

REPORT OF THE ASEANSAI SECRETARIAT FUNCTION FOR THE PERIOD NOVEMBER 2013 – OCTOBER 2015

**Prepared for the ASEANSAI Summit
Phnom Penh, Cambodia, 5 November 2015**

I. INTRODUCTION

The establishment of ASEANSAI Secretariat Function was agreed during the General ASEANSAI Assembly Meeting held in Brunei Darussalam on 6 November 2013. Its duty is to handle the financial arrangement and bank account, documentation and records, and communication with donors. The Audit Board of the Republic of Indonesia (BPK) was appointed as the ASEANSAI Secretariat Function for the perode of 2013 -2015.

As a form of Secretariat Function accountability, this report was prepared to be presented on ASEANSAI Summit to be held in Phnom Penh, Cambodia on 5th November 2015. It briefly reports the achievement of ASEANSAI Secretariat Function.

II. REPORT OF THE ASEANSAI SECRETARIAT FUNCTION SINCE THE GENERAL ASSEMBLY MEETING 2013

Since the General ASEANSAI Assembly meeting held in Bandar Seri Begawan, Brunei Darussalam on November 6, 2013, the Secretariat Function has conducted and supported the ASEANSAI activities in the following areas:

1. To be responsible to the Chairman of ASEANSAI
Secretariat Function has reported its progress on:
 - a. ASEANSAI Assembly in Jakarta, Indonesia, 19 January 2014;
 - b. Semi- Annual Report for period January – June 2014;
 - c. Semi- Annual Report for period July – December 2014;
 - d. ASEANSAI Assembly in Kuala Lumpur, Malaysia, 8 February 2015.
2. To assist the Executive Committee of ASEANSAI in managing the work of the Assembly in:
 - a. Providing budget compilation for 2015 – 2017 based on input from the ASEANSAI Committee;
 - b. Encouraging the alignment and finalization of Committee’s Work Plan with the ASEANSAI Strategic Plan;
 - c. Facilitating various of ASEANSAI Meetings
In coordination with the ASEANSAI Administrative Office, ASEANSAI Secretariat Function have facilitated various ASEANSAI Meeting in term of meeting preparation, meeting organization, minutes of meeting development and its circulation on the following events:
 - 1) General ASEANSAI Assembly Meeting in Brunei Darussalam, November 2013;
 - 2) ASEANSAI Technical Meeting and Assembly Meeting in Jakarta, January 2014;

- 3) ASEANSAI Preparatory Meeting, Assembly Meeting and Technical Meeting in Kuala Lumpur, February 2015;
 - 4) ASEANSAI Preparatory Meeting and Senior Officials' Meeting in Brunei Darussalam, July 2015
 - 5) ASEANSAI Preparatory Meeting, Technical Meeting and ASEANSAI Summit in Cambodia, November 2015 (also coordinating with SAI Cambodia as the upcoming ASEANSAI Chairman).
3. To manage the finances of ASEANSAI and to be accountable for the usage of funds as approved by the Assembly;

According to the ASEANSAI Agreement Article 15, It is explained that every member of ASEANSAI shall make equal financial contributions annually to the ASEANSAI. The amount of financial contribution was USD700 per year.

To accommodate this activity, the assembly agreed to open the account bank where the Secretariat resides. For this purpose, an account one of the Indonesian banks under the Beneficiary Name of ASEANSAI Secretariat in US Dollar currency have been opened.

ASEANSAI Secretariat Function opened and maintains an account in Bank Negara Indonesia (BNI) with the following information:

Beneficiary Bank Name	:	BNI CABANG SENAYAN
Swift Code	:	BNINIDJAXXX
Beneficiary Account	:	2011111909
Beneficiary Name	:	ASEANSAI SECRETARIAT

For the purpose of accountability and fulfil the mandate as stated on the ASEANSAI Rules and Procedures paragraph 9.37, *the Chairman (assisted by the Secretariat) shall prepare the annual financial statements (covering each of the financial year during its term) using accrual basis and*

In accordance with the International Public Sector Accounting Standards and paragraph 9.40, at the end of each financial year, the Chairman (assisted by the Secretariat) responsible for the preparation of the financial statements for that financial year shall prepare a report to be submitted to the Assembly, the Secretariat function prepares a financial statements to be reported to the Assembly.

For the financial statements itself, ASEANSAI only disclose the fund from the Annual Contribution. The fund from the developing partner/ donors always comes directly from donor to the third party.

The ASEANSAI Financial Statement for year ended 31 December 2014 and Interim Financial Statement as of 31 October 2015 are attached on the Annex 1 and 2 of this report.

4. Keeping records

- Maintaining the letter of correspondence from and to The Head of Secretariat Function.

- Maintaining file pertaining to the administrative arrangement of ASEANSAI, such as Memorandum of Understanding with donors, original document of ASEANSAI Agreement
- Maintaining a repository of the approved minutes of meeting of the ASEANSAI Summits, Assembly meetings, and Committee meetings
- Keeping an update on the ASEANSAI activities by updating the website, for example: uploading news/ article to inform any ASEANSAI activities both to internal and external parties; photo gallery of the activities and uploaded reports/ minutes of meeting onto the website.

5. Communication with donors

In order to enhance the capacity of its organization and members, the ASEANSAI develops its relation with other typical organizations such as INTOSAI, ASOSAI and the donors. Communication with donors such as GIZ, AusAID, USAID and the World Bank aims to seek support for the development ASEANSAI members' capacity. Some activities related to the donor are:

- a. During the General Assembly Meeting, ASEANSAI signed a MoU with GIZ. Its support covers:
 - 1) Promoting recognition and adoption of ASEANSAI in the ASEAN community;
 - 2) Strengthening the institutional capacity of member-SAIs;
 - 3) Strengthening the organizational and audit capacity of member-SAIs;
 - 4) Establishing relationship with external stakeholders;
 - 5) Implementing the ASEANSAI strategic plan;
 - 6) Supporting the elaboration of best practices studies and their publishing by the ASEANSAI Knowledge Sharing Committee; and
 - 7) Supporting the planning, preparation, implementation and evaluation of jointly developed and conducted training program for the work of auditors.
 - b. ADB intention to support ASEANSAI with amount USD800.000,00 on the area of ISSAI Implementation. Circulation of draft MoU between ASEANSAI and Asian Development Bank (ADB) started at 4 December 2014 and the process as postponed based on the result of The 3rd ASEANSAI Senior Officials Meeting, 27 – 28 July 2015. Secretariat shall seek possibility of future cooperation with ADB
 - c. ASEANSAI Secretariat facilitated a Donor Coordination Meeting on 7 February 2015 in Kuala Lumpur, Malaysia, a side meeting during the ASEANSAI Assembly.
 - d. World Bank approved the ASEANSAI proposal to support the Long Term ASEANSAI Programme on ISSAI Implementation (LTAPII). Their support will cover end of Phase 1 and Phase 2 of ISSAI Pool of Facilitator with amount USD325.000,00.
 - e. The Swedish National Audit Office (SNAO)'s support by providing technical assistance to LTAPII under an MoU with GIZ will end in December 2015. In order to sustain the expert assistance of SNAO, ASEANSAI need to cooperate with SNAO under an MoU in this area.
6. To perform any other duties (e.g. provide administrative support) as directed by the Executive Committee of ASEANSAI and others work.

- a. Circulating and monitoring the draft amendment of ASEANSAI Agreement in coordination with ASEANSAI Administrative Office.
- b. Drafting ASEANSAI Secretariat Work Plan for period of 2015 – 2021
- c. Drafting letter for Chairman ASEANSAI
- d. Providing support to the ASEANSAI Committee activities:
 - 1) Attending the Planning Meeting for ISSAI Implementation Project in Tagaytay City, Philippines (23 – 24 March 2015);
 - 2) Attending the Training Design and Product Development for Combined Workshop on Risk-based Audit and Internal Control in Phnom Penh, Cambodia (17 – 21 June 2015);
 - 3) Developing ASEANSAI e-learning website to support the Long Term ASEANSAI Programme on ISSAI Implementation.