



The Chief Administrator
Freetown City Council
Wallace Johnson Street
Freetown

3rd February, 2022

Dear Sir,

**REF: VERIFICATION EXERCISE ON ALL DONOR FUNDS RECEIVED BY THE
FREETOWN CITY COUNCIL FOR THE FINANCIAL YEARS 2019 TO PRESENT**

Following a request from the Public Accounts Committee (PAC) in respect of their ruling on the above subject matter, we write to inform you that a team of auditors from the Audit Service Sierra Leone will be visiting the Freetown City Council on Tuesday 8th February 2022 at 10am prompt.

The objective of the visit is to hold an entrance meeting with the management of the Council which will include a discussion of the terms and conditions of the above engagement, and clarification of any misunderstanding that may arise during the exercise.

Please ensure that the following personnel are present for this entrance meeting and on time:

Her Worship the Mayor
Deputy Mayor
Budget and Finance Committee Chairperson (Past and Present)
Development Committee Chairperson
Market Committee Chairperson (Past and Present)
Finance Officer (Past and Present)
Accountant
Procurement Officer (Past and Present)
Head of Municipal Trade Department
Environmental and Sanitation Officer (Past and Present)
Head of Foreign Affairs Department (Past and Present)
Development Planning Officer
Valuation Officer
Information, Education and Communications Officer
All Councillors
Internal Auditor
Other relevant personnel useful to this audit

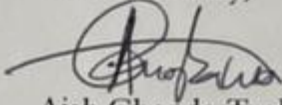
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Guardian of Sierra Leone's Economic Security

We have attached a list of documents that should be made available to the team by Tuesday 8th instant.

We look forward to your cooperation.

Yours faithfully,



Aiah Gbondo-Tugbawa.

F/AUDITOR GENERAL

Copy: Her Worship, the Mayor

LIST OF DOCUMENTS

1. Planning documents for the Transform Freetown Project
2. Project design reports and agreement with funding agencies
3. List of donor partners and details of their activities
4. Financing agreements
5. Annual work plans and budgets
6. Project audit reports
7. Monitoring and evaluation reports
8. Progress reports
9. Asset registers
10. Correspondence between the funding agencies and implementing partners including transfer letters, bank statements, and cash books
11. Correspondence between Freetown City Council and the implementing agencies
12. Procurement documents for projects undertaken
13. Other relevant documents