

Appendices

Appendix 1

(a) The following payments had less than three quotations and were not on the approved list of suppliers:

Date of payment	Cheque #	Payee	Amount	Description of payment	Account code
10.07.14	164124362	Scarlet Macaw Design and Print	\$417,600.00	Artwork, set up charges and printing of 350 Newsletter	PTCCB/1002/202-Print & Print Material
28.01.13	163518942	Starcomm Office Furniture	\$146,160.00	1 desk and 3 task chairs	PTCCB/1009/901-Office Building Maintenance
04.04.13	163519051	Metro Office and Computer Supplies	\$139,722.00	Pmts for copying documents-Pre endorsement of NIP of Directors	PTCCB/1008/801-Meeting and Other events Stockholm
17.05.13	163519124	Matrix Video Productions	\$100,000.00	Filming and editing of event at Convention Centre-May 16 and Filming of even at MOA-May 17 (Less cash advance pmt of \$30,000)	PTCCB/1008/801-Meeting and Other events Stockholm

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- (a) The following payments had less than three quotations and were not on the approved list of suppliers-cont'd:

Date of payment	Cheque #	Payee	Amount	Description of payment	Account code
12.08.13	163519239	Muneshwars Travel Service	\$1,020,032.00	Cost of airfare for M Solomon and S Khan from Guyana to China for Pesticides Laboratory Training in Formulated Pesticides Analysis and Residual Analysis at the Institute for Control of Agrochemicals, MOA, China 2nd to 13th September 2013 USD 4904	PTCCB/1012/1201-Laboratory Expenses
17.01.12	163052518	DD Signs	\$311,750.00	Production of 50 full colour "Pest Control Operators Basic Training Manual" Booklets	PTCCB/1010/1001-Inspection and Training
02.03.12	163052563	Michael Seeram	\$432,040.00	Supply diesel fuel-1756 Litres @\$215 each and provide, install and paint shelves in store room	PTCCB/1009/901-Office Building Maintenance

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(b) The following payments have less than three quotations:

Date	Payee	Description	Account #	Amount
27.04.12	Scimed Tech Inc.	Equipment consumables for PTCL USD 365 plus foreign bank charge of USD 25 and bank charges of GYD3,000.00	654-076-9	\$83,340.00
27.04.12	Peak Scientific Instrument Ltd	Equipment for PTCL USD 498 plus foreign bank charge of USD 25 and bank charges of GYD3,000.00	654-076-9	\$110,738.00
10.05.12	Advanced Specialty Gases	Purchase of gases for analyses the PTCL (863,140) and bank charges (4,316)	654-076-9	\$867,456.00
28.06.12	Scimed tech	Payment for equipment consumables USD 152.11 and bank charges of GYD 8,150.00	654-076-9	\$39,484.66
10.08.12	Scimed Tech	Payments for equipment consumables required by the PTCL= USD 267.38 + foreign bank charges of USD 25 and bank charges of GYD 3,000	654-076-9	\$63,230.28
12.09.12	Western Scientific Co Ltd	Equipment consumables and spares required by the PTCL for efficient functionality(USD 3,117.52) and back charges GYD 1,500.00	654-076-9	\$643,709.12
05.12.12	Western Scientific Co Ltd	Equipment consumables for PTCL USD 5,762.39 plus bank charges GYD 1,505.00	654-076-9	\$1,188,552.34
04.01.13	Scimed Tech Inc.	Equipment consumables required by PTCL for efficient functionality USD 2070.57 plus USD 25 for foreign bank charges and GYD 3,000 for bank charges	654-076-9	\$434,687.42
28.01.13	Western Scientific Co Ltd	Bank draft-equipment consumables for the PTCL USD 4,942.72 plus GYD bank charges \$1,500.00	654-076-9	\$1,019,700.32
11.02.13	Mettler Toledo	USD 3360.65-Payment for one density meter for the PTCL plus bank charges of 3,487.00	654-076-9	\$700,797.00

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(b) The following payments have less than three quotations-cont'd:

Date	Payee	Description	Account #	Amount
14.03.13	Advanced Specialty Gases	Purchase of gases for analytical analysis by the Lab-USD 6,500 plus bank charges of GYD 5,500.00	654-076-9	\$1,358,245.00
04.06.13	Organomation Associates Inc.	Equipment consumables required by the PTCL for efficient functionality USD 4,895 plus foreign bank charges of USD 25 and GYD bank charges of \$5,117.00	654-076-9	\$1,028,477.00
19.06.13	Scimed Tech Inc.	Equipment consumables required by the PTCL for efficient functionality USD 9,867.09 plus foreign bank charges of USD 30 and GYD bank charges of \$5,500.00	654-076-9	\$2,064,094.72
28.02.14	Western Scientific Company Ltd	payment for equipment consumables for the PTCL for efficient functionality USD 4,251.12- Controller Board for Thermo ECD Detector USD 2,682 and travel expenses to repair the ECD Detector USD 1,230.00,packing,documentation,freight and insurance= USD 339.12 and bank charges GYD \$1,500.00	654-076-9	\$894,235.20
03.03.14	Scimed Tech Inc.	Payment for equipment consumables required by PTCL for efficient functionality USD4,923.51 plus foreign bank charges of USD 25 and local bank charges of GYD5,196.00	654-076-9	\$1,044,383.10
25.04.14	LGC Standards GMBH	Payment for standards for analytical analysis by PTCL- EUR 3,808.00 and local bank charges of \$5,388	654-076-9	\$1,083,052.00
30.06.14	Scimed Tech Inc.	Payment for equipment consumables charges for PTCL efficient functionality USD 1,878 plus foreign bank charges of USD25 and local bank charges of 4,000.	654-076-9	\$403,630.00
09.07.14	Scimed Tech Inc.	Payment for consumables required by PTCL for efficient functionality USD 1,275 plus foreign bank charges of USD 25 and local bank charges of GYD4, 000.	654-076-9	\$277,000.00

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Appendix 1-cont'd

(b) The following payments have less than three quotations-cont'd:

Date	Payee	Description	Account #	Amount
05.09.14	Scimed Tech Inc.	Payment for equipment consumables (columns) required by PTCL for efficient functionality USD 2,584 plus foreign bank charges of USD 25.00 and local bank charges of GYD 4,000.	654-076-9	\$551,890.00
10.02.15	Scimed Tech Inc.	Payment for consumables for the lab- acetone, methanol, buffer solution, nylon filter, columns, spatulas, glass stir rods, gas filters, tube rack, clean up kits etc. USD 15,596, foreign bank charges USD 35 and cost of transfer \$5,500	654-076-9	\$3,288,010.00
27.02.15	Scimed Tech Inc.	Additional payment for hazardous material handling- consumables for the lab- acetone, methanol, buffer solution, nylon filter, columns, spatulas, glass stir rods, gas filters, tube rack, clean up kits etc. USD 630.62, foreign bank charges USD 25 and cost of transfer \$4,000	654-076-9	\$141,680.20

Appendix 2

The following invoices were not signed by the Chairman or Deputy Chairman:

Date of payment	Cheque #	Payee	Amount	Description of payment	Account code
05.11.13	163519389	Chandramatti Basdeo	\$684,000.00	Advance requested by S Amichand to conduct field visit and awarding of prizes to Secondary Schools- Pesticides Awareness Corner in Reg 9	Advance
13.04.12	163518508	Micro Design Technology	\$693,882.00	Purchase of 3 Equipment for Pesticides Laboratory Training needs	PTCCB1003/30 1-Office Equip & Main

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Appendix 3

The following payments had no per diem schedules attached:

Date	Payee	Description	Account #	Amount
23.04.13	S Ramsammy and S Amichand	Purchased USD 1,200 for travelling for upcoming conference of the parties for the Basel, Stockholm and Rotterdam Convention in Geneva, Switzerland	654-076-9	\$248,400.00
07.06.13	DietmarChichester	Purchase of USD 450.00 for D Chichester to represent Guyana at the 18th Meeting of Coordinating Group of Pesticides Control Board in Trinidad, W.I.	654-076-9	\$93,150.00
27.06.13	Sheirdath Michael Ramsammy	Purchase USD 300 for travelling to Dominican Republic GEF Expanded Constituency Workshop from 2nd to 3rd July 2013	654-076-9	\$62,100.00
29.08.14	Sheirdath Michael Ramsammy	Purchase of USD 800.00 to facilitate payment for travelling allowance for participation at the upcoming workshop on the Minamata Convention on Mercury, 2nd to 4th September, 2014 at Brazil.	654-076-9	\$168,000.00

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Appendix 4

The cabinet approval was outstanding for the following payment:

Date	Payee	Description	Account #	Amount
30.05.14	Trecia David	Purchase USD 650 and USD 810 on 28/5/2014 and 30/5/2014 for T David travel to Antigua for 19th Coordinating Group of Pesticides Control Board Meeting and FAO Workshop on Obsolete Pesticides Clean up in the Region	654-076-9	\$306,600.00

Appendix 5

The following license forms were not signed by customer:

Date	Names	Particulars	Receipts	Amounts
04.02.14	Sheik Hassan Printers Inc.	Admin Fees Licence # 1401/0141 Cash Payment	7768	\$6,535.00
17.06.14	Torginol Paints Inc.	Admin Fees Licence # 1406/0878-81 & 87 Cheque Payment	8449	\$466,344.00
04.11.14	Docol	Admin Fees Licence # 1410/1565 & 1528 Cheque Payment	8985	\$231,676.00
03.04.13	AINLIM	Admin Fees Licence # 1212/1840 Cheque Payment	6641	\$2,338,449.00
06.05.15	Dr Lloyd Validum	Admin Fees Licence # 1505/0673 Cash Payment	9649	\$5,296.00

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Appendix 6

The following license had no invoices:

Date	Names	Particulars	Receipts	Amounts
06.08.14	Sankar's Autocolor	Admin Fees Licence # 1408/1125 Cheque Payment	8617	\$364,891.00
28.08.12	GEA	Admin Fees Licence # 1208/1202 Cash Payment	5556	\$1,915.00
27.09.12	Dipnarain Ramlall	Admin Fees Licence # 1209/1340 Cash Payment	5668	\$90.00
28.12.12	GEA	Admin Fees Licence # 1212/1814 Cheque Payment	6053	\$12,056.00
02.05.13	Rentokil Initial Guyana Ltd	Admin Fees Licence # 1304/0669 & 0670 Cash Payment	6759	\$9,003.00
05.11.13	Architectural & Protective Coatings	Admin Fees Licence # 1310/2260 Cheque Payment	7441	\$74,100.00
08.04.15	Mekdeci Machinery & Construction	Admin Fees Licence # 1504/0506,0507 Cheque Payment	9530	\$9,653.00

Appendix 7

The following license forms had no invoices and the customer did not sign on the form:

Date	Names	Particulars	Receipts	Amounts
27.07.12	TDI	Admin Fees Licence # 1207/1000 Cheque Payment	5438	\$739,793.00
22.11.12	Farfan & Mendes Ltd	Admin Fees Licence # 1211/1623 Cash Payment	5908	\$2,788.00
22.08.13	Warsila Operation Guyana Inc.	Admin Fees Licence # 1308/1881 Cash Payment	7175	\$27,709.00
06.05.15	AGROIN	Admin Fees Licence # 1504/0611 Cheque Payment	9650	\$136,426.00

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Appendix 8

The following license forms were casted incorrectly resulting in an over charge or under charge:

Date	Names	Particulars	Receipts	Amounts	
21.06.13	Guygas Inc.	Admin Fees Licence # 1306/0962 Cash Payment	6950	\$29,311.00	Overcharge \$308.65
09.03.15	Guyana National Printers	Admin Fees Licence # 1503/0323 Cheque Payment	9417	\$8,765.00	Undercharge \$55.76
02.02.15	Amcon Inc.	Admin Fees Licence # 1501/0134 Cash Payment	9289	\$721.00	Undercharge \$3,717

Appendix 9

The following payments were done for other entities within the Ministry of Agriculture:

Date	Cheque #	Payee	Amount	Description	Code
10.08.12	163518663	The Countryside	496,000	Purchase of 31 rolls of barb wire @\$16000	PTCCB/1008/801-Meeting and other events
15.05.12	163518545	Antartic Maintenance and Repairs	1,723,247	Procure and Install AC Units in Minister's Secretariat	PTCCB/1009/901-Office Building Maintenance
Payments were made for VeroneHardings and Donnette Ritchie for duty allowances (G\$20,000) but they were not employed under the Pesticides Board. For the period January 1, 2012 to March 31, 2015 a total of G\$820,000 and G\$760,000 for VeroneHardings and Donnette Ritchie respectively.					

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Appendix 10

The following were contracts that had no quotations:

Name of Contractor	Date of Contract	Contract Number	Amount Per Contract/ Paid	Details of Contract
Advance Motor Spares And Auto Repairs	07.01.15	01/1-12/2015	875,180	Maintenance/Repairs and Parts for vehicles registered to the Board
Matrix Video Productions	06.02.15	2/2/2015	1,000,000	Sponsor on a monthly basis the half hour weekly television programme Farming Today as aired on NCN to a National audience on Thursdays and to a Berbice only audience on Sundays, conduct interviews, film events as far as possible, edit materials and with the input of the Pesticides Board, produce mini features at least twice per month promoting the aims and objectives of the Board.
Advance Motor Spares And Auto Repairs	02.01.14	01/1-12/2014	1,396,720	Maintenance/Repairs and Parts for vehicles registered to the Board
Matrix Video Productions	26.03.14	3/1/2014	2,390,000	Sponsor on a monthly basis the half hour weekly television programme Farming Today as aired on NCN to a National audience on Thursdays and to a Berbice only audience on Sundays, conduct interviews, film events as far as possible, edit materials and with the input of the Pesticides Board, produce mini features at least twice per month promoting the aims and objectives of the Board.
Sun Technologies	08.07.14	7/5/2014	715,000	Carry out a complete IT Survey of all personnel (Staff Evaluation) of the Board, so as to establish current IT capabilities and needs, to establish staff IT capabilities in light of job responsibilities and to execute ICT Equipment Survey (PC/Monitor/Printer/Scanner/UPS) Asset Details and Configuration and Consumables.

Appendices-Cont'd

Appendix 10-Cont'd

The following were contracts that had no quotations-cont'd:

Name of Contractor	Date of Contract	Contract Number	Amount Per Contract/ Paid	Details of Contract
Leslie Munroe	03.04.14	4/3/2014	\$1,004,205.00	Trainer-National Pest Control Operators Certification Program-to assist the PTCCB in delivering a comprehensive and high quality training program,to ensure Pest Control Operators are given relevant and concise study materials, to ensure effective delivery of Basic Level Pest Control Operators Training Modules and to execute fair and impartial examination of Pest Control Operators for Certification.
Leslie Munroe	16.07.14	7/06/2014	\$375,192.00	Trainer-National Pest Control Operators Certification Program-to ensure PCOs are provided with relevant study and guidance materials for the Intermediate Proficiency- PCO Certification Programme and to ensure effective delivery of Intermediate Proficiency PCO Training Manual.
Leslie Munroe	30.09.14	9/10/2014	\$291,816.00	Consultant- Service Provider's Training- to assist in delivering a comprehensive and high quality program, to provide updated training on new practices which will then be transferred to producers/farmers, to increase the level of knowledge among front line extension service providers, to increase the number of persons who are trained in specific technical areas in production and management, who can be dedicated to work and to improve on extension service providers' ability to interact with producers and transfer knowledge.
Leslie Munroe	25.08.14	8/8/2014	\$1,000,509	Trainer-National Pest Control Operators Certification Program-to assist the PTCCB in delivering a comprehensive and high quality training program, to ensure Pest Control Operators are given relevant and concise study materials, to ensure effective delivery of Basic Level Pest Control Operators Training Modules and to execute fair and impartial examination of Pest Control Operators for Certification.

Appendices-Cont'd

Appendix 10-Cont'd

The following were contracts that had no quotations-cont'd:

Name Of Contractor	Date of Contract	Contract Number	Amount Per Contract/ Paid	Details of Contract
John Motor Spares and Auto Repairs	02.01.13	01/1-12/2013	\$1,451,830.00	Maintenance/Repairs and Parts for vehicles registered to the Board
Leslie Munroe	04.03.13	3/4/2013	\$558,684.00	Trainer-National Pest Control Operators Certification Program-to assist the PTCCB in delivering a comprehensive and high quality training program,to ensure Pest Control Operators are given relevent and concise study materials,to ensure effective delivery of Basic Level Pest Control Operators Training Modules and to execute fair and impartial examination of Pest Control Operators for Certification.
John Motor Spares and Auto Repairs	10.01.12	01/1-12/2012	\$920,400.00	Maintenance/Repairs and Parts for vehicles registered to the Board
First Aid and Safety Training Institute (Denzil Hernandez)	21.03.12	03/02/2012	\$296,000.00	Training of 8 staff members in Occupational Health and Safety, Industrial First Aid Fire Extinguisher and Safety Course
Matrix Video Productions and Advertising	01.07.12	07/03/2012	\$555,000.00	Sponsor on a monthly basis the half hour weekly television programme Farming Today as aired on NCN to a National audience on Thursdays and to a Berbice only audience on Sundays.
Matrix Video Productions and Advertising	20.10.12	11/04/2012	\$300,000.00	Production of infomercials for Protective Clothing. Production of infomercials for Storage of Pesticides. Dealing with pesticide contaminated clothing. Proper use of pesticides in the home.

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Appendix 11

- (a) The following Motor Vehicle was transferred to Ministry of Agriculture-Fisheries Department but was not removed from the register:

Date of Purchase	Asset Type/Description	Serial Numbers of Assets	Location	Cost	Depreciation percentage
3/15/2010	Nissan Navara Pickup 2.5l	PMM5098	PTCCB	\$6,150,000	20%

- (b) It was noted that the following Assets were on the fixed asset register but were located and used by CDSS (Crop Development and Support Services):

ID #	Date of Purchase	Asset Type/Description	Location	Supplier	Cost	Depreciation percentage
	2008-	NIKON D 300 CAMERA	CDSS		\$557,432.00	20%
	2009-	Nikon 105 mm Lens	CDSS		\$262,344.00	20%
E/2010/09	14.06.10	TCL 24,000 BTU AC Unit	CDSS	Michael See ram	\$205,000.00	20%
E/2010/14	20.07.10	Dell Inspiron Notebook	CDSS	Extreme PC	\$318,000.00	20%
E/2010/22	16.08.10	Epson Bright Link Interactive Projector 450WI	CDSS	Extreme PC	\$654,050.00	20%
F/2010/08	20.07.10	One Fridge Unit	CDSS	Starcomm	\$109,620.00	20%
F/2010/12	12.08.10	Straight Desk 24 x 48 (1-2 Draw pedestal)	CDSS	Shiva Woodworking	\$43,848.00	20%

- (c) The following vehicle was procured by restricted tendering without approval

Date of Purchase	Asset Type/Description	Serial Numbers of Assets	Location	Cost
2012-07-06	Nissan Navara D/C P/UP	PPP5778	PTCCB	\$6,500,000

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Appendix 12

The following Fixed Assets were not in working condition but were on the Register:

ID #	Date of Purchase	Asset Type/Description	Location	Supplier	Cost	Depreciation percentage
	2004-	CAMCORDER	PTCCB		423,472.00	20%
E/2010/05	23.03.10	Blackberry Bold Cellphones 9700	PTCCB	Celsmart	\$139,800.00	20%

Appendix 13

The following expense items were wrongly classified as Fixed Assets:

ID #	Date of Purchase	Asset Type/Description	Location	Supplier	Cost	Depreciation percentage
BA/2010/01	30.04.10	Life Jacket	PTCCB	Ainlim	\$12,373	15%
BA/2010/01	30.04.10	Life Jacket	PTCCB	Ainlim	\$12,373	15%
BA/2010/01	30.04.10	Life Jacket	PTCCB	Ainlim	\$12,374	15%
PTCCB/BA/2011-04	28.07.11	Stamps-Denied	PTCCB	Super Hardware Depot Inc.	\$6,380	15%
PTCCB/BA/2011-05	28.07.11	Stamps-Paid	PTCCB	Super Hardware Depot Inc.	\$6,380	15%
PTCCB/BA/2011-06	28.07.11	Stamps-Snr Inspector	PTCCB	Super Hardware Depot Inc.	\$5,220	15%
PTCCB/BA/2011-07	13.12.11	Stamps-Accountant	PTCCB	Super Hardware Depot Inc.	\$4,640	15%

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