Audit Report of

Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians

Justice Center for Legal Aid – Jordan
The World Bank Grant No.TF10040

17 July 2016

Issued by PKF Khattab & Co.
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Independent Auditor Report
(Supplementary)
Justice Center for Legal Aid - Jordan
Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians
The World Bank Grant No. TF10040
Amman – Jordan

We have audited the accompanying Project Financial Statements (PFS) comprising of (1) the statement of fund receipts and expenditures incurred by category as of 17 July 2016 and cumulatively from the inception date to the year then ended. (2) Statement of expenditures (3) List of contracts commitments. (4) Statement of payments using SOE basis as defined in the grant agreement. (5) Reconciliation statement for the balance of the Project's designated account as of 17th July 2016. These financial statements are the responsibility of the Project's management team. Our responsibility is to express an opinion on these financial statements based on our audit.

We have also audited compliance with the laws, regulations, guidelines and provisions governed by the Grant's agreement for the foregoing period.

We conducted our audit in accordance with the International Standards on Auditing (ISA). These Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement and whether "Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians" has complied with the laws, regulations, guidelines and provisions governed by the grant agreement. An audit includes examining, on a test basis, evidence which supports the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used, as well as evaluating the overall financial statements' presentation. We believe that our audit provide a reasonable basis for our opinion.

In our opinion:

a) Except for the exceptions mentioned in point (d) below, The Project's Financial Statements (PFS) present fairly in all material respects, the fund receipts and expenditures incurred on the Project "Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians" for the year ended 17 July 2016 and they show cumulative balances for the year then ended in accordance with the International Public Sector Accounting Standards (IPSAS), under the cash basis of accounting.

b) Expenditures reimbursed on the basis of the Statements of Expenditures are reflected on Project Financial Statements (PFS) and are eligible to the World Bank financing except for the exceptions mentioned in point (d).

c) Procurement Guidelines of the World Bank have been properly applied and are in accordance with the Project's grant agreement (TF10040).

d) The project expenditures were in all material respect in compliance with the laws, regulations, guidelines and provisions governed by the Grant's agreement except for the following exceptions:-

- We noted that cumulative actual expenditure during the project implementation period have exceeded the cumulative budget line in the amounts of USD 32,626.44.
Use of this Report:

This report is intended solely for the information and use of the World Bank and the related Project management.

PKF – Jordan
Khattab & Co.

Mohammed Khattab
License No.730

Amman - The Hashemite Kingdom of Jordan
September 18, 2016
Justice Center for Legal Aid - Jordan

Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians

Statement of Funds Receipts and Expenditures Incurred by Category

For the year Ended July 17, 2016

The World Bank Grant No. TF10040 – Currency Unit (USD $)

<table>
<thead>
<tr>
<th>Description</th>
<th>For the year ended 17 July 2016</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IBRD / Grant Agreement</td>
<td>IBRD / Grant Agreement</td>
</tr>
<tr>
<td>IBRDs Designated Account</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Grant Proceeds Transferred To The Pooled Account</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Receipts</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Less Payments by Project Category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1- Operating Cost</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2- Consultants service</td>
<td>4,096.05</td>
<td>0.00</td>
</tr>
<tr>
<td>3- Goods</td>
<td>149.82</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Payments</td>
<td>4,245.87</td>
<td>0.00</td>
</tr>
<tr>
<td>Receipts Less Payments</td>
<td>(4,245.87)</td>
<td>0.00</td>
</tr>
<tr>
<td>Opening Cash Balance</td>
<td>4,245.87</td>
<td>0.00</td>
</tr>
<tr>
<td>Comprising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund kept in the designated account</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Closing Cash Balances</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Justice Center for Legal Aid - Jordan
Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians

Statement of Expenditures
For the year Ended July 17, 2016
The World Bank Grant No. TF10040 – Currency Unit (USD $)

<table>
<thead>
<tr>
<th>Category</th>
<th>Name &amp; Address of Supplier/ Contractor/ Consultant</th>
<th>Description of Services</th>
<th>Contract / Invoice Amount USD</th>
<th>Total Amount of Invoices / Contracts Covered by Application USD</th>
<th>Eligibility %</th>
<th>Amount Eligible for Financing USD</th>
<th>Amount Paid from Special Account USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants</td>
<td>Khattab &amp; Co,</td>
<td>Audit Fees</td>
<td>4,096.05</td>
<td>4,096.05</td>
<td>100%</td>
<td>4,096.05</td>
<td>4,096.05</td>
</tr>
<tr>
<td></td>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,096.05</td>
</tr>
<tr>
<td>Goods</td>
<td>Al Eqtisad Office Suppliers</td>
<td>Invoice no. 4011</td>
<td>149.84</td>
<td>149.84</td>
<td>100%</td>
<td>149.84</td>
<td>149.82</td>
</tr>
<tr>
<td></td>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>149.82</td>
</tr>
<tr>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,245.87</td>
</tr>
</tbody>
</table>
## Justice Center for Legal Aid – Jordan

**Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians**

**List of contracts commitments**

For the year Ended July 17, 2016

The World Bank Grant No. TF10040 – Currency Unit (USD $)

<table>
<thead>
<tr>
<th>Contract Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement Category</td>
</tr>
<tr>
<td>No. Description</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians
### Justice Center for Legal Aid - Jordan

**Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians**

**Statement of payments using SOE basis**

For the year Ended July 17, 2016

**The World Bank Grant No. TF10040 – Currency Unit (USD $)**

<table>
<thead>
<tr>
<th>Cash Payments Per Component</th>
<th>Actual</th>
<th>Cumulative To-Period</th>
<th>Planned/Budgeted</th>
<th>Variance</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Quarter</td>
<td>Year To Date</td>
<td>Year To Date</td>
<td>Year To Date</td>
<td>Year To Date</td>
</tr>
<tr>
<td></td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td><strong>1- Component 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Direct non labor expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Fees</td>
<td>0.00</td>
<td>88,755.71</td>
<td>87,142.15</td>
<td>87,142.15</td>
<td>(1,613.56)</td>
</tr>
<tr>
<td>Case Administration Costs</td>
<td>149.82</td>
<td>56,604.67</td>
<td>56,646.35</td>
<td>56,646.35</td>
<td>41.68</td>
</tr>
<tr>
<td>Supplies</td>
<td>0.00</td>
<td>17,490.78</td>
<td>17,106.00</td>
<td>17,106.00</td>
<td>(384.78)</td>
</tr>
<tr>
<td>Simple Office Furniture’s</td>
<td>0.00</td>
<td>20,086.73</td>
<td>20,087.00</td>
<td>20,087.00</td>
<td>0.27</td>
</tr>
<tr>
<td>Computers</td>
<td>0.00</td>
<td>31,351.69</td>
<td>31,352.00</td>
<td>31,352.00</td>
<td>0.31</td>
</tr>
<tr>
<td>Multi Purpose Printer</td>
<td>0.00</td>
<td>3,981.36</td>
<td>4,200.00</td>
<td>4,200.00</td>
<td>218.64</td>
</tr>
<tr>
<td>Miscellaneous Office Equipments</td>
<td>0.00</td>
<td>13,689.52</td>
<td>13,690.00</td>
<td>13,690.00</td>
<td>0.48</td>
</tr>
<tr>
<td>Communications Costs</td>
<td>0.00</td>
<td>14,793.07</td>
<td>14,691.00</td>
<td>14,691.00</td>
<td>(102.07)</td>
</tr>
<tr>
<td>Legal Resources Software</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Administrative Expenses for Awareness sessions</td>
<td>0.00</td>
<td>43,937.63</td>
<td>43,351.00</td>
<td>43,351.00</td>
<td>(586.63)</td>
</tr>
<tr>
<td>Attorneys Continuous Training</td>
<td>0.00</td>
<td>18,327.53</td>
<td>21,000.00</td>
<td>21,000.00</td>
<td>2,752.47</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>149.82</td>
<td>309,018.67</td>
<td>309,265.50</td>
<td>309,265.50</td>
<td>248.50</td>
</tr>
<tr>
<td>1.2 Direct Labor expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Attorneys</td>
<td>0.00</td>
<td>320,325.11</td>
<td>327,646.35</td>
<td>327,646.35</td>
<td>7,321.25</td>
</tr>
<tr>
<td>Quality Assurance Officer</td>
<td>0.00</td>
<td>20,052.05</td>
<td>20,161.55</td>
<td>20,161.55</td>
<td>100.50</td>
</tr>
<tr>
<td>Mid Level Attorneys</td>
<td>0.00</td>
<td>209,179.48</td>
<td>209,353.24</td>
<td>209,353.24</td>
<td>173.76</td>
</tr>
<tr>
<td>Messenger/Driver</td>
<td>0.00</td>
<td>13,432.04</td>
<td>16,203.30</td>
<td>16,203.30</td>
<td>2,771.26</td>
</tr>
<tr>
<td>Outreach Coordinator</td>
<td>0.00</td>
<td>105,876.19</td>
<td>107,867.85</td>
<td>107,867.85</td>
<td>1,991.66</td>
</tr>
<tr>
<td>Translation</td>
<td>0.00</td>
<td>7,863.34</td>
<td>7,863.34</td>
<td>7,863.34</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>0.00</td>
<td>676,728.21</td>
<td>689,095.63</td>
<td>689,095.63</td>
<td>12,367.42</td>
</tr>
<tr>
<td>1.3 Indirect Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent – Amman HQ Legal Aid Clinic</td>
<td>0.00</td>
<td>16,927.97</td>
<td>18,590.96</td>
<td>18,590.96</td>
<td>1,662.99</td>
</tr>
<tr>
<td>Utilities / 12 Legal Aid Clinics</td>
<td>0.00</td>
<td>10,239.27</td>
<td>10,800.00</td>
<td>10,800.00</td>
<td>560.73</td>
</tr>
<tr>
<td>Transportation Costs</td>
<td>0.00</td>
<td>26,073.74</td>
<td>25,800.00</td>
<td>25,800.00</td>
<td>(273.74)</td>
</tr>
<tr>
<td>Office Maintenance and Networking</td>
<td>0.00</td>
<td>15,499.95</td>
<td>15,500.00</td>
<td>15,500.00</td>
<td>0.05</td>
</tr>
</tbody>
</table>

Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians

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#### Justice Center for Legal Aid - Jordan

**Delivering Legal Aid Services to Displaced Iraqis and Palestinians, and Poor Jordanians**

**Statement of payments using SOE basis**

For the year Ended July 17, 2018s

The World Bank Grant No. TF10040 – Currency Unit (USD $)

<table>
<thead>
<tr>
<th></th>
<th>Actual Current Period USD</th>
<th>Actual Cumulative To Date USD</th>
<th>Planned / Budgeted Year to Date USD</th>
<th>Variance Cumulative To Date USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Labor Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td>0.00</td>
<td>111,414.17</td>
<td>114,021.91</td>
<td>114,021.91</td>
</tr>
<tr>
<td>Financial Manager</td>
<td>0.00</td>
<td>42,850.36</td>
<td>40,291.14</td>
<td>40,291.14</td>
</tr>
<tr>
<td>Accountant</td>
<td>0.00</td>
<td>19,808.46</td>
<td>17,329.63</td>
<td>17,329.63</td>
</tr>
<tr>
<td>Procurement Officer</td>
<td>0.00</td>
<td>46,667.05</td>
<td>46,745.47</td>
<td>46,745.47</td>
</tr>
<tr>
<td>Communication Consultant</td>
<td>0.00</td>
<td>70,375.22</td>
<td>70,279.51</td>
<td>70,279.51</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>0.00</td>
<td>15,084.47</td>
<td>14,618.58</td>
<td>14,618.58</td>
</tr>
<tr>
<td>Admin Manager</td>
<td>0.00</td>
<td>9,357.53</td>
<td>9,357.52</td>
<td>9,357.52</td>
</tr>
<tr>
<td>HR Officer</td>
<td>0.00</td>
<td>2,879.24</td>
<td>2,879.23</td>
<td>2,879.23</td>
</tr>
<tr>
<td>Admin Assistant</td>
<td>0.00</td>
<td>1,877.89</td>
<td>1,877.89</td>
<td>1,877.89</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>0.00</td>
<td>320,323.92</td>
<td>317,400.88</td>
<td>317,400.88</td>
</tr>
<tr>
<td><strong>Indirect Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit Fees</td>
<td>4,096.05</td>
<td>13,107.34</td>
<td>17,203.09</td>
<td>17,203.09</td>
</tr>
<tr>
<td>Other Administrative Costs (Ads, Bidding Expenses)</td>
<td>0.00</td>
<td>10,866.59</td>
<td>11,782.59</td>
<td>11,782.59</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>4,096.5</td>
<td>23,973.93</td>
<td>28,986.88</td>
<td>28,986.88</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,245.57</td>
<td>1,827,530.00</td>
<td>1,827,530.00</td>
<td>1,827,530.00</td>
</tr>
</tbody>
</table>
Disbursements:

The total disbursements made from the Designated Account for the year ended on the 17th of July 2016 are (USD4,245.57).

A cumulative summary of the Designated Account's (Special Account) cash transactions is illustrated in the following table:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance as of the 1st of January 2016</td>
<td>4,245.87</td>
</tr>
<tr>
<td>Add: World bank Replenishments</td>
<td>0.00</td>
</tr>
<tr>
<td>Deduct: Payment For Expenditures</td>
<td>(4,245.87)</td>
</tr>
<tr>
<td>Ending Balance as of the 17th of July, 2016</td>
<td>0.00</td>
</tr>
</tbody>
</table>