REPORT OF THE DIRECTOR OF AUDIT ON THE RECEIPTS AND PAYMENTS OF
THE BRITISH GUIANA TOURIST COMMITTEE

FOR THE YEAR ENDED 31st DECEMBER, 1958.

# Report of the Director of Audit on the Receipts and Payments of The British Guiana Tourist Committee for the year ended 31st December, 1958.

As certified thereon the Statement of Receipts and Payments of the British Guiana Tourist Committee for the year ended 31st December, 1958, has been examined.

#### RECEIPTS

- 2. The item "Miscellaneous \$215.04" represents an unidentified amount brought to account on 31st December, 1958 no receipt appeared to have been issued.
- 3. Atkinson Field cash sales for February, 1958, amounted to \$65.65 but \$66.65 was brought to account.
- 4. Georgetown cash bill No. 100 dated 31st March, 1958 for \$4.00 has not been brought to account.

#### PAYMENTS

- 5. Ten payments totalling \$65.22 are not supported by vouchers.
- 6. Christmas bonuses totalling \$384.00 were paid to the staff in December, 1958. Authority for payment of these bonuses has not been seen.
- 7. According to the minutes, the Committee on 6th February, 1958, approved the placing of the staff on Government salary scales with effect from 1st January, 1958, the salary scale approved for the Secretary being that of Senior Clerical Assistant in the Government service. The salary scale of this post is Al7 \$1,764 x \$132 \$2,292. On the other hand, the actual rate of salary approved by the Committee placed the Secretary at the 4th incremental point on the salary scale of a Secretary (woman) in the Government service, that is at a salary of \$2,928 in the scale Al4 \$2400 x \$132 \$3,192 as from 1st January, 1958. The Committee thus does not appear to have been aware of the salary scale attached to the post of Senior Clerical Assistant nor to the normal Government procedure for conversion to a higher salary scale. Prior to 1st January, 1958, the Secretary's salary was \$1,680 per annum.

(Sgd.) D.W. Jones Director of Audit. 29.6.60 STATEMENT OF RECEIPTS AND PAYMENTS OF THE BRITISH GUIANA TOURIST COMMITTEE FOR THE YEAR ENDED 31st DECEMBER, 1958

THE BRITISH GUIANA

#### RECEIPTS AND PAYMENTS

#### RECEIPTS

To:	Balance at 1.1.58:		
11	Cash in Post Office Savings Bank	\$3,673.29	
n	" " Royal Bank of Canada	4,110.03	
11	Petty Cash Georgetown	100.00	
17	" Atkinson Field	25.00	\$7,908.23
	16年4月16日第二屆第二屆 第二屆		
n	Government Grant		\$5,000.00
n	Sales - Georgetown & Atkinson Field		8,211.94
11	Kaieteur Tourist Flights		717.49
н	Miscellaneous		21.04
11	Interest. Post Office Savings Bank		79.66

#### AUDIT CERTIFICATE

I have examined the Receipts and Payments of the British Guiana Tourist Committee for the year ended 31st December, 1958 and certify that, according to the best of my information and the explanations given to me, this Statement is Correct subject to the comments contained in the attached report dated 29th June, 1960.

\$22,162.36

(Sgd) D.W. Jones Director of Audit. 29.6.60

# TOURIST COMMITTEE

# ACCOUNTS FOR THE YEAR 1958

# PAYMENTS

By:	Salaries & Wages Georgetown & Atkinson Field	\$6,610.99
11	Winas Bonus to Staff	384.00
11	Purchases	6,177.84
n	B.G. Airways Tourist Flights	674.00
n	Hotel Tower, re: Tourist Flight lunches	57.40
n	Rent	1,200.00
11	Caribbean Tourist Association Fees	856.04
11	H.J. Hunter - Shipping Booklets	106.30
it	Royalty Fees on post cards	285.00
11	Customs Duty on post cards	102.22
11	Advertising West India Review Magazine	121.00
n	Care Hire	74.86
û	Insurance	36.00
ñ	Postage & Cables	80.59
î	Stationery	160.11
n	Newspaper Subscriptions	78.75
n	Miscellaneous	199.00
11	Bank Charges	11.76
Bal	Lances at 31.12.58:	
	Royal Bank of Canada\$2,037.71	
	P.O.S. Bank\$2,609.07	
	Cash in Hand	
	Petty Cash Georgetown	
	" Atkinson Field 25.00	
		22,162,36

\$22,162.36

Sgd. Phyllis G. Woolford, Secretary, The British Guiana Tourist Committee. REPORT OF THE DIRECTOR OF AUDIT ON THE

RECEIPTS AND PAYMENTS OF

THE BRITISH GUIANA TOURIST COMMITTEE FOR THE

YEAR ENDED 31ST DECEMBER, 1959.

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#### REPORT OF THE DIRECTOR OF AUDIT ON THE

#### RECEIPTS AND PAYMENTS OF

# THE BRITISH GUI ANA TOURIST COMMITTEE FOR THE YEAR ENDED 31ST DECEMBER, 1959

As certified thereon the Statement of Receipts and Payments of the British Guiana Tourist Committee for the year ended 31st December, 1959, has been examined.

#### Receipts

2. The originals of the following cancelled receipts have not been produced:-

Receipt No. 19 dated 4.11.59
" " 38 " 7.11.59
" " 95 " 27.11.59
" " 26 " 7.12.59

3. Receipts do not appear to have been issued for the following amounts brought to account in the cash book:-

\$ 10.00	1.6.59 26.8.59	Sales - April Royal Insurance Co Atkinson
66.48	1.9.59	Fire Claim. Sales - August.

#### Payments

4. The following payment entries are not supported by vouchers:-

2.1.59 \$ 2.00 G. Jackson 17.4.59 \$ 320.40 B.G. Airways (Govt.)

5. Supporting vouchers have not been submitted in respect of the undermentioned payments charged to expenditure -

\$360.00	20.4.59	Louis Chung	-	Barbados Conference
200.00	II .	J. A. Adamson	-	do.
200,00		P. Woolford		do.

6. The propriety of a payment of \$57.50 to B.G. Airways (Govt.) from the Committee's funds as balance due on a charter flight to Kaieteur on 5th April, 1959, is not clear. The flight was apparently arranged by the Tourist Committee but only five of the six seats were taken.

(Sgd,) J.C. Young Director of Audit (Ag.) 17th September, 1960. STATEMENT OF RECEIPTS AND PAYMENTS OF THE
BRITISH GUIANA TOURIST COMMITTEE FOR THE
YEAR ENDED 31ST DECEMBER, 1959

#### RECEIPTS

To:	Balances 1.1.59	
11	Cash in Post Office Savings Bank\$2,609.0	7
18	" Royal Bank of Canada 2,037.7	n
11	Petty Cash Georgetown 130.0	00
n	" Atkinson Field 25.0	00
î.	Cash in hand	12 \$4,946.50
tt	Government Grant	\$2,500.00
Я	Sales	6,274.76
11	Profit Fire Insurance	63.00
11	Royal Insurance Co. Ltd., (Atkinson Field)	. 524.79

\$14,309.05

#### AUDIT CERTIFICATE

I have examined the Receipts and Payments of the British Guiana Tourist Committee for the year ended 31st December, 1959 and certify that, according to the best of my information and the explanations given to me, this Statement is correct subject to the comments contained in the attached report dated 17th September, 1960.

(Sgd.) J.C. Young Director of Audit (Ag). 17.9.60

# TOURIST COMMITTEE

# ACCOUNTS FOR THE YEAR 1959

# PAYMENTS

By:	Purchases	\$3,930.31
n .	Salaries and Wages	5,781.00
	Rent	1,200.00
н	Travelling	52.35
n	Insurance	51.00
n	Stationery	170.23
11	Postage	87.68
II.	Advertising	171.54
ii.	Miscellaneous	231.58
n 🕸	Bank Charges	7.00
n	Barbados Delegation	1,198.38
11	Newspapers Subscriptions	77.95
n	Balances at 31.12.59	
	Cash at Post Office Savings Bank\$524.79	
	" " Royal Bank of Canada 511.96	
	Petty Cash Georgetown 53.85	
	Cash in hand	1,350.03
		\$14,309.05
		<u> </u>

(Sgd.) Phyllis Woolford Secretary, B.G. Tourist Committee. 23.8.60 AND PAYMENTS OF THE BRITISH GUIANA TOURIST

COMMITTEE FOR THE PERIOD 1ST JANUARY TO 30TH

JUNE, 1960.

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#### REPORT OF THE DIRECTOR OF AUDIT ON THE

#### RECEIPTS AND PAYMENTS OF

#### THE BRITISH GUIANA TOURIST COMMITTEE

#### FOR THE PERIOD IST JANUARY TO 30TH JUNE, 1960.

As certified thereon, the statement of Receipts and Ryments of the British Guiana Tourist Committee for the period 1st January to 30th June, 1960, has been examined.

#### Receipts

2. The originals of cancelled receipts numbers 50 and 29 dated 17th February, 1960 and 11th April, 1960, respectively, have not been produced.

#### Payments

3. The following entries are not supported by vouchers -

1.3.60	\$2.34	Midget Book Store
u t	1.14	Tang's Drug Store
n	.54	Daily Chronicle
	.40	Bookers Stores
1.4.60	4.77	n la

4. The balance of cash on hand at 30th June, 1960 (\$5.75) has since been paid into the Treasury.

#### Stocks of Curios and Souvenirs.

- 5. The stock balance at 30th April, 1960, according to the stock ledger was \$1,988.02 but articles to the value of only \$1,712.72 were apparently handed over on this date to the Minor Industries Sales and Display Centre. The difference of \$275.30 is detailed in the attached list.
- 6. The undermentioned items of jewellery in the custody of the Secretary were said to be the Atkinson Field stock handed over after the August 1959 fire. The Secretary explained that she was instructed to retain this jewellery pending the re-opening of that branch of the Bureau.

3	prs. Bracelets	@	\$4.00	per pair
2	II II	@	3.25	n u
3	H H H	@	2.50	n n
1	Ear-rings Brooch	@	2.75	11 11
1/2	Brooch	@	1.50	each
1	chain and pendant	@	2.50	n E
	spoons	@	2.00	п
2	necklaces	@	5.50	THE STATE OF THE S
S Craft pr	brooches	@	1.00	11
1	pair ear-rings	@	2.75	per pair
	pairs "	@	2.50	T n T n
	pair "	@	1.75	11 11

(Sgd) J.C. Young Director of Audit (Ag.) 17th September, 1960. Differences between stock ledger balances and stocks handed over to the Minor Industries Sales and Display Centre on 30th April, 1960.

Item Alligators  """ """ Ashtrays "" Bags "" Baskets "" Bows and Arrows Buttons Calabashes Calendar Mounts Christmas Cards "" Coasters "" "" Curios "" "" "" "" "" "" "" "" "" "" "" "" ""	@ \$1.80 @ 1.68 @ 1.30 @ 1.20 @ 84 @ 72 @ 56 @ 1.00 @ 1.20 @ 3.75 @ 1.50 @ 5.00 @ 75 @ 2.00 @ 04 @ 1.44 @ 70 @ 25 @ 2.50 @ 1.80 @ 25 @ 2.50 @ 1.80 @ 25 @ 2.50 @ 1.80 @ 25 @ 2.50 @ 1.68 @ 1.32 @ 1.00 @ 1.68 @ 1.32 @ 1.00 @ 1.44 @ 75 @ 2.00 @ 1.00 @ 1.40 @	STOCK LEDGER  9	HANDING-OVER STATEMENT  8
Penholders Pennants Plaques Plates Plates Plates Postcards Purses Scarves " Steel Pans Stools Tage Tibisiri straw Trays " " "	@ 12.00 @ 1.00 @ 3.50 @ 60 @ 1.80 @ 0.5 @ 1.25 @ 98 @ 5.00 @ 4.95 @ 04 .14 @ 12.50 @ 9.00 @ 5.50 @ 5.50 @ 5.50 @ 2.75	2 = 24.00 1 = 1.00 1 = 3.50 3 = 1.80 1 = 1.80 1 = 1.80 6488 = 324.40 11 = 13.75 2 = 1.96 3 = 2.40 17 = 85.00 5 = 24.75 2 = 08 229 = 32.06 1 = 12.50 2 = 18.00 3 = 16.50 1 = 5.00 1 = 2.75 \$1,175.55	Nil Nil Nil Nil Nil 2 = 1.20 Nil 6482 = 324.10 1 = 1.25 Nil Nil Nil 3 = 15.00 3 = 14.85 Nil 230 = 32.20 Nil 1 = 9.00 2 = 11.00 Nil Nil 1 = 9.00 2 = 11.00 Nil Nil

STATEMENT OF RECEIPTS AND PAYMENTS OF THE
BRITISH GUI ANA TOURIST COMMITTEE FOR THE
PERIOD JANUARY TO JUNE 1960

#### RECEIPTS

To:	Balances at 1.1.60	
H	Cash at Post Office Savings Bank\$524.79	
11	" Royal Bank of Canada 511.96	
п	Petty Cash Georgetown 53.85	
n	Cash in Hand	\$1,350.03
U	Government Grant	2,500.00
n	Salles	1,184.49
n	Miscellaneous Revenue	207.21
17	Interest Post Office Savings Bank	68.07

\$5,309.80

#### AUDIT CERTIFICATE

I have examined the Receipts and Payments of the British Guiana Tourist Committee for the period 1st January to 30th June, 1900. and certify that, according to the best of my information and the explanations given to me, this Statement is correct subject to the comments contained in the attached report dated 17th September, 1960.

(Sgd) J.C. Young Director of Audit (Ag.) 17.9.60

# TOURIST COMMITTEE

# FOR THE PERIOD 1.1.60 - 30.6.60

# PAYMENTS

By:	Purchases	775.15
11	Salaries and Wages	1,792.00
11	Rent	400.00
n	Travelling	7.35
11	Insurance	30.00
tt	Stationery	40.98
ii .	Postage	46.48
ii	Newspapers Subscriptions	49.55
n	Barbados Delegation	45.20
11	Miscell aneous	209.73
11	Accountant General	1,907.61
11	Balances at 30.6.60	
	Cash in Hand	5.75
		\$5,309.80

(Sgd) Phyllis G. Woolford, Secretary, B. G. Tourist Committee. 23.8.60

COPY TOURIST COMMITTEE GUIANA BRITISH 30, Main Street, Georgetown, BRITISH GUIANA. 23rd July, 1960. Sir, I have the honour to acknowledge receipt of your letter No. T.I. 121/87/1/1 dated 6th July 1960, and to forward hereunder the comments of my Committee on the Report of the Director of Audit on the Accounts of the British Guiana Tourist Committee for the year ended 31st December, 1958. RECEIPTS Para: 2 This amount was brought to account on 31st December 1958 and can only be attributed to unrecorded sales. Perhaps the Audit of 1959 accounts may throw some further light on the matter. An over-deposit of one dollar (\$1.00) Para: 3 This was an omission on the part of the Assistant to Para: h enter the amount in the daily cash sales book. It is believed that the amount has been brought to account under the unidentified amount of \$215.04 which is attributed to unrecorded sales. PAYMENTS Para: 5 These payments are all petty amounts and the vouchers must have got misplaced when removing. Authorisation for these payments can be seen in a letter dated 11th December, 1958. A copy of this letter is Para: 6 attached herewith. The Committee approved of the Secretary's salary. A Para: 7 copy of the actual rate of salary approved by the Committee is attached herewith. I have the hohour to be, Sir. Your obedient servant, (Sgd.) Phyllis G. Woolford /PGW. Secretary. Att: Mr. C. E. Low-A-Chee Permanent Secretary to the Ministry, Ministry of Trade & Industry. Georgetown. Encls.

#### Memorandum From

THE BRITISH GUIANA TOURIST COMMITTEE
Georgetown,
British Guiana.

Phone Mc Inroy 1604

11th December, 1958

Dear Mr. Seymour,

It has been customary to give the staff a month's salary at Xmas as bonus, and I would be most obliged if you will authorise the following payments.

With thanks.

sgnd. Phyllis G. Woolford

Secretary.

Payment of Mmas Bonuses Authorised.

sgnd. A.J. Seymour
for C'man
Tourist Committee.
11/12/58

	PRESENT \$	PROPOSED \$
Secretary	\$140.00 (h yrs.) Equivalent to Snr. Clerical	200,00
	Secretary (Increments of \$11.00)	244.00
Shop Assistant	\$60.00	76,00
Typist	\$60.00	76.00
Messenger	\$36.00	64.00
Representative Atkinson Field	\$60.00	76.00
Names	approved.	
J.A. Adamson Esq., Chairman.	J.A. Adamson	si gned
L.A. Luckhoo, Q.C.	L. A.L. 14/1	u
A.J. Seymour Esq. G.I.S.	A.J.S. 14/1/58	

- Para: 2 The original receipts were given to the purchasers of G.I.S. booklets. The duplicates were cancelled as the money was not the property of the Tourist Committee, but handed over to the G.I.S. for which we received a receipt. In one case however, the duplicate was cancelled as the customer returned the goods although not the original receipt.
- Para: 3 The amounts of \$10.00 and \$66.48 can only be attributed to unrecorded sales. The sum of \$524.79 in respect of Fire Insurance Claim was received in the form of a cheque and receipted for on the Company's form.

#### PAYMENTS

- Para: 4 The payment of \$2.00 to G. Jackson was for cleaning the Bureau at Atkinson Field. The payment of \$320.00 was paid to B.G. Airways for passages for two of the delegates to the Asta Gonvention in Barbados. This receipt can be obtained from B.G. Airways.
- Para: 5 The payment to Mr. Chung includes the cost of his passage to Barbados (\$160:-) The Committee approved of the payment of \$200:- to each delegate for expenses. There was no requirement that vouchers should be produced as living expenses were precisely estimated.
- Para: 6 The Committee undertook the responsibility for this charter and had to meet the cost.

#### 1960

#### RECEIPTS

Para: 2 These were cash bills and not receipts. The duplicates were cancelled as the proceeds of these sales \$26.20 were not the property of the Committee, but belonged to persons who had left the articles with the Committee for sale.

#### PAYMENTS

- Para: 3 These payments are for stationery and soap. There is no unvouched amount of \$1.77. There is however an entry for \$3.77 supported by a voucher which the audit clerk evidently overlooked.
- Para: 4 No comment appears to be necessary.

Para: 5 Part of this stock (170.46) worth of articles was not handed over to Minor Industries as it was not the property of the B.G. Tourist Committee. The goods were purchased through the B.G. Tourist Committee as the cheque was made out in their favour but it was really a transaction between an American visitor and the supplier. These articles should not have been recorded in the stock ledger and was an error on the part of the clerk. Verification of this transaction can be seen in the cash book. The remaining shortage is accounted for by stolen and damaged goods which were never written off the stock ledger.

Para: 6 The position remains the same.

I have the honour to be, Sir, Your obedient servant,

(Sgd.) Phyllis G. Woolford Secretary.

/PGW.

The Permanent Secretary, Ministry of Trade & Industry, Georgetown.



#### THE BRITISH GUIANA TOURIST COMMITTEE

6, HighStreet, Georgetown, BRITISH GUIANA.

28th January, 1961.

Sir,

With reference to your letter of 18th January 1961, No. T.I. 121/87/1/1 I have the honour to forward herewith further explanations in respect of the Director's report on the accounts of the B.G. Tourist Committee for the year ended 31st December, 1959, and for the period 1st January - 30th June 1960.

Receipts

1959 Accounts

Para: 3

Further to my explanation that unreceipted amounts brought to account were due to unrecorded sales, on further thought the excess may also be due in part to profits received on U.S. currency handled.

The Secretary only occasionally made out bills for cash sales, but it has been normal practice to write out a bill for every sale.

#### PAYMENTS

#### Para: 4

The receipt for G. Jackson, can only be obtained when Mrs. Chalmers returns to the Colony. This person was employed by Mrs. Chalmers to clean the bureau at Atkinson Field. Certificate of payment is attached herewith from B.G. Airways.

#### Para: 5

Attached herewith are receipts and honour certificates from the payees for the amounts paid to them.

#### Para: 6

As already explained the Committee promoted this charter and there was no question of the five passengers been required to pay more to cover the cost of the empty seat.

Receipts

1960

#### Para: 3

The cash bills were no doubt received for the four items totalling \$4.42 bought on 1st March 1960, but these have regret-tably been misplaced. All cash vouchers are normally kept on file.

#### Para: 5

Attached berewith is a statement for the stock worth \$170.46. As regards the difference of \$104.84 which is considered to be due to stolen and damaged goods, all burglaries were reported to the Police who investigated but did not succeed in discovering the burglarers or the goods. There has also been damage by rats and insects in which cases an unrecorded number of small items were discarded.

No stock has ever been written off.

#### Para: 6

The Minor Industries, Sales & Display Centre were unable to take over the Atkinson Stock of Jewellery at the time the Tourist Committee's stock was taken over by them, but this can be handed over forthwith if it will be accepted by the Sales & Display Centre.

I have the honour to be, Sir, Your obedient servant,

(Sgd) Pyllis G. Woolford

Secretary
B. G. Tourist Committee.

The Permanent Secretary, Ministry of Trade & Industry, Ministerial Building, Georgetown.