

PARTNER(/EN/CONTEN

HFU(/EN/CONTENT/HF

CBPF

CLUSTER

> [HFU\(/en/content/hfu\)](#) > Project Audit

Project Audit

[Download this Page\(/page/print/pdf/node/1429\)](#)

- [What is Project Audit \(#what is project audit\)](#)
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What is Project Audit ?_

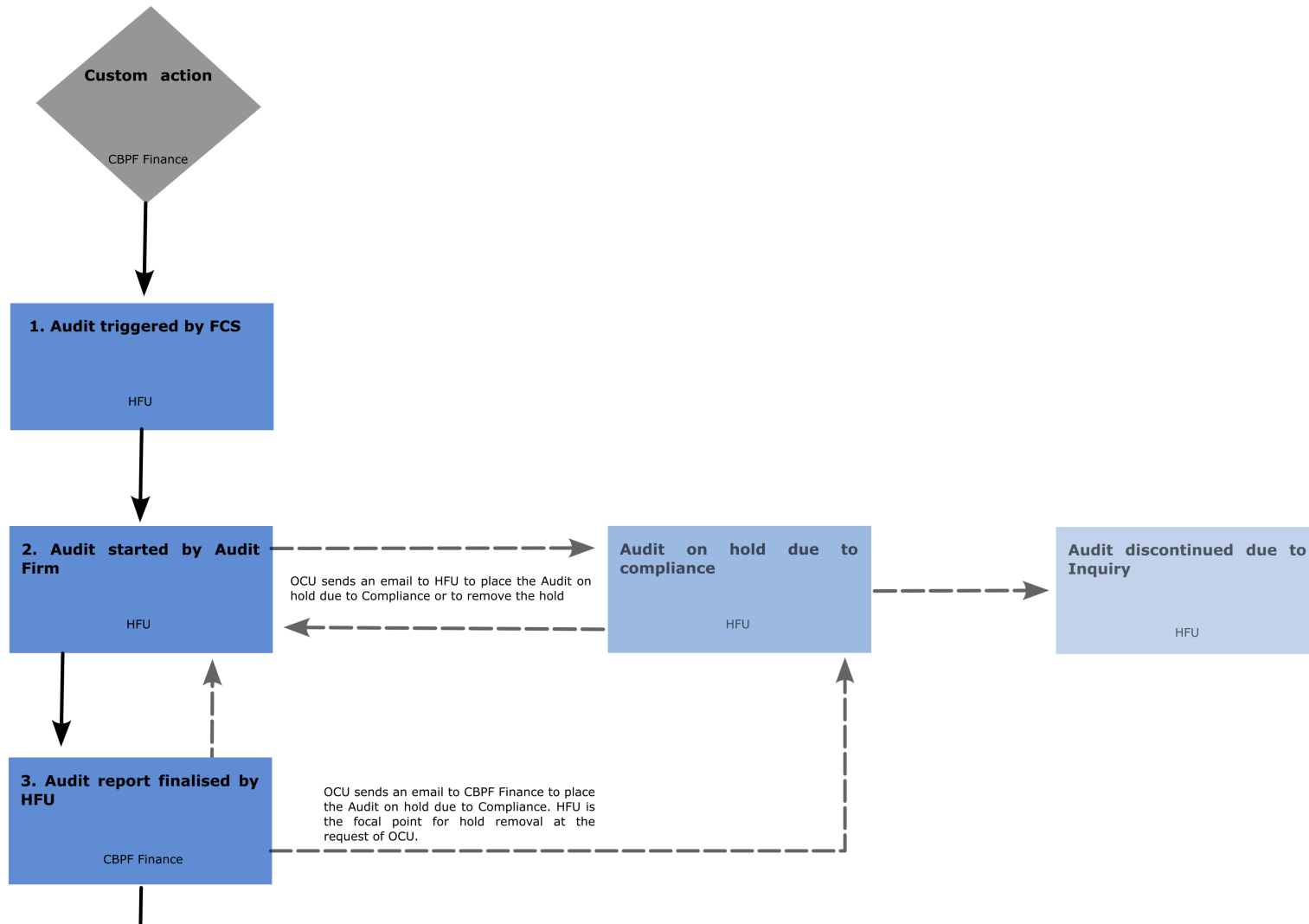
Non UN Agencies partners receiving funds from CBPFs are subject to mandatory external audit by each Fund, on a project basis. The external audit is an oversight mechanism and an essential component of the accountability framework. It enhances the transparency and sound financial management of resources allocated through CBPFs.

Project Audit workflow_

The project audit module reflects and hosts the following steps in the audit process - from the triggering until the finalization of the audit and the activation of Refund, Final Disbursement or Project Closure.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

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Audit triggered by FCS: Once the Final Financial report is approved by Finance, the audit is triggered in GMS. At this stage, the project will move from “Under Final Reporting” or “Under Refund” status to “Under Audit” status. The HFU will receive an email notification, and can make contact with the auditing company to launch the process.

Audit report started by Audit Firm: Once the process of review and finalization of the audit report, which takes place offline, starts the HFU will reflect this in GMS, by pushing from triggered (no action taken yet) to started (ongoing by the firm). In this stage, the HFU reviews the draft audit report, and liaises with auditors if the analysis and/or recommendations are not of sufficient quality. The HFU also reviews the implementing partner’s management response to the audit, and ensure it is satisfactory.

Audit report finalized by HFU: The finalized audit report, implementing partner’s management response and action plan must be shared with FCS Finance through the GMS. Therefore once the review and approval process has been finalized for the HFU, the report is sent to FCS for their review and approval.

Audit report approved by FCS Finance: After the report’s approval FCS finance will initiate the last pending stages of the project by either triggering the refund of unspent/ineligible balance from the implementing partner (if any), disbursement of any additional funds, or the closure of the project.

How to access the Audit report on the GMS

***Please note**, audit reports are not accessible to implementing partners online. Implementing partners are informed of the advancement of the process by their Humanitarian Financing Units (HFU) offline and through online notifications.

Once the audit is activated after approval of the Financial Final report, the audit page of a project can be accessed in the following three ways:

1/ on the Task Overview dashboard, under the ‘Audit task list’ section,

Legende:

- Regular Task
- Optional Task

Tasks Overview

Projects Task List Exclude configured project statuses Count: 611 Export 

Date Assigned -	Code	Budget	Cluster	Organization	Status
02/01/2020 11:20 AM	TUR-19/3559/SA1/H/NGO/11558	0.00	Health	Dummy Org 1211	Project Draft
13/12/2019 11:21 AM	TUR-17/3559/SA20/NFI-FS/NGO/7280	33,500.00	Shelter & Non Food Items (40%), Food Security (60%)	Dummy Org 2.0	Under TR HFU
29/11/2019 08:31 AM	TUR-19/3559/SA1/NFI-H/NGO/11556	0.00	Shelter & Non Food Items (85%), Health (15%)	MHF Training Organization	Project Draft

Disbursement Task List Exclude configured Disbursement Statuses Count: 0 Export 


Date Assigned -	Code	Cluster	Organization	Status	Assigned To
-----------------	------	---------	--------------	--------	-------------

Financial Report Task List Exclude configured Financial Report Statuses Count: 15 Export 

Date Assigned -	Code	Report Type	Report Name	Organization	Status
01/07/2016 01:07 PM	TUR-15/3559/CP/FS/INGO/1175	Interim	Interim Financial report 1	Dummy Org 120	Interim report under review
30/06/2016 02:48 PM	TUR-15/3559/CP/H/NGO/1245	Final	Final Financial report 1	Dummy Org 1221	Final Financial Report Under Review
28/06/2016 11:50 AM	TUR-15/3559/CP/FS/NGO/1192	Interim	Interim Financial report 1	Dummy Org 346	Interim report under review
24/06/2016 02:10 PM	TUR-15/3559/CP/FS/NGO/1160	Interim	Interim Financial report 2	Dummy Org 359	Interim report under review

Narrative Report Task List Exclude configured Narrative Report Statuses Count: 51 Export 

Date Assigned -	Code	Report Type	Report Name	Organization	Status
18/12/2019 04:08 PM	TUR-14/CP/H/NGO/1101	Progress	Progress Narrative report 3	Dummy Org 357	Progress Report under review
05/05/2017 01:29 PM	TUR-16/3559/DRC/E-H/NGO/3289	Progress	Progress Narrative report 1	Dummy Org 1030	Progress Report under review
05/05/2017 01:21 PM	TUR-16/3559/DRC/H-FS/NGO/3297	Progress	Progress Narrative report 1	Dummy Org 1030	Progress Report under review
05/05/2017 01:14 PM	TUR-16/3559/DRC/FS/NGO/3293	Progress	Progress Narrative report 1	Dummy Org 1030	Progress Report under review

Revision Task List Exclude configured Revision Statuses Count: 0 Export 

Date Assigned -	Code	Revision Name	Revision Type	Organization	Status
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*Please note, to access the audit page of the project, click on the date and time link (framed in red in the screenshot). Clicking on the project code link will redirect you to the project main page.

Date Assigned	Code	Balance Due	Ineligible Expenditure	Organization	Audit Status
03/01/2020 04:26 PM	3559/SA2/H/NGO/1913			Dummy Org 350	Audit Triggered by FCS
23/10/2019 11:25 AM	TUR-19/3559/AS1/BA-P/INGO/11106			Action contre la faim	Audit Triggered by FCS
24/10/2018 05:54 PM	TUR-15/3559/R/FS/INGO/1279	-240764.85		Dummy Org 5	Audit started by Audit Firm

2/ on the Quick Access tooltip, click on the section 'Audit Overview' and search for the desired partner by entering its information in the search engine,

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Fund Name: oPt | Role: Humanitarian Financing Unit (HFU) | Welcome: gms-support@un.org

FUND HOME | LOGOUT

CBPF Management | Risk Management | System Setup | Report | Others

Quick Access

Budget	Cluster	Organization	Status
415,487.18	Shelter and Non Food Items	Agency for Technical Cooperation and	Under Closure

Financial Report Statuses

Loading Please Wait...

Organization | Status

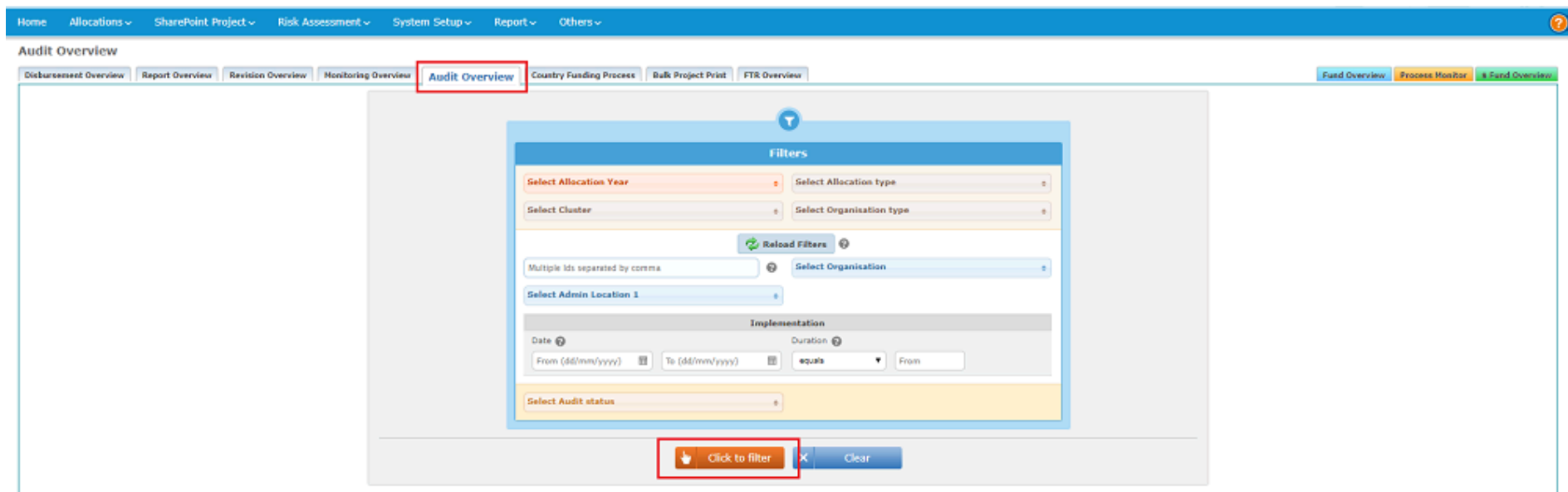
Count: | Export

Process Monitor | Report Overview | Revision Overview

Quick Access Grid:

- \$ Fund Overview
- Audit Overview**
- Bulk Project Print
- CBPF Milestone
- Disbursement Overview
- FTR Overview
- Fund Overview
- Monitoring Overview
- OCHA Assurance
- Process Monitor
- Report Overview
- Revision Overview

CBPF GRANT MANAGEMENT SYSTEM (GMS)



3/ you can also access the previously mentioned audit search engine by following this navigation: **report > report > audit overview**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Report **Others**

- Report**
 - OCHA Assurance
 - Project Closure Report
 - Annexure Report
 - FTR Report
 - Disbursement output
 - Allocation Letter
 - Allocation Table
 - Fund Signature/Export Data
 - Narrative Report Analysis
 - Grant Agreements
 - Report Overview
 - Revision Overview
 - Bulk Project Print
 - Fund Overview
 - Process Monitor
 - \$ Fund Overview
 - CBPF Milestones
 - Monitoring Overview
 - Global Milestones
- Report**
 - CBPF Partner Portal
 - Fetch HRP Data

Count: 7

Organization	Status
Technical	Under Closure

Count: 11

Organization	Status
Child Holland	Final Narrative Report Under Review

Count: 2

Organization	Status
Relief Worldwide	Revision request under review

Count: 41

Audit Status
of Society

Audited by Audit Firm

CBPF GRANT MANAGEMENT SYSTEM (GMS)



How to process an Audit report

Upon approval of the Final Financial Report, FCS must trigger the audit by clicking on **[trigger audit (only for non-UN projects)]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Home Allocations SharePoint Project Risk Assessment System Setup Report Others

[Under Final Reporting] Print Help

Trigger Audit (Only for non-LIN projects) Send Back to Implementation

Implementation 0 Reporting 7 Project Closure 0

Project information authorized by the Partner > [Click Here](#)

Comments: Automatic Trigger - ...
By Hortense Ragnaut (06 Jan 2020 02:55:19 PM)
[Add Comments](#) [More Comments](#)

Cover Page [Initial Framework](#) [Work Plan](#) [Affected Persons](#) [Other Info](#) [Budget](#) [Cash Tracking](#) [Locations](#) [Documents](#) [Project Tracking](#) [Project Admin](#) [Timelines](#) [Disbursement](#)

This section cannot be edited. For any changes, please contact administrator: [Redacted]

Requesting Organisation: ACR1211 (Dummy Org 1211) Primary cluster: Health Sub cluster: None

Allocation Type: 1st allocation standard SHF

Project Created By: hortense@humanitarianresponse.info on 10/12/2019 02:43:24 PM Last Updated By: hortense@humanitarianresponse.info on 12/12/2019 04:08:00 PM

Mandatory fields are marked with an asterisk. Always save your information before changing tabs.

1. Project Information

Project Title *	Test		Allocation Type Category	Select
Fund Project code	Internal (Generated automatically)	TUR-19/3559/SAL/H/NOQ/L1557	External/Organization's Project code (if any)	
Planned Start Date *	25/12/2019		Planned End Date *	19/08/2020
Actual Start Date (as per Agreement)	26/12/2019		Actual End Date (as per Agreement)	20/08/2020
Project duration *	7 Months, 26 Days		Project budget in US\$	100,000.00 (Given automatically from budget tab. Includes Actual Implementation Cost)
HRP Project Code(s):	<p>HRP Project Code</p> <p>No OPS Projects linked.</p> <p>HRP Details</p>			
Project Summary *	Test			
Other Funding Secured for this Project	<p>Has other funding been secured for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Source</p> <p>US\$</p> <p>0</p>			

Once the external audit firm has initiated the audit, the HFU must push to "Audit Started by Audit Firm" by clicking on **[Audit started by audit firm]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Home Allocations SharePoint Project Risk Assessment System Setup Report Others

Audit Info
Audit Triggered by FCS

Audit started by Audit Firm ←

[Add Comments] [More Comments]

Audit Info | Document | Recommendations | Audit Tracking

Created By: hortense@humanitarianresponse.info on 06/01/2020 03:01:15 PM

Requesting Organisation	ACR1211 (Dummy Org 1211)	Primary cluster	Health	Sub cluster	None
Allocation Type	1st allocation standard SHP				
Project Title	Test				
Fund Project code	TUR-19/2559/SA1/H/NGO/11557				
Actual Date [Start - End]	26/12/2019 - 20/08/2020				

Financial Reports

No financial reports

Audit Info

Project Budget		Actual Audit Cost	
Actual Expenditure Reported by IP		Actual Income Reported by IP	
Expected Audit Completion Date		Actual Audit Completion Date	
Total Eligible Expenditure (as per audit report)	0.00	Ineligible Expenditure (as per audit report)	
Total Eligible Income (as per audit report)		Amount Disbursed to IP	0.00
Balance Due For Final Disbursement or Refund (Total Eligible Expenditure - Total Eligible Income) - Amount Disbursed to IP + Total Refunds	0.00	Does Report Contain Critical/High Risk Findings?	Select

Comments for Audit Info

By Date | By Status

View all comments

Leave Comments:

FILLING IN THE AUDIT FORM (HFU)

Audit Info tab

After receiving the audit report from the audit firm, the HFU must fill in the Audit info section.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Audit Info
Audit started by Audit Firm

Send Audit Report to FCS Finance

Save & Stay Save & Exit Comments
By Mortenae Regnaud (26 Jan 2020 03:07:41 PM)
[Add Comments] [More Comments]

Audit Info | **Documents** | **Recommendations** | **Audit Tracking**

Created by: hortense@humanitarianresponse.info on 05/01/2020 03:01:15 PM

Requesting Organisation	ACR1211 (Dummy Org 1211)	Primary cluster	Sub-cluster
Allocation Type	1st allocation standard SHF	Health	None
Project Title	Test		
Fund Project code	TUR-19/3539/SAL/H/NGO/11337		
Actual Date [Start - End]	16/12/2019 - 20/04/2020		

Report Type	Report Name	Total Amount	Approved Date
Final	Final Financial report 1	100,980	06/01/2020

Project Budget	100,980	Actual Audit Cost	0
Actual Expenditure Reported by IP	100,980	Actual Income Reported by IP	0,00
Expected Audit Completion Date		Actual Audit Completion Date	
Total Eligible Expenditure (as per audit report)	0,00	Ineligible Expenditure (as per audit report)	
Total Eligible Income (as per audit report)		Amount Disbursed to IP	0
Balance Due For Final Disbursement or Refund (Total Eligible Expenditure - Total Eligible Income) - Amount Disbursed to IP + Total Refunds	0,00	Does Report Contain Critical/High Risk Findings?	Select

Save & stay Save & Exit

Fields description:

- **Project Budget***: budget as reported in FFR (with PSC);
- **Actual Expenditure Reported by IP***: expenditure reported by IP in the FFR (with PSC);
- **Expected Audit Completion Date**: initial date planned for audit completion;
- **Total Eligible Expenditure (as per audit report)**: shows the eligible income amount, as provided in the audit report document;

CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Total Eligible Income (as per audit report):** shows the eligible income amount, as provided in the audit report document;
- **Actual Audit Cost:** cost of the audit;
- **Actual Income Reported by IP*:** displays the values for “other income”, as reported by IP in the Final Financial Report;
- **Actual Audit Completion Date:** date of audit completion;
- **Ineligible Expenditure (as per audit report):** shows the eligible income amount, as provided in the audit report document;
- **Amount Disbursed to IP*:** amount disbursed to IP, as per the disbursement page data.

** Data automated by the system*

$\text{Balance Due} = (\text{Total Eligible Expenditure} - \text{Total Eligible Income}) - \text{Amount Disbursed to IP} + (\text{Refund Amount Received})$

Document tab

In addition, the HFU is required to upload the audit report in the Document tab. You can do so by clicking on **[add document]**, select the audit report from the pop-up window and click on **[upload]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Audit Document
[Audit started by Audit Firm]

Send Audit Report to FCS Finance

Comments:
- By Hortense Ragnaut [06 Jan 2020 03:03:41 PM]
[[Add Comments](#)] [[More Comments](#)]

Audit Info | **Document** | Recommendations | Audit Tracking

Created by: htorncse@ocha.org on 06/01/2020 03:01:15 PM

Requesting Organisation	ACR1211 (Dummy Org 1211)	Primary cluster	Health	Sub cluster	None
Allocation Type	1st allocation standard SHP				
Project Title	Test				
Fund Project code	TUR-19/3559/SA1/H/NGO/11557				
Actual Date [Start - End]	26/12/2019 - 20/06/2020				

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

[Add Document](#) [Download All Files](#)

Recommendations tab

HFU is also required to add the audit's recommendations in the Recommendations tab, namely the critical/high-risk findings and all other findings included in the audit report.

Click on **[Add new findings]** and/or **[Add other findings]** to add the audit's findings.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Audit Recommendations
Audit started by Audit Firm

[Send Audit Report to FCS Finance](#)

Project cannot move to Closure as it has one or more instances pending. [Click Here to show details](#)

Comments:
- By Hortense Regnaud (06 Jan 2020 02:03:41 PM)
[[Add Comments](#)] [[More Comments](#)]

Audit Info | Document | **Recommendations** | Audit

Requesting Organisation	ACR1211 (Dummy Org 1211)	Primary cluster	Health	Sub cluster	None
Allocation Type	1st allocation standard SHF				
Project Title	Test				
Fund Project code	TUR-19/3559/SA1/H/NGO/11557				
Actual Date [Start - End]	26/12/2019 - 20/08/2020				

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

[Add New Findings](#)

Critical / High Risk Findings

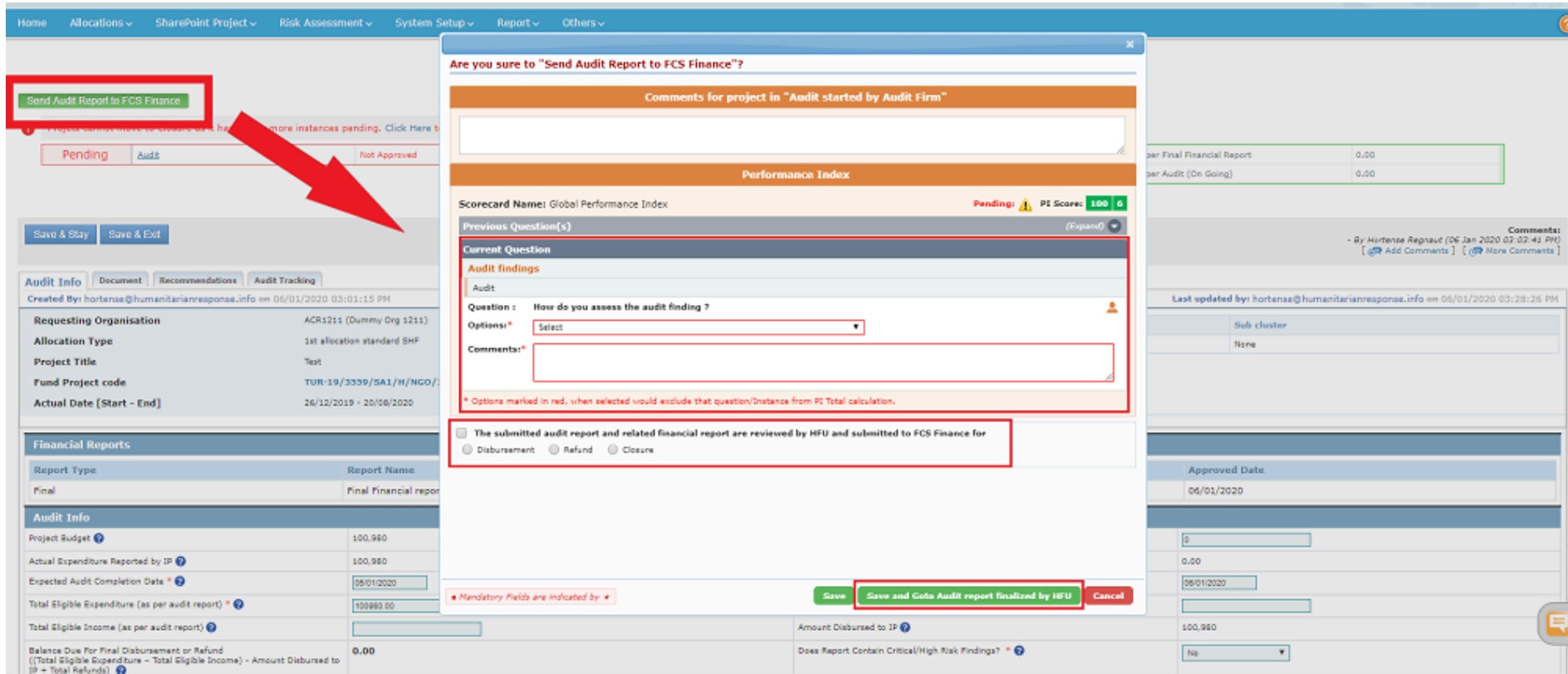
[Add Other Findings](#)

Other Findings

APPROVING THE AUDIT REPORT (HFU)

Once all these tabs have been filled out, HFU must send the audit to FCS for review. Click on **[Send Audit report to FCS finance]**. A pop-up window will appear, requiring HFU to enter comments and tick the box confirming the review of the report, as well as the instance requested through the report (Disbursement, Refund, Closure).

CBPF GRANT MANAGEMENT SYSTEM (GMS)



The screenshot displays the GMS interface with a modal window titled "Are you sure to 'Send Audit Report to FCS Finance'?". The modal contains a "Comments for project in 'Audit started by Audit Firm'" field, a "Performance Index" section, and an "Audit findings" section. The "Audit findings" section includes a question "How do you assess the audit finding?" with a dropdown menu showing "Select". Below the question is a "Comments" field. A red box highlights the question and options, and another red box highlights the checkbox "The submitted audit report and related financial report are reviewed by HFU and submitted to FCS Finance for" with radio buttons for "Disbursement", "Refund", and "Closure". The "Save and Go to Audit report finalized by HFU" button is highlighted in red. The background shows the main interface with a "Send Audit Report to FCS Finance" button highlighted in red and a red arrow pointing to it.

APPROVING THE AUDIT REPORT (FCS FINANCE)

Upon reception of the audit report, FCS finance will review and approve the report by clicking on the **[Approve Audit]** button.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Home SharePoint Project Risk Assessment System Setup Report

Audit Info
Audit report finalized by HFU

[Audit Memo Report](#)

Approve Audit ←

Save & Stay Save & Exit

Comments: - By Hortense Rejnaut (06 Jan 2020 03:32:20 PM) [Add Comments] [More Comments]

Audit Info Document Recommendations Audit Tracking

Created By: hortense@humanitarianresponse.info on 06/01/2020 03:01:15 PM Last updated by: hortense@humanitarianresponse.info on 06/01/2020 03:32:20 PM

Requesting Organisation	ACK1211 (Dummy Org 1211)	Primary cluster	Health	Sub cluster	None
Allocation Type	1st allocation standard SHF				
Project Title	Test				
Fund Project code	TUR-19/2559/SA1/H/NGO/11557				
Actual Date [Start - End]	26/12/2019 - 26/08/2020				

Report Type	Report Name	Total Amount	Approved Date
Final	Final Financial report 1	100,980	06/01/2020

Project Budget	100,980	Actual Audit Cost	0
Actual Expenditure Reported by IP	100,980	Actual Income Reported by IP	0.00
Expected Audit Completion Date	06/01/2020	Actual Audit Completion Date	06/01/2020
Total Eligible Expenditure (as per audit report)	100980.00	Ineligible Expenditure (as per audit report)	
Total Eligible Income (as per audit report)		Amount Disbursed to IP	100,980
Balance Due For Final Disbursement or Refund (Total Eligible Expenditure - Total Eligible Income) - Amount Disbursed to IP + Total Refunds	0.00	Does Report Contain Critical/High Risk Findings?	No

Save & Stay Save & Exit

Further to the approval, FCS Finance will need to click on the appropriate button depending on whether the report has been submitted for project closure, project refund or final disbursement.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Home SharePoint Project Risk Assessment System Setup Report

Audit Info
Audit Approved by Finance

Audit received - project closure Audit received - project refund Audit received - final disbursement

Project can now move to Closure as all required instances are closed. [Click Here to hide details](#)

Closed

Final Financial Reporting
Final Narrative Reporting
Audit
Disbursement

Balance Due As per Audit 0.00

Audit Memo Report

Comments
By Hortense Regnaud (06 Jan 2020 03:34:24 PM)
[More Comments](#)

Audit Info Document Recommendations Audit Tracking

Created by: hortense@humanitarianresponse.info on 05/01/2020 03:01:15 PM Last updated by: hortense@humanitarianresponse6,info on 05/01/2020 03:34:23 PM

Requesting Organisation	ACR1211 (Dummy Org 1211)	Primary cluster	Health	Sub cluster	None
Allocation Type	1st allocation standard DHP				
Project Title	Test				
Fund Project code	TUR-19/3559/GA1/H/NGO/11557				
Actual Date [Start - End]	26/12/2019 - 26/08/2020				

Report Type	Report Name	Total Amount	Approved Date
Final	Final financial report 1	100,980	05/01/2020

Audit Info			
Project Budget	100,980	Actual Audit Cost	0
Actual Expenditure Reported by IP	100,980	Actual Income Reported by IP	0,00
Expected Audit Completion Date	05/01/2020	Actual Audit Completion Date	05/01/2020
Total Eligible Expenditure (as per audit report)	100980.00	Ineligible Expenditure (as per audit report)	
Total Eligible Income (as per audit report)		Amount Disbursed to IP	100,980
Balance Due For Final Disbursement or Refund (Total Eligible Expenditure - Total Eligible Income) - Amount Disbursed to	0.00	Does Report Contain Critical/High Risk Findings?	No

What is the Audit Info tracking tab?

The Audit tracking tab allows user to track the who, what, when, pertaining to the Audit. It shows all steps of the audit workflow, including the dates when the audit report's status changed, and the user who pushed it to the next stage.

Audit Info
Audit report received by FCS for refund

Audit Info | Document | Recommendations | **Audit Tracking**

Created By: [redacted] on 01/02/2019 08:33:23 PM Last updated by: [redacted] on 03/03/2021 10:41:46 PM

Requesting Organisation	[redacted]	Primary cluster	Sub cluster	
Allocation Type	Second Standard Allocation - September 2016	Shelter, NFI and Camp Coordination / Management	None	75
Project Title	[redacted]	Water, Sanitation and Hygiene	None	17
Fund Project code	YEM-16/3420/2SA 2016/SHNFICCM-WASH-FSAC/INGO, [redacted]	Food Security and Agriculture	None	8
Actual Date [Start - End]	01/01/2017 - 01/09/2018			100

! Partner Risk Level is re-calculated from **Low(95.00)** to **Medium(73.94)** . Click on the next button to modify the Partner Risk Level. [Next](#)

S-Audit Approved by Finance	(03/03/2021 10:41 PM) (1)	S-Audit report received by FCS for refund
	↑	
S-Audit report finalized by HFU	(03/03/2021 10:41 PM)	S-Audit Approved by Finance
	↑	
S-Audit started by Audit Firm	(01/02/2021 06:47 PM) (1)	S-Audit report finalized by HFU
	↑	
S-Audit Triggered by FCS	(20/08/2019 01:52 PM) (1)	S-Audit started by Audit Firm

GMS Support Tip : audit report excel extract

The GMS allows HFU officers to download all audit data as a working Excel document where multiple partners can be selected.

To generate such a document, please refer to the course of action described in the [Reports article \(/content/reports-0?query=00487946-1370-4f1f-b349-e2d6f4426c56#audit%20report\)](/content/reports-0?query=00487946-1370-4f1f-b349-e2d6f4426c56#audit%20report) of the Help Portal

CBPF GRANT MANAGEMENT SYSTEM (GMS)

AuditReport (2).xls - Groupe - Mode de compatibilité - Excel

Hortense REGNAUT

Fichier Accueil Insertion Mise en page Formules Données Révision Affichage Aide Rechercher des outils adaptés Partager Commentaires

Calibri 11 A⁺ A⁻ Renvoyer à la ligne automatiquement Standard

Police Alignement Nombre Styles Cellules Édition

B2 TUR-19/3559/SA1/H/NGO/11557

1	Fund Name	Project Code	Partner	Due diligence Status	Capacity Assessment	PP Submission Date	IP Signature Date	Signature By EO	1st Tranche Amount	1st Tranche Date	2nd Tranche Amount
2	Anonymous	TUR-19/3559/SA1/H/NGO/11	Dummy Org 1211 (ACR1211)	Due Diligence approved	Medium	12/12/2019	06/01/2020	06/01/2020	100980.00	06/01/2020	
3	Anonymous	TUR-19/3559/SA1/NFI-H/NGC	Dummy Org 1211 (ACR1211)	Due Diligence approved	Medium	17/12/2019	03/01/2020	03/01/2020			
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Audit Report Audit Closure Report

100%

CBPF GRANT MANAGEMENT SYSTEM (GMS)

