

Heather Francis

From: Heather Francis
Sent: Monday, 30 April 2018 4:52 PM
To: Audrey Sewell; Vanessa Williams; 'suzette.campbell@mof.gov.jm'
Cc: Vincent Coates; Monique Gibbs
Subject: Quarterly Report for the period ending June 2017
Attachments: Audit Report - Rent Services Unit - March 2018.docx; Housing Policy Unit - Audit Report - March 2018.docx

Importance: High

Good afternoon Miss Campbell,

In accordance with Section 34 subsection (3a) of the Financial Administration and Audit Act along with other statutes and circulars various aspects of the Ministry of Economic Growth and Job Creation were examined. The periods under review are for the quarter ending March 2018.

January - March 2018/2019

- i. Rent Services Report
- ii. Housing Policy Report
- ii. Verification for the three (3) month period:-
 - Gratuity - 5
 - Vacation Leave Days - 14
 - Salary in Lieu of Vacation - 4
 - Salary Calculation - 35

Regards,

Heather Francis
Internal Audit Division
Ministry of Economic Growth and Job Creation
The Towers
25 Dominica Drive
Kingston 5
Tel 926-1590-3/926-1690-3; Ext. 2068
Cell # 290-0986
Fax # 926-4449
email: heather.francis@mwh.gov.im

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"Achieving prosperity through partnership, economic growth and sustainable development"

Heather Francis

From: Heather Francis
Sent: Friday, 23 March 2018 3:19 PM
To: 'suzette.campbell@mof.gov.jm'
Cc: Permanent Secretary; Vanessa Williams; Althea Savage; Marcia Loutin; Vincent Coates
Subject: Quarterly Report ending December 2017
Attachments: 3rd Quarterly Report - October - December 2017 - PS.docx

Importance: High

Good afternoon Miss Campbell,

In accordance with Section 34 subsection (3a) of the Financial Administration and Audit Act along with other statutes and circulars various aspects of the Ministry of Economic Growth and Job Creation were examined. The periods under review are for the quarter ending December 2017.

October - December 2017/2018

- i. Storekeeping and Stores Control
- ii. Verification for the three (3) month period:-
 - Gratuity - 10
 - Vacation Leave Days - 11
 - Statement of Earnings - 2
 - Increment - 2
 - Salary Payment - 3
 - Vacation Leave Payment - 1
 - Overpayment of Salary - 1
 - Lump Sum Payment - 1

Regards,

Heather Francis
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"Achieving prosperity through partnership, economic growth and sustainable development"

Heather Francis

From: Heather Francis
Sent: Thursday, 2 November 2017 10:00 AM
To: 'suzette.campbell@mof.gov.jm'
Cc: Vincent Coates
Subject: Quarterly Report for the period ending September 2017
Attachments: Report - July - September 2017.docx; Road Maintenance Fund - Inventory June 2017.xlsx

Importance: High

Good afternoon Miss Campbell,

In accordance with Section 34 subsection (3a) of the Financial Administration and Audit Act along with other statutes and circulars various aspects of the Ministry of Economic Growth and Job Creation were examined. The periods under review are for the quarter ending September 2017.

July - September 2017/2018

Audit Report

- i. Agro-Investment Corporation/ASCO Project Management Consultants
- ii. Road Maintenance Fund - Inventory
- iii. Road Maintenance Fund - Gratuity on Vacation Leave

- iv. Verification for the three (3) month period:-
 - Vacation Leave - 6
 - Gratuity - 29
 - Statement of Earnings - 7
 - Increment & Seniority - 1
 - Vacation Leave Payment - 65
 - Salary in Lieu of Notice - 41

Regards,

Heather Francis
Internal Audit Unit
Ministry of Economic Growth and Job Creation
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Heather Francis

From: Heather Francis
Sent: Wednesday, 1 November 2017 1:28 PM
To: 'suzette.campbell@mof.gov.jm'
Cc: Vincent Coates
Subject: Quarterly Report for the period ending June 2017
Attachments: LAMP Report.docx

Importance: High

Good afternoon Miss Campbell,

In accordance with Section 34 subsection (3a) of the Financial Administration and Audit Act along with other statutes and circulars various aspects of the Ministry of Economic Growth and Job Creation were examined. The periods under review are for the quarter ending June 2017.

April - June 2017/2018

- i. Special Audit Report of LAMP
 - ii. Verification for the three (3) month period:-
 - Special Sick Leave - 1
 - Gratuity - 4
 - Vacation Leave Days - 55
 - Statement of Earnings - 4
 - Family Benefit - 3
 - Increment & Seniority - 1
 - Salary Arrears - 1
 - Vacation Leave Payment - 13
 - Termination of Salary - 1
 - Travelling Allowance - 41
- (Water Resources Authority)

Regards,

Heather Francis
Internal Audit Unit
Ministry of Economic Growth and Job Creation
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Heather Francis

From: Heather Francis
Sent: Thursday, 28 December 2017 11:36 AM
To: 'suzette.campbell@mof.gov.jm'
Cc: Audrey Sewell; Vincent Coates
Subject: Annual Performance Report 2016-2017
Attachments: Audit Performance Report 2016-2017.docx

Importance: High

Good morning Ms Campbell,

Please see the attached Annual Performance Report 2016/2017 for your attention.

Regards,

Heather Francis
Internal Audit Unit
Ministry of Economic Growth and Job Creation
The Towers
25 Dominica Drive
Kingston 5
Tel 926-1590-3/926-1690-3; Ext. 2068
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