



# **OFFICE OF THE AUDITOR GENERAL**

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**AUDIT EXAMINATION OF  
THE ACCOUNTS OF  
THE MINISTRY OF FOREIGN AFFAIRS**

**BAHAMAS EMBASSY BEIJING CHINA**

**FOR THE PERIOD  
1ST OCTOBER, 2018 TO 31ST MAY, 2023**



OAG/C.9/1/010

Reference No. ....



OFFICE OF THE AUDITOR-GENERAL  
P. O. Box N-3027  
Nassau, The Bahamas

Permanent Secretary  
Ministry of Foreign Affairs  
Nassau, Bahamas

March 18th, 2024

**AUDIT EXAMINATION OF  
THE ACCOUNTS OF THE MINISTRY OF FOREIGN AFFAIRS  
THE BAHAMAS EMBASSY BEIJING CHINA  
FOR THE PERIOD 1ST OCTOBER, 2018 TO 31ST MAY, 2023**

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We have conducted an audit of the subject accounts for the period 1st October 2018 to 31st May 2023.

The objective of the audit was to determine whether accounting functions were performed in accordance with the Financial Administration and Audit Act 2010, Public Finance Management Act, 2021 and the Financial Regulations 1975; also to assess the internal control system and to determine whether accounting records are being maintained in accordance to accounting best practices.

The audit was carried out on a sample basis. The findings arising from our audit along with the appropriate recommendations are set out in the attached report. These points arose from our normal audit procedures, which are designed primarily for the purpose of forming an opinion on the accounts of the Government. Consequently, our work did not involve a detailed review of all aspects of the system and cannot be regarded as a comprehensive statement of all weaknesses that exist, or of all improvements that might be made.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terrance Bastian".

Terrance Bastian (Mr.)  
Auditor General

CEB/NT/

Attch.

## EXECUTIVE SUMMARY

The Ministry of Foreign Affairs (MFA) is the channel through which initial representation should be made to the Bahamas Government by other countries as well as regional and international organizations. It also protects the interest of the Commonwealth of the Bahamas in the political, economic, cultural and security fields; as well as its nationals abroad. Additionally, the Ministry helps to protect the borders of The Bahamas through the issuance of visas to nationals of other countries and authenticates documents.

The Bahamas Embassy, Beijing, opened in January 2006.

The audit on the accounts of the Embassy of the Commonwealth of the Bahamas in Beijing, China was conducted during the week commencing June 12 – 16, 2023. The staff complement at the time was twelve (12), consisting of seven (7) Bahamians and five (5) locally employed persons as shown:

<b>NAME</b>	<b>POSTION</b>	<b>POST DATE</b>
<b>Paulette A. Bethel</b>	<b>Ambassador</b>	<b>Aug. 31, 2022</b>
<b>Julie A. Campbell</b>	<b>Minister Plenipotentiary</b>	<b>Aug. 31, 2022</b>
<b>Lester R. Cox</b>	<b>First Secretary</b>	<b>Nov. 18, 2022</b>
<b>Farrah A. Styles</b>	<b>Second Secretary/Vice Counsel</b>	<b>Aug. 31, 2022</b>
<b>Paul A. Clare</b>	<b>Second Secretary</b>	<b>Aug.31, 2022</b>
<b>Antonia Ingraham</b>	<b>Third Secretary/Vice Counsel</b>	<b>Nov.18, 2022</b>
<b>Misty L.A. Bain</b>	<b>Administrative Attaché</b>	<b>Jan.16, 2016</b>
	<b>LOCAL EMPLOYED STAFFES</b>	
<b>Wan (Setter) Yang</b>	<b>Administrative Assistant</b>	<b>Mar. 2006</b>
<b>Dong Xu (Toni)</b>	<b>Driver</b>	<b>Oct. 2022</b>
<b>Chen Feng</b>	<b>Clerk</b>	<b>Oct. 2022</b>
<b>Ma Quan Wen</b>	<b>Driver/Messenger</b>	<b>Nov. 2022</b>
<b>Ning Lijn</b>	<b>Housekeeper</b>	<b>Nov. 2022</b>

The embassy at present has two accounts; the RMB account is the operational account and is used to pay the operating expenses for the embassy, the second account is the US\$ revenue account. Revenue collected by the embassy is deposited to this account and subsequently remitted to the Public Treasury.

The Ambassador/Head of Mission, H.E. Paulette A. Bethel, Ms. Julie A. Campbell, Minister Plenipotentiary, Second Secretary/ Vice Counsel, Second Secretary and Administrative Attaché/Accounts are signatories to both embassy accounts.

During our exit conference, we were informed of the following improvements:

- The human resources needs were strengthen by obtaining more diplomat staff.
- Receipts and invoices attached to payment documents.
- Travel clearance reports were completed and submitted into the accounts section within the approved period.
- Instituted an aggressive collection policy that reduce outstanding receivables by 25%.

Additionally, our main concern was that of the embassy incurring expenses without approval from the Ministry of Foreign Affairs i.e., Horticultural Expo 2019 and travel expenses which is detailed in the report.

We noted that, the Embassy Beijing China and Ministry of Foreign Affairs had implemented our recommendations made in our last report dated January 22, 2019 and as a result brought about improvements, in the efficiency and effectiveness of the operations of the office. These improvements should continue to be monitored.

**AUDIT EXAMINATION OF THE ACCOUNTS OF  
THE MINISTRY OF FOREIGN AFFAIRS  
EMBASSY OF THE COMMONWEALTH OF THE BAHAMAS  
BEIJING CHINA  
1ST OCTOBER 2018 TO 31ST MAY 2023**

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An audit examination was carried out on the Revenue and Expenditure Accounts of the Embassy Beijing China for the period 1st October, 2018 to 31st May, 2023.

**INTRODUCTION**

The Bahamas Foreign Services is the arm of the government for the conduct of Foreign Affairs and the protection of the Commonwealth of the Bahamas and its nationals abroad.

**OBJECTIVES**

Our primary objectives were to determine whether:

- (a) Public Service Commission (Foreign Service Orders) Regulations, 2014 was being adhered to;
- (b) Revenues were being collected and deposited intact on a timely basis, properly accounted for and recorded in the underlying accounting records;
- (c) Revenues and official receipts were being remitted to the Ministry of Foreign Affairs on a timely basis;
- (d) Revenues collected were being accurately recorded in the Ministry of Foreign Affairs records and that they were being deposited to the Consolidated Fund Account in a timely manner;
- (e) Expenditures were being made in accordance with the Financial Administration and Audit Act 2010, Public Finance Management Act, 2021 and the Financial Regulations, 1975;
- (f) Expenditures were accurately recorded in the underlying records and that such records were being properly maintained;
- (g) Expenditures were made in accordance with proper financial authority.

## **SCOPE**

Our examination included a general review of the accounting procedures and such tests of the accounting records and other supporting evidence, as we considered necessary in the circumstances.

## **METHODOLOGY**

The audit was conducted by interview, observation and examination of a sample of the accounting records.

## **FINDINGS AND RECOMMENDATIONS**

### **1.0 IMPREST**

1.1 The Petty Cash Imprest in the amount of 10,000.00 RMB was counted on 12 June 2023 and was satisfactorily maintained as summarized below:

Imprest Amount		RMB	10,000.00
Cash on Hand	5,963.90		
Outstanding Receipts	4,036.10		
Total			10,000.00

1.2 During our review of the Imprest account, we requested the Official letter from the Treasury Department that established the Imprest amount of 10,000.00 RMB, but was informed that none was on the file.

### **Management Response**

**The Ministry will therefore request an official letter from the Treasury Department establishing the amount of \$10, 000.00 RMB as the Imprest for the Embassy in Beijing.**

**1.3 It is recommended that the official letter establishing the Imprest amount be obtained from the Treasury Department and placed on the file and established as policy and procedure going forward.**

## **2.0 CONTENTS OF SAFE**

2.1 During verification of the contents of the office two (2) safes, we noted the following as shown in (Table1).

## **3.0 RETURN OF UNUSED RECEIPT BOOKS**

3.1 As per our last audit report dated January 22, 2019 it was recommended that unused General Receipts Books (J Series) held by the Embassy be returned to the Ministry of Foreign Affairs. It was noted that the books were not returned at the time of our audit.

## **4.0 RECEIPT REGISTER**

4.1 A receipt register was not being maintained that recorded all General Receipts books. The embassy received Treasury Receipts books on December 10, 2019 that was not recorded in a register. Further, the memorandum for acknowledging receipt of the books were not signed.

### **Management Response**

**The referenced memorandum of December 10, 2019 was not acknowledged and signed, because it was immediately returned to the Ministry, along with the Treasury Receipt Books, which were reissued to Canada, as confirmed by the Ministry.**

**The Embassy informs that files have been updated to record Receipt Books received/returned, along with reported revenue.**

**Online payments for Visas and Passports have reduced the need for physical copy receipts, therefore large quantities of unused Counterfoils will be returned to the Ministry.**

**The Ministry has directed the Ambassador at Beijing Embassy to ensure that the receipt register is updated and kept current.**

**It is recommended that the receipt register be updated and maintained on a constant basis.**



## **5.0 REVENUE BANK ACCOUNT**

- 5.1 The previous submission of revenue was sent to the Ministry of Foreign Affairs on April 25th, 2023 for the period of November 2022 - April 2023 (draft number 00344377) (Table 2).

### **Management Response**

There were periods when small amounts of revenue collected were held and combined with later collections to make it cost effective to incur the draft and courier fees for the transfer.

Also, pertinent to this matter is the fact that the period of November 2022- April 2023 was an intense quarantine period in China, with serious risks for staff. Accordingly, the \$530.03 collected during that time was deposited, and a draft purchased and dispatched to Headquarters after quarantine was lifted and later eliminated.

The Embassy explained that the reason the revenue many not have been transferred in “a timely manner” is that the cost of such transfers from Beijing is often more than the amount to be transferred.

The Ministry therefore requests that some leeway and discretion be allowed on this matter, taking into account the small amounts involved and the need to preserve the benefit of their collection in the first place.

- 5.2 It is recommended that revenue be transferred in a timely manner. However, in relation to management’s response the Ministry of Foreign Affairs should address the concern of the Embassy with the view of exploring cost effective methods for transferring revenue.

## **6.0 WIRE TRANSFER**

- 6.1 Funds in the amount of 22,295,218.19 RMB or (US\$ 3,267,046.77) was wired to facilitate the operation of the embassy, which covered the period October 18, 2018 through May 23, 2023. These funds were verified to the bank statements and Treasury General Ledger however, we observed a difference of US\$ 200.00 existing from bank charges (US\$ 3,267,046.77- US\$ 3,266,846.77) (Table 3).

## **7.0 END OF YEAR BALANCES 2020/2021**

- 7.1 During our last audit dated January 22, 2019, we recommended that year-end balances be reported to the Ministry of Foreign Affairs. The embassy informed the ministry in 2020, of the balance 6,545,020.04 RMB or (US\$ 924,503.15) that remain in the account.
- 7.2 The unexpended funds at the end of the fiscal periods, 2018 to 2022 was as follows:

<b>FISCAL PERIOD</b>	<b>RMB BALANCE</b>	<b>USD CONVERSION BALANCE</b>
2018/2019	3,759,138.14	544,802.14
2019/2020	6,545,020.04	924,503.15
2020/2021	8,332,435.93	1,303,694.95
2021/2022	3,261,601.00	488,161.32

## **8.0 TRAVEL AND SUBSISTENCE**

- 8.1 While reviewing travel and subsistence documents it was noted that a register was in place and was being maintained.

## **9.0 TRAVEL CLEARANCE REPORT**

- 9.1 The embassy had instituted strict measures of ensuring that travel clearance reports are cleared within the prescribed period. As a result, we observed one clearance report outstanding.

### **Management Response**

**The Ministry has directed the Ambassador at the Beijing Embassy to ensure that this practice continues. In the interim, the Embassy has informed that the one outstanding clearance report cited has already been submitted to the Accounts Officer at the Embassy.**

- 9.2 It recommended that travel clearance reports continued to be submitted within Twenty-One (21) days after travel in accordance to Treasury Circular.**

## **10.0 OPERATIONAL BANK ACCOUNT**

10.1 Our examination of the operational account revealed that the current balance at May 31, 2023 was 2,264,283.12 RMB or (US\$ 317,807.50).

## **11.0 INTEREST EARNED**

11.1 Total interest earned on the operational account for the period December 21, 2019 to March 20, 2023 was, 62,783.98 RMB or (US\$ 8,756.48) at the current exchange rate of 7.17. The interest remained on the account (**Table 4**).

## **12.0 BANK RECONCILIATION STATEMENT**

12.1 During our review of the underlying accounting records for the period October 1, 2023 to May 31, 2023, bank reconciliations were prepared and presented in the operational accounts.

12.2 The bank reconciliation for May 31, 2023 was prepared and examined in the operational account awaiting to be sent to the capital.

## **13.0 VALUE-ADDED TAX REFUND**

13.1 Our examination of the tax invoices for value-added tax refund revealed an amount of 669,599.93 RMB or (US\$ 93,350.05) for goods and services purchased by the embassy.

13.2 The total value-tax refund breakdown for the period October 1, 2019 to May 31, 2023, is as follows:

- Embassy of the Commonwealth of the Bahamas 510,690.34 RMB.
- Diplomat Officers 158,909.59 RMB; totaling 669,599.93 RMB

## **14.0 ACCOUNTS RECEIVABLE**

14.1 The accounts receivable listing at the end of July 2021 showed an outstanding balance of 202,416.22 RMB or US\$ 28,219.19 (**Table 5**).

14.2 The overdue receivables date back to June 6, 2013. The accounts receivable decreased, by 64,472.35 RMB (266,888.57 - 202,416.22), about 25% during the review period.

14.3 We observed a memorandum from the embassy to the Permanent Secretary Ministry of Foreign Affairs dated January 31, 2019, seeking assistance from the Ministry to collect outstanding funds as per our audit recommendations dated January 22, 2019.

**Management Response**

The Embassy informs that it submitted the said memorandum to the Ministry, with an attached Receivable List, requesting the Consular Department for assistance in recovering the outstanding receivables, or for the Ministry to make a final decision as to whether the outstanding amounts from 2013 should be “WRITTEN OFF”, as recommended in the Audit Report of 2019.

14.4 It is recommended that the Embassy continue to pursue the Ministry of Foreign Affairs assistance to collect all outstanding funds or written off where deemed uncollectible.

**15.0 INDEPENDENCE CELEBRATION**

15.1 On an annual basis, funds are approved by the Cabinet Office to defray the cost of the Independence Celebration for each Mission, which is facilitated by the Treasury. We noted that the following funds were remitted for Independence as follows:

Date	Particulars	Amount \$US
June 27, 2019	Independence 46 <sup>th</sup> Celebrations	5,000.00
October 1, 2020	Independence 47 <sup>th</sup> Celebrations	2,500.00
July 8, 2021	Independence 48 <sup>th</sup> Celebrations	2,500.00
May 18, 2023	Independence 50 <sup>th</sup> Celebrations	20,000.00

15.2 The Embassy did not receive funds to host the 49<sup>th</sup> Independence celebrations in 2022.

**16.0 OVERTIME**

16.1 Our review of the accounting records indicated that there was no paid overtime expense. Officers who were allowed to work in excess of thirty-five (35) hours in a given month, the additional hours worked were accrued as time in lieu.

## **17.0 STAFFING LEVELS**

- 17.1 The staffing levels for Foreign Service Officers at the Embassy were deemed adequate, with a total of twelve (12) staff members. Among them, five (5) were locally employed while seven (7) were diplomats, including the Ambassador who served from August 31, 2022 to November 18, 2022.
- 17.2 The Embassy is moving to new premises, and having enough skilled staff is crucial to meet human resources needs.

## **18.0 EMPLOYEES FILES**

- 18.1 A review of employee's files indicated that the records were not updated regularly and were not filed consistently. Employee's files were devoid of vacation records and salary progression information.

### **Management Response**

The Embassy has informed that the employee files presented for review should have reflected communications from 2020-2022. The locally-employed staff files were updated from 2015 and the Personal Data Worksheets were submitted to the Ministry to reflect vacation leave balances. The files of locally- employed staff engaged since October, 2022 contained their engagement letter and contracts with the requisite information.

The Ministry has directed the Ambassador at the Beijing Embassy to ensure that the files for all employees are brought up to date and maintained properly. The Ministry has been assured that this process is ongoing.

- 18.2 It is recommended that employee's files be brought up to date and maintained in a proper manner.**

## **19.0 CONTRACT FOR RETROFITING OF THE NEW CHANCERY**

- 19.1 The Embassy entered into a contract to upgrade a villa for the purpose of a new chancery, located at Liangmaqiao B-LB-09-01 for an amount of 460,686.00 RMB or US\$ 64,225.00.
- 19.2 An additional amount of 46,678.80 RMB or US\$ 6,574.48 was needed to purchase materials and to perform work that was not originally estimated as follows:
- Replacement of the tiles in the entrance hallway of the building which are cracked and discolored beyond repair;
  - Replacement of the door frames and doors throughout the building which are crumbling due to age and rot; and
  - The removal of a half wall to make way for a small kitchenette for tea and coffee service in an area adjacent to the Ambassador's office.
- 19.3 The cost to upgrade the villa at the time of our audit had increased to an amount of 507,364.80 RMB or US\$ 70,799.48.
- 19.4 The Embassy paid the initial amount of 460,686.00 RMB (US\$ 64,225.00) from the operational account because the Ministry of Foreign Affairs did not send any funds to defray the cost of the repairs.
- 19.5 A request was made to review the upgrade estimate and the mold assessment/repair report; however, we were informed that neither were performed.

### **Management Response**

**The Ministry has directed the Ambassador at the Beijing Embassy to ensure that a proper scope of work is performed and signed off on before the final payment is made to the Contractor.**

**The Ministry concurs that, ideally, work of this magnitude could involve a committee, consisting of representatives from the Ministry of Works, the Ministry of Finance and the Ministry of Foreign Affairs.**

In reality, however, decisions of this nature tend to be time- sensitive and are often required much more expeditiously than would be afforded by committee overview and deliberations.

The Ministry therefore considers it most practical to maintain the current modus operandi whereby the Permanent Secretary is empowered to make such decisions.

**19.5 It is recommended that a proper scope of work be performed and signed off on before the final payment is made. Furthermore, when work of this magnitude, is to be carried out, a committee consisting of representatives from the Ministry of Works', the Ministry of Finance and the Ministry of Foreign Affairs should be involved.**

## **20.0 DISCRETIONARY FUNDING**

20.1 The Ministry of Foreign Affairs provided the Embassy an amount of 15,000.00 US\$ (106,019.77 RMB) to assist Bahamians displaced due to travel bans and airport closures because of Covid-19 emergencies.

20.2 The Embassy however, paid an amount of 106,019.77 RMB. The additional amount of 301.30 US\$ was expensed because the Embassy did not maintain a drawn down schedule to record the conversion rate on the date's expenditures had accrued.

### **Management Response**

The Ministry approved all financial assistance that had been disbursed from January 2020, prior to receipt of the funds. These funds were disbursed at differing exchange rates, depending on the location of the distressed nationals (Japan, South Korea, Philippines, Australia, Malaysia, Vietnam), during the Covid-19 pandemic.

The Embassy made a conscientious effort to try to assist distressed nationals without going too far beyond the allocated budget. Given the prevailing emergency circumstances at the time, the overage is more than understandable.

**20.3 It is recommended that the Embassy ensure that funds expended remain in line with the Ministry of Foreign Affairs directives.**

**21.0 OFFICIAL WEBSITE CONSTRUCTION/UPGRADE**

21.1 A computer company was paid an amount of 8,000.00 RMB representing a 50% deposit of the total amount of 16,000.00 RMB dating back to August 24, 2020, for the embassy website upgrade.

21.2 A quotation attached to the payment document outlined the deliverables that the company was to complete. However, the company is owed a balance of 8,000.00 RMB due to the embassy being unable to make a decision on the front web page design at that time.

**Management Response**

The Ministry has directed the Ambassador at the Beijing Embassy to ensure that funds expended remain in line with the Ministry of Foreign Affairs directives. The Embassy has pointed out however, that the exigencies of the COVID restrictions and the emergencies that were engendered during that period did not always allow for strict maintenance of a draw down schedule to record the conversion rate on the dates the expenditures were incurred.

Once again, it must be noted that the additional US\$ 3,013.30 is a relatively small amount for the exigencies and time period covered, and the emergency situation that prevailed at the time.

The Ministry has directed the Ambassador to move forward with this recommendation. The Embassy staff will therefore re-engage with the Company to continue the project, with a view to its completion.

**21.3 It is recommended that the embassy engage the company to complete the web page design as a matter of urgency; in an effort, that value can be obtained for funds already expended.**



## 22.0 GOVERNMENT VEHICLES

22.1 Two vehicles have been assigned to the embassy- a Mercedes Benz for the Ambassador's use, and a Honda Odyssey for official purposes.

22.2 The vehicles currently in use are insured through 2024, as detailed below:

YEAR	MAKE	CHASSIS/ENGINE NUMBER	VEHICLE NUMBER	INSURED VALUE
2008	Mercedes Benz	WDDHF5EB8AA016067 27295231216874	267001	RMB 163,609.60 US \$ 24,060.24
2008	Kia Carens	KNAFG521X87195811 G4KA84330260	267002	RMB 41,756.00 US \$ 6,140.59

22.3 During our last audit report dated January 22, 2019, we recommended that efforts continue to be made to rid the Embassy of the 2008 model Mercedes Benz (E300) and the 2008 Kia Carens, as a matter of urgency.

22.4 The Embassy received approval from the Ministry of Foreign Affairs on October 8, 2020 to sell both vehicles. The final sales were effected on November 30, 2020, in the amount of 83,193.90 RMB or (US\$ 12,624.27) inclusive of conversion charges.

22.5 The amount of 60,000.00 RMB (US\$ 9,104.71) was received for the Mercedes Benz E300 and 23,000.00 RMB (US\$ 3,490.14) for the Kia Carens.

## 23.00 BEIJING INTERNATIONAL HORTICULTURAL EXHIBITION

23.1 The Embassy made a request from the Ministry of Foreign Affairs to participate in the Beijing International Horticultural Exhibition 2019. The Ministry gave specific instructions that funds ought not be used from the operational account without approval. However, a number of reimbursements were made from the account without approval.

23.2 We requested a copy of the approval letter from the Treasury of proof that permission was given to open a bank account for the receipt of exhibitions funds; however, we were not provided with a copy of the document.

23.3 The bank statement disclosed that an amount of One Million (1,000,000.00) RMB or approximately US\$146,000.00 was deposited to the account on July 5, 2019.

23.4 A review of the documents relating to expenses of the exhibition indicated the following:

- A number of cheque numbers/payment vouchers could not be traced to the bank statement.
- Payment Vouchers were made payable to Petty cash in the amount of 10,000.00 RMB without regards to expenses logged in a register indicating drawn down balances and reason for replenishment. In addition, receipts were not attached to support expenses.
- A number of cheques were made out to cash.
- A cashbook was not maintained to indicate expenses and ending balances.
- Per Diem allowances were recorded; however, supporting documentation only indicated times worked without signatures affixed.
- Payment Vouchers were prepared and approved by the same individual.

### **Management Response**

**The Ministry has directed the Ambassador to ensure that this recommendation is adhered to by all members of staff who deal with financial matters at the Embassy.**

**23.5 It is recommended that all accounts opened in the name of the Bahamas Government be subjected to the rules, policies, and protections established for the establishment, execution, and recording of the accounts.**

### **24.0 INVENTORY**

24.1 An official inventory listing of the embassy and the official residence was provided. The listing was last updated in May 26, 2023.

### **25.0 INCOME TAX AND SOCIAL SECURITY**

25.1 Income Tax and Social Security changes came into effect in January 2019; Under the Income tax reforms employees were able to deduct certain expenses from their taxable income. In addition to, Social Insurance amendment, employers and employees are both required to contribute; however, the employer bears a heavier burden.

25.2 The prior collection system made it easy to under-pay by reporting the base salary of employees of which the social security authorities were tasked with performing this function without knowing employees' actual incomes.

- 25.3 The Embassy compiled with the reforms and implemented the changes in January 2019 that was evidenced on the billing notices. The salaries of local staff were sent to the agency, which indicates the employer's portion.
- 25.4 Since January 2023, salaries and social insurances have combined on the notices. We were informed that statements are no longer emailed to the Administrative Attaché/Accountant.

The Ministry has directed the Ambassador to ensure that there is a smooth and regular flow of information between the different sections of the Embassy, as appropriate and necessary, so as to ensure an overall efficient and effective administrative process. TO the end, copies of electronic invoices will be sent to the Embassy's info email address and simultaneously copied to the Head of Chancery and to the Accounts officer.

- 25.5 It is recommended that all billing notices be forwarded to the Administrative Attaché/Accountant for review in an effort to ensure conformity to laws and avoid underpaying contributions, thus preventing additional costs due to incorrect rates.**

## **26.0 STORAGE COMPANY**

- 26.1 The Ministry of Foreign Affairs/Embassy continued to pay storage fees to a company for furniture up to September 18, 2021 as indicated in the below table:

DATE	PARTICULARS	AMOUNT RMB
24/10/2018	Furniture Storage fees-Official residence Jan-Oct 2018	7,000.00
14/03/2019	Storage Fees-Nov-Mar 2019-reduced from 110-700/m	3,500.00
07/11/2019	Storage-Fees-Official Residence furniture Misc. Items	4,900.00
18/03/2020	Storage-Official Residence furniture Nov 19-June 2020	5,600.00
20/04/2020	Packing & Storage fees-EXPO 2019 Conference materials	4,700.00
18/09/2020	Storage Fees-Furniture-Official Residence June-Dec	4,200.00
20/01/2021	Storage Fees-Furniture-Official Residence Jan-June 2021	6,600.00
18/09/2021	Storage-Furniture & Expo Gift Items-July-September2021	3,300.00
	<b>TOTAL</b>	<b>39,800.00</b>

- 26.2 During our last report dated January 22, 2019 we recommended that management continue to engage the Ministry of Foreign Affairs to have the furniture sold or disposed of, in an effort to avoid paying unnecessary fees.

26.3 We are pleased that the embassy had taken action to rid itself of the need of having to pay exorbitant storage fees in September 2021.

## **27.0 RESPONSE TO PREVIOUS AUDIT REPORT**

27.1 The Embassy of the Commonwealth of the Bahamas Beijing, China responded to the previous audit report in February 2019. We were pleased to see that the recommendations made during the last reporting period, January 1, 2017 to September 30, 2018 was implemented which led to effective governance and guided the embassy to address the weaknesses found.

## **28.0 CONCLUSION**

28.1 The findings of our review were brought to the attention of management who advised us that corrective action would be taken on our recommendations.

28.2 We express our gratitude to the Ambassador and Staff for the courtesies extended to the audit team and the co-operation received during the audit process.

### **Management Response**

**The management of the Beijing Embassy reiterate its commitment to corrective action on the recommendations outlined, and wishes to convey its gratitude for the successful and productive engagement.**

**The Ministry of Foreign Affairs takes this opportunity to thank the Auditor General and his team, once again, for their visit and assessment and looks forward to continued cooperation that will rebound to the benefit of the Government and all concerned.**

**SAFE 1 (AMBASSADOR OFFICE)****UNUSED GENERAL RECEIPT BOOKS**

<b>PASSPORT</b>	<b>TREASURY GENERAL RECEIPTS</b>
856576 – 856600	542401 – 542450
856601 – 856625	542451 – 542500
856626 – 856650	542501 – 542550
856651 – 856675	542551 – 542600
856676 – 856700	542601 – 542650
856701 – 856725	542651 – 542700
856726 – 856750	542701 – 542750
856751 – 856775	542751 – 542800
856776 – 856800	

**PASSPORTS**

<b>OFFICIAL PASPORT</b>	<b>DIPLOMATIC PASSPORT</b>	<b>CHILDREN PASSPORT</b>	<b>REGULAR ADULT PASSPORT</b>
000701	000302	CH063433	R311219
000702	000303	CH063434	R311221
000703	000304	CH063435	R311222
000704	000305	CH063436	R311223
000705	000306	CH063437	R311224
000706	000307		R311225
000707	000308		
000708	000309		
000709	000310		
000710			

**BAHAMAS VISA**

<b>VISA NUMBERS</b>
A003501 – A003600

**EMERGENCY TRVEL DOCUMENT**

<b>VISA NUMBERS</b>
0002106-0002298

**EMERGENCY TRAVEL DOCUMENT-PASSPORT**

<b>PASSPORT NUMBERS</b>
E0000010 – E0000025
E0000026 – E0000050
E0000051 – E0000075
E0000076 – E0000100
E0000101 – E0000125
E0000126 – E0000150
E0000151 – E0000175
E0000176 – E0000200

OTHER CONTENTS IN SAFE	
1	Door Keys
2	Liangmagiao Key 09-01
3	Axess F1000 Products CD V3.0

## SAFE 2 (ADMINISTRATIVE ATTACHE OFFICE)

### RECEIPT BOOKS INUSE

RECEIPT BOOK	RECEIPT BOOK NUMBER
Authentication	250001 – 250050
Visa	68251 – 68300
Passport	856551 – 856575
Parliamentary Registration Department Book	

GENERAL RECEIPTS (AUTHENTICATION)
250051 – 2500100
250101 – 250150
250151 – 250200
250201 – 250250
250251 – 250300
250301 – 250350
250351 – 250400
250401 – 250450
250451 – 250500

OTHER CONTENTS IN SAFE	
1	RBB Cheque Book
2	USD Cheque Book
3	Bank Signature Card
4	Vehicle Registration Book
5	Petty Cash

PHOTO OF SAFE



PHOTO OF PASSPORTS/VISAS



PHOTO OF EMERGENCY DOC



Table 2

**SCHEDULE OF REVENUE REMITTED TO THE TREASURY DEPARTMENT**

<b>MONTH/YEAR</b>	<b>VISAS \$</b>	<b>PASSPORTS \$</b>	<b>NOTARY \$</b>	<b>AMOUNT \$</b>	<b>DRAFT #</b>	<b>DATE REMITTED TO TREASURY</b>
Jan-19	4,000.00	75.00	57.68	4,132.68	412274	1-Feb-19
Feb-19	504.00		260.00	764.00	412283	27-Mar-19
Mar-19	640.00		160.00	800.00	412284	4-Apr-19
April-19	1,120.00	125.00	173.37	1,418.37	412326	20-May-19
May-19	160.00	360.00		520.00	412265	13-Jun-19
Jun-19		50.00		50.00	412223	1-July-19
July-19		750.00	766.42	1,516.42	412286	9-Aug-19
Aug-19	320.00	50.00	231.35	601.35	412224	4-Sep-19
Sep-19	640.00	50.00	164.14	854.14	412225	18-Oct-19
Oct-19	2,880.00	35.00	60.49	2,975.49	412288	5-Nov-19
Nov-19	2,214.00	206.77	598.68	3,019.45	412289	4-Dec-19
Dec-19	1,736.00	50.00	167.24	1,953.24	412290	2-Jan-20
<b>2019 Total</b>	<b>\$ 14,214.00</b>	<b>\$ 1,751.77</b>	<b>\$ 2,639.37</b>	<b>\$ 18,605.14</b>		
Jan-20	173.00		60.13	233.13	412226	21-Feb-20
	880.17			880.17	412296	20-Mar-20
<b>2020 Total</b>	<b>\$ 1,053.17</b>		<b>\$ 60.13</b>	<b>\$ 1,113.30</b>		
Apr-21		50.00	120.00	170.00	412351	2-Jul-21
Jun-21		25.00	180.43	205.43	412351	
Jul-21			180.00	180.00	412351	
Sep-21			842.57	542.57	412310	1-Sep-21
Nov-21			244.17	244.17	412227	30-Nov-21
<b>2021 Total</b>		<b>\$ 75.00</b>	<b>\$ 1,567.17</b>	<b>\$ 1,642.17</b>		
Nov-22			55.71		344377	
<b>2022 Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 55.71</b>	<b>\$ 55.71</b>		
Feb-23			350.50		344377	25-Apr-23
Mar-23			179.53		344377	25-Apr-23
Apr-23		24.95			344377	25-Apr-23
<b>2022 Total</b>		<b>\$ 24.95</b>	<b>\$ 530.03</b>	<b>\$ 554.98</b>		



Table 3

**SCHEDULE OF WIRE TRANSFERS**

<b>MONTH/YEAR</b>	<b>TRANSACTION DATE</b>	<b>TREASURY REMITTANCE AMOUNT (\$)</b>	<b>INTERNATIONAL SETTLEMENT CREDIT ADVANCE AMOUNT (\$)</b>	<b>CHEQUE NUMBER</b>	<b>PURCHASE ORDER NUMBER</b>
Oct-2018	25-Oct-18	150,000.00	150,000.00	N/A	N/A
Jan-2019	11-Feb-19	193,100.00	193,100.00	N/A	N/A
May-2019	23-May-19	228,227.55	228,227.55	N/A	N/A
Jun-2019	5-Jul-19	5,000.00	5,000.00	N/A	N/A
July-2019	30-Jul-19	225,661.50	225,661.50	34458	PO201900-00034
Oct-2019	30-Oct-19	206,848.07	206,848.07	34760	PO201900-00200
Jan-2020	4-Feb-20	206,848.07	206,848.07	35170	PO201900-00444
Mar-2020	1-Apr-20	206,848.07	206,848.07	35511	PO201900-00855
Apr-2020	3-Apr-20	15,000.00	15,000.00	35511	PO201900-00890
Jul-2020	21-Jul-20	222,615.31	222,615.31	N/A	N/A
Oct-2020	19-Oct-20	2,500.00	2,500.00	36300	PO201900-01598
Oct-2020	10-Oct-20	222,615.31	222,615.31	36293	PO201900-00158
Jan-2021	21-Jan-21	222,615.31	222,615.31	36687	PO201900-00348
Jul-2021	26-Jul-21	222,615.31	222,615.31	37506	PO201900-00018
Jul-2021	12-Jul-21	2,500.00	2,500.00	37488	PO201900-00015
Oct-2021	21-Oct-21	206,848.07	206,848.07	37835	PO201900-00264
Oct-2022	19-Oct-22	191,061.93	191,061.93	39488	PO201900-00432
Jan-2023	28-Jan-23	233,198.93	233,198.93	39989	PO201900-00834
May-2023	11-May-23	282,743.34	282,743.34	40600	PO201900-01282
May-2023	22-May-23	20,000.00	20,000.00	40650	PO201900-01323
<b>Total</b>		<b>\$ 3,266,846.77</b>	<b>\$ 3,266,846.77</b>		
<b>Add Bank Charges</b>		<b>\$ 200.00</b>	<b>\$ 200.00</b>		
<b>Total Remitted</b>		<b>\$ 3,267,046.77</b>	<b>\$ 3,267,046.77</b>		

Table 4

**SCHEDULE OF INTEREST EARNED OPERATIONAL ACCOUNT**

<b>DATE</b>	<b>AMOUNTS RMB</b>
21-Dec-19	3,647.25
20-Mar-20	4,008.88
21-Jun-20	5,046.34
21-Aug-20	5,548.95
21-Dec-20	6,257.89
20-Mar-21	6,618.88
20-Jun-21	6,590.20
20-Sep-21	6,758.08
21-Dec-21	7,287.42
20-Mar-22	3,447.38
20-Jun-22	2,577.36
20-Sep-22	2,133.56
20-Dec-22	1,686.44
20-Mar-23	1,175.35
<b>Total</b>	<b>62,783.98</b>

Table 5

**SCHEDULE OF OUTSTANDING ACCOUNTS RECEIVABLE**

<b>DATE</b>	<b>NUMBER</b>	<b>AGING</b>	<b>OPEN BALANCE</b>
6-Nov-13	5	3115	13,942.00
25-Mar-14	6	3367	11,800.00
24-Nov-14	8	3123	3,000.00
2-Dec-14	4	3115	9,986.00
2-Dec-14	9	3115	5,000.00
20-Jan-16	3	3115	11,188.00
8-Sep-15	7	2835	47,497.50
19-Oct-15	10	2794	14,369.40
8-Dec-15	2	2744	6,500.00
20-Jan-16	11	2701	21,000.00
25-Jan-16	16	2696	2,047.00
24-Nov-15	15	2147	3,200.00
27-Jul-17	14	2147	4,664.87
26-May-19	28	1479	13,174.00
9-Jul-21	32	704	35,047.45
<b>Total</b>			<b>RMB 202,416.22</b>

