



EDCTP

The power of sharing science

Summary of the EDCTP site visit findings

1. Timesheets are either not prepared or are not sufficiently detailed.
2. Declaration statement not prepared for full-time employees.
3. Salaries are based on budget rather than actual hours worked (as reported on the timesheets).
4. Instead of an employee preparing one timesheet, which clearly shows the time spent by an employee on each project, employees prepare a timesheet for each project. Each employee should have one timesheet, which clearly shows the time spent on each project.
5. Charging the full cost of an asset in the year of purchase.
6. The fixed asset capitalisation limit not explicitly stated in a policy document.
7. The policies regarding salaries, allowances and additional remuneration to project staff are not documented.
8. No documented policy on accounting for the depreciation costs of capital equipment.
9. Fixed asset register is not sufficiently detailed to allow the identification of assets by donor.

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