which were agreed to by the General Assembly and management, solely to assist you with respect to compliance with the General Standards of the Organization of American States during 2005. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of procedures described below either for the purpose for which this report has requested or for any other purpose. The procedures performed and results thereof are broken out between director expenditures and general expenditures. The results are as follows:

## 1. Director Expenditures

For director expenditures, the population consisted of all director expenditures during 2005. Using the firm's guidance, we determined our sample size to be 20 expenditures based on a 90% confidence level, 2% error rate and 5% tolerable error rate. The 20 sample units (i.e., the expenditures) were selected using a random number generator.

For the samples described above we examined for compliance with the General Standards (hereafter referred to as "GS") in four areas. The four areas are:

- 1) Honoraria
- 2) Hospitality and Representational Allowances
- 3) Personnel (Director level)
- 4) Travel

Testing performed and exceptions are documented below.

## Honoraria

For the sample items selected, we tested to ensure no services were rendered to any government entity or gifts, awards or honors were accepted from any government entity without the approval of the Secretary General. No exceptions noted.



## **Hospitality and Representational Allowances**

For the sample items selected, we tested to ensure hospitality and representational allowances are not spent to entertain staff members of the General Secretariat until the Secretary General indicates it is in the best interest of the entity and is properly documented. No exceptions noted.

## Personnel (Director level)

For the sample items selected, we tested expenditures related to directors to ensure that personnel at the director level:

- 1) Have current statement of conflict of interest.
- 2) Have proper check signing approval (as applicable).
- 3) Are not considered or listed as a Career Service Member.
- 4) If terminated during 2005 that the director was given proper notices as defined in GS Chapter III, Articles 21.
- 5) Have current statements of personal net worth upon hire date.
- 6) Have sworn statements of personal associations.

No exceptions noted.

## Travel

For the sample items selected, we tested expenditures related to travel to ensure the following:

- 1) Travel is approved in advance and in writing.
- 2) Senior members produce a quarterly official travel plan approved by the Secretary General one month in advance.
- 3) Supervisors complete a quarterly report of official travel of all travel carried out during the three months prior to completing the quarterly report.
- 4) Travel expense claims require approval by the supervisor within 15 days of return from travel.

No exceptions noted.



## 2. General Expenditures

For general expenditures, the population consisted of all expenditures during 2005 (excluding director expenses). Using the firm's guidance, we determined our sample size to be 21 expenditures based on a 90% confidence level, 2% error rate and 5% tolerable error rate. The 21 sample units (i.e., the expenditures) were selected using a random number generator. For 2 out of 21 expenditures tested, management could not locate any support for the 2 expenditures.

For the sample described above, we examined for compliance with the General Standards (GS) in eight general areas. The eight areas are as follows:

- 1) Fixed Assets
- 2) Grants
- 3) Honoraria
- 4) Hospitality and Representational Allowances
- 5) Obligations
- 6) Performance Contracts (including Personal Service Contracts)
- 7) Procurement Contracts
- 8) Travel

The testing performed and exceptions noted are documented below.

## **Fixed Assets**

For the sample items selected, we tested expenditures related to fixed assets ensure the following:

- 1) The acquisitions were properly approved by the appropriate officials with budgetary expenditure authority.
- 2) All related costs to acquire the property are considered for capitalization.
- 3) All expenditures greater than \$500 are capitalized.
- Property is depreciated on a straight line basis.
- 5) Prenumbered labels are affixed to fixed assets upon receipt with proper records being maintained.
- Inventories taken at regular intervals.



7) An accounting of fixed assets is prepared at regular intervals.

No exceptions noted.

## Grants

For the sample items selected, we tested grants to ensure the following:

- 1) Grants are properly approved.
- 2) Grants related to inventoried equipment have a properly approved Memorandum of Certification.

No exceptions noted.

## Honoraria

For the sample items selected, we tested to ensure no services were rendered to any government entity or gifts, awards or honors were accepted from any government entity without the approval of the Secretary General. No exceptions noted.

## **Hospitality and Representational Allowances**

For the sample items tested, we tested to ensure hospitality and representational allowances are not spent to entertain staff members of the General Secretariat unless the Secretary General indicates it is in the best interest of the entity and is properly documented. No exceptions noted.

## **Obligations**

For the sample items selected, we tested the obligations to ensure:

- 1) Obligation records are maintained and filed.
- 2) Appropriate support is obtained by the Department of Financial Services before disbursements are made.
- 3) That on a quarterly basis, each dependency of the General Secretariat submit to the Department of Management Analysis and Planning Support Services (DMAPSS) a report indicating the status of obligations that have not been fully expended in the 180 days since they were made.
- 4) Appropriations are available to meet the obligations incurred during the year.
- 5) All obligations shall be recorded in the accounting system.
- 6) All obligations must have a beginning and end date.



- 7) Obligations during the year do not exceed the estimated income from quotas and other revenues, unless properly approved, by fund level.
- 8) Obligations must be based on firm commitments when they are approved and legally binding.

We note the following exception:

We were missing the related purchase order for one expenditure.

## Performance Contracts

For the sample items selected, we tested expenditures related to performance contracts to ensure the following:

- 1) Performance contracts are approved by the proper level of authority.
- 2) No performance contracts are committed to, signed or executed unless all funds are available and assigned to the contract.
- 3) Contracts for more than \$50,000 are approved by the Director of Legal Services.
- 4) Performance contracts for the specific fund shall not exceed a period of three years.
- 5) Within 30 days of signing the contract, an executed copy of the contract shall be sent to the Chief Office of Procurement Management Services (OPMS).
- 6) Contracts greater than \$20,000 should be accompanied by required documentation and financial statements.
- 7) Performance contracts for greater than \$70,000 funded by the specific fund require competitive bidding.
- 8) Payment should be made upon the contractor's invoice and an authorizing official noting the service has been satisfactorily provided.
- 9) Upon completion of the contract, certification for final payment must be accompanied by an evaluation of the service and signed by the authorizing contract official.

We noted the following exception:

 One of the performance contracts tested did not have an executed copy of the contract sent to the Chief Office of Procurement Management Services.



## **Procurement Contracts**

For the sample items selected, we tested expenditures related to procurement contracts to ensure the following:

- 1) Procurement contracts must be approved by a Director level or above.
- 2) Procurement contracts greater than \$30,000 require approval by the Contract Awards Committee.
- 3) Construction greater than \$50,000 and other procurement contracts greater than \$75,000 shall be reviewed by the Department of Legal Services.
- 4) Construction contracts greater than \$250,000 require contractors to be bonded.
- 5) Procurement contracts greater than \$999 require quotes from three suppliers.
- 6) Procurement contracts may not be entered into with certain entities/individuals of Member States.
- 7) Procurement contracts greater than \$10,000 require written justification.

No exceptions noted.

## Travel

For the sample items selected, we tested expenditures related to travel to ensure the following:

- 1) Travel is approved in advance and in writing.
- 2) Supervisors complete a quarterly report of official travel of all travel carried out during the three months prior to completing the quarterly report.
- 3) Senior members produce an official travel plan approved by the Secretary General one month in advance.
- 4) Travel advances require approval and required supporting documents (i.e., itinerary).
- 5) Travel expense claims require approval by the supervisor within 15 days of return from travel.

No exceptions noted.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.



This report is intended solely for the information and use of the Board of External Auditors of the General Secretariat and management and is not intended to be and should not be used by anyone other than these specified parties.

Very Truly Yours,

SBE Corpay, LLC