



## Financial Accountability Procedures

13 months from 04/01/13 – 04/30/14

**Performed on:** Hands of Love Foundation in Uganda (HOL UG)  
**On Behalf of:** Hands of Love USA Board of Directors  
**Performed by:** Sarah Bilbra, Charlie Paparelli

In the summer of 2014, Sarah Bilbra and Charlie Paparelli conducted the following procedures on HOL UG's books in Uganda. Alex Sendi, the lead accountant for HOL UG, represented HOL UG during their procedures.

1. **Obtained all transfer documents that HOL UG received from HOL USA for the period April 1, 2013 through April 30, 2014.** These documents provide the detail for the monthly (or bi-monthly) wire transfers from HOL USA to HOL UG. These documents include descriptions of all funds wired, including amounts and funds for all donor specified gifts. The transfer documents are prepared by the HOL USA accountant in the United States. No exceptions noted.
2. **Obtained all bank statements for HOL UG for the period April 1, 2013 through April 30, 2014.** All funds sent from HOL USA are deposited into the one HOL UG bank account. No exceptions noted.
3. **Obtained a detailed listing of all expenditures, by month, made by HOL UG for the period April 1, 2013 through April 30, 2014.** This listing of expenditures is compiled and maintained by Alex Sendi's accounting staff at HOL UG. It includes columns for the categories of food, clothing, medical, education, beddings, staff, gifts, building projects, mission trips and other. Each expenditure item includes the amount, date and category. One-off purchases include additional description information. No exceptions noted.
4. **Obtained receipts for expenditures from April 1, 2013 through April 30, 2014.** No exceptions noted.
5. **Agreed the total amount transferred from HOL USA, per the transfer documents, to the monthly HOL UG bank statements for each month in the period from April 1, 2013 through April 30, 2014.** No exceptions noted.



## Financial Accountability Procedures

13 months from 04/01/13 – 04/30/14

6. **Compared the detail included in the transfer document from HOL USA to the detail listing of expenditures maintained by HOL UG for each month for the period April 1, 2013 through April 30, 2014.** Noted that all donor-specified amounts related to staff sponsorship, gifts, building projects and mission trips were used for those individual staff/children/purposes. Also noted that gifts specified for group meals, clothing, medicine, etc. were used for those purposes in the appropriate month or the month following. Lastly, noted that all amounts related to child sponsorship were used for children's food, clothing, bedding, medical needs or education. No exceptions noted.
7. **Noted each mission trip has a detailed summary that includes funds received from the missionaries and all expenditures made on their behalf during the trip (hotel, transportation, etc.).** No exceptions noted.
8. **Agreed total expenditures per the detailed listing of expenditures to the HOL UG bank statement for the period April 1, 2013 through April 30, 2014.** No exceptions noted.
9. **Selected all expenditures for which the description was non-recurring for the period April 1, 2013 through April 30, 2014. Agreed each of these expenditures to the original receipt, noting that all descriptions agreed to the supporting receipt.** Immaterial exceptions noted. Cumulative exceptions totaled less than \$1,000 for the period.
10. **Selected a sample of 10-15 expenditures per month during the period from April 1, 2013 through April 30, 2014, including all expenditures over a certain dollar amount. Agreed each expenditure to the supporting receipt, noting that the date and description matched the detailed expenditure listing.** No exceptions noted.

**NOTE 1:** For the majority of months in the period April 1, 2013 through April 30, 2014, funds transferred from HOL USA were insufficient to fund the costs of HOL UG. The shortfall was raised in Uganda from various sources.

**NOTE 2:** Charlie Paparelli reviewed May 2013 while Sarah Bilbra reviewed April 2013 and June 2013 - April 2014.