

OFFICE OF THE AUDITOR GENERAL

AUDIT EXAMINATION OF THE ACCOUNTS OF THE MINISTRY OF FOREIGN AFFAIRS

THE BAHAMAS CONSULATE GENERAL OFFICE, ATLANTA GEORGIA

FOR THE PERIOD JULY 1ST, 2018 TO JUNE 30TH, 2022

Reference No. OAG/C.9/1/039



OFFICE OF THE AUDITOR-GENERAL P. O. Box N-3027 Nassau, The Bahamas

Permanent Secretary Ministry of Foreign Affairs Nassau, Bahamas

September 21st, 2022

AUDIT EXAMINATION OF THE ACCOUNTS OF THE MINISTRY OF FOREIGN AFFAIRS THE BAHAMAS CONSULATE GENERAL OFFICE, ATLANTA GEORGIA FOR THE PERIOD JULY 1ST, 2018 TO JUNE 30TH, 2022

We have conducted an audit of the subject accounts for the period July 1st, 2018 to June 30th, 2022.

The purpose of the examination was to determine whether the accounting functions were performed in accordance with the Financial Administration and Audit Act 2010, Public Finance Management Act, 2021 and the Financial Regulations 1975; also, to assess the internal control system and to determine whether the accounting records are maintained according to accounting best practices.

Our audit examination was carried out on a sample basis. The findings arising from our audit, along with the recommendations, are set out in the attached report. These points arose from our normal audit procedures, to form an opinion on Government accounts. Consequently, our work did not involve a detailed review of all system aspects and cannot be regarded as a comprehensive statement of all weaknesses or of all potential improvements.

Sincerely,

Terrance Bastian (Mr.) Auditor General

CB/nt/da Attch.

cc. Financial Secretary, Ministry of Finance Accountant General, Public Treasury

EXECUTIVE SUMMARY

The Ministry of Foreign Affairs (MFA) is the channel through which initial representation should be made to The Bahamas Government by other countries as well as regional and international organizations. It protects the interest of the Commonwealth of The Bahamas in the political, economic, cultural and security fields; as well as its nationals aboard. Additionally, the Ministry helps to protect Bahamian borders through the visas issuance to nationals of other countries and document authentication.

The Bahamas Consulate General Office (BCGO), Atlanta is located on 2970 Clairmont Road NE No. 290 Atlanta, GA 30058.

The audit on the Consul General's Office accounts was conducted in Atlanta during August 8th – 12th, 2022.

Mr. Anthony Moss assumed the Consul General position with effect from March 14th, 2022. The staff complement, at the time of our review was twelve (12). (ANNEX I)

An Official Handing - Over Statement listing, such as the accounts balances, contents of the office safe, along with an updated inventory listing for the former residence, was executed when the Consul General assumed the position.

We were informed that the Inventory listing for the Consulate Office was not updated.

The Consul General's Office operates two (2) non-interest bearing bank accounts namely: (i) a Revenue Account and (ii) an Operational Account. Two authorized signatures are necessary for the processing of cheques.

The ending balances of the Bank accounts as of August 8th, 2022 are indicated in **Table 1**.

Table 1

Bank	Bank Account	Account Number	Balance as of 08/08/22 \$
Bank of America	Operational Account	001924872229	\$81,747.63
Bank of America	Revenue Account	001924872261	\$10,865.00

The Consul General's Office is in possession of one (1) credit card that is currently in the possession of the interim Accountant with a credit limit of \$20,000.00, which is secured in a safe. The Consul Office also has two (2) debit cards that is in the possession of the Consular General and the Head of Chancery with credit limits of \$5,000.00.

Ten (10) cell phones are assigned to various officers. Two (2) cell phones for senior officers had not been returned to the council office. (ANNEX II)

The Consul Office is currently in possession of two (2) leased vehicles. The regular maintenance of these vehicles along with major repairs is the responsibility of the office. (ANNEX III)

A Petty Cash of \$500.00 facilitates the daily operation of the office.

Revenue collected and remitted during the fiscal years are as indicated in **Table 2**.

Table 2

2018/2019	2019/2020	2020/2021	2021/2022	Total
\$	\$	\$	\$	\$
40,695.00	27,626.00	20,100.00	21,595.39	110,016.39

Total revenue collected (passport, visa and notary public) for the period July 1st, 2018 to May 31st, 2022 amounted to \$ 105,841.39.

AUDIT EXAMINATION OF THE ACCOUNTS OF THE MINISTRY OF FOREIGN AFFAIRS THE BAHAMAS CONSULATE GENERAL OFFICE, ATLANTA FOR THE PERIOD JULY 1ST, 2018 TO JUNE 30TH, 2022

An audit examination was carried out on the Revenue and Expenditure Accounts of the Consul General Office, Atlanta for the period July 1st, 2018 to June 30th, 2022.

INTRODUCTION

The Bahamas Foreign Service is the arm of the government for the conduct of Foreign Affairs and the protection of the interest of the Commonwealth of The Bahamas and its nationals abroad.

OBJECTIVES

Our primary objectives of the audit were to determine whether:

- a) Revenues were assessed in accordance with the Ministry of Foreign Affairs Consular Fee Amendment Rules, 1989;
- b) Revenues were collected and deposited to the Consolidated Fund Account intact and in a timely manner;
- c) Revenues and official receipts were remitted to the Ministry of Foreign Affairs on a timely basis;
- d) Revenues collected were accurately recorded in the underlying accounting records;
- e) Expenditures were made in accordance with the Financial Administration and Audit Act 2010, Public Finance Management Act, 2021 and the Financial Regulations 1975 and in accordance with best accounting practices and standards:
- f) Expenditures were accurately recorded in the underlying records and that such records were properly maintained;
- g) Expenditures were made in accordance with proper financial authority.

SCOPE

Our examination included a general review of the accounting procedures and tests of the accounting records and other supporting evidence as considered necessary.

METHODOLOGY

The audit was conducted by interview, observation and examination of a sample of the accounting records.

FINDINGS AND RECOMMENDATIONS

1.0 REVENUE REMTTANCES

- 1.1 The last passport revenue remittance totaled \$2,420.00 on July 26th, 2022 and was related to the June 30th, 2022 period.
- 1.2 The revenue collected and remitted is indicated in **Table 3**.

Table 3

BAHAMAS COUNSULATE GENERAL- ATLANTA, GEORGIA						
REVENUE FO	REVENUE FOR THE PERIOD JULY 1ST 2018-JUNE 30TH 2022					
PERIOD	VISAS	PASSPORTS	NOTARY	TOTAL		
July 1st 2018-June 30th 2019	\$ 22,685.00	\$ 15,260.00	\$ 2,750.00	\$ 40,695.00		
July 1st 2019- June 30th 2020	\$ 8,341.00	\$ 16,665.00	\$ 2,620.00	\$ 27,626.00		
July 1st 2020-June 30th 2021	\$ -	\$ 16,000.00	\$ 4,100.00	\$ 20,100.00		
July 1st 2021-June 30th 2022	\$ 200.00	\$ 19,200.00	\$ 2,195.39	\$ 21,595.39		
Grand Total	\$ 31,226.00	\$ 67,125.00	\$ 11,665.39	\$ 110,016.39		

2.0 GENERAL RECEIPTS

2.1 During our review of the General Receipt Books, the following unused books were on hand at the Consulate Office. The audit team verified the books as indicated in **Table 4**.

Table 4

PASSPORT	TREASURY GENERAL RECEIPTS
16401-16425	563351-563400
16426-16450	563401-563450
16451-16475	563451-563500

16476-16500	563501-563550
16501-16525	563551-563600
16526-16450	563601-563650
16451-16475	563651-563700
16476-16500	563701-563750
16501-16525	563751-563800
16526-16550	563801-563850
16551-16575	563851-563900
16576-16600	563901-563950
16601-16625	563951-564000
16626-16650	
21001-21025	
21026-21050	
21051-21075	
21076-21000	
21101-21125	

3.0 VISAS

- 3.1 During our review of Visas, we noted that the Bahamas Consulate General Atlanta Office does not currently issue visas. The Office had ceased collection of visas on March 16th, 2020 during the launch of the new electronic entry visa (EEV) system. However, we noted visas were processed after the launch.
- 3.2 At times, clients would receive an error message on the EEV system prompting them to visit their nearest consulate office to process their application. The office only accept cash as a form of payment however, this is not stated on the website.
- 3.3 We recommend that the Office Official web site be up-dated to inform clients that the Consulate, presently operates on a cash only basis.

4.0 ORGANIZATIONAL STRUCTURE

- 4.1 During our review, we noted that most staff were unaware of a reporting structure in the office. A request was made for a copy of an organizational chart, but we were informed that one does not exist.
- 4.2 We recommend that the office implement and document an organizational chart that can improve clarity and communication in the Consular office.

5.0 EXPENDITURE CONTROLS

- 5.1 During our review of payment transactions from the accounting records, we noted that some payment vouchers did not adequately support payments. The description on the payment document was vague and lacking details to support expenditures; however, during 2021/2022, there was an improvement in payment processing.
- 5.2 We recommend that all relevant information be documented on the payment vouchers to provide an audit trail and to substantiate expenditures.
- 5.3 During our review of accounts payments, we noted an instance where a payment voucher was made in cash. Encashment was used to process the payment of per diem for an officer who arrived in Atlanta, but was not issued per diem in Nassau. We observed that the petty cash was used to effect the encashment. At the time of our review, the funds were not returned to the operational account.
- 5.4 We recommend that cash payments be minimized to strengthen disbursement internal control.
- 5.5 We observed copies of two (2) Loan Agreements from the Operational account in the amounts of Four Thousand Dollars (\$4,000.00) and Seven Thousand Dollars (\$7,000.00). The loans were approved by the senior officer without approval from the Ministry of Foreign Affairs. The loan of Four Thousand Dollars (\$4,000.00) was paid off however; the amount of Seven Thousand (\$7,000.00) was to be repaid beginning January 31st, 2019. No repayment amount was indicated in the agreement. We noted evidence of six repayments to the account totaling Five Thousand, Five Hundred Thirty Seven Dollars and Fifty-Nine Cents (\$5,537.59) as a result we were not made sure, if the remaining balance of One Thousand, Four Hundred, and Sixty-Two Dollars and Forty-One Cents (\$1,462.41) was repaid to the account.
- 5.6 We recommend that Ministry of Foreign Affairs ensures that the balance of the loan be repaid. The Operational account should not be used for personal loans.
- 5.7 During our scrutiny of the accounts, we noted a reimbursement with respect to furniture (25% down payment), for Sixteen Thousand, Six Hundred and Ninety-One Dollars and Sixty-Eight Cents (\$16,691.68). We observed a letter

from the Ministry of Foreign Affairs dated June 2018 with instructions for the Consulate not to spend more than \$6,230.00.

Further review showed that the Ministry of Foreign Affairs transferred an amount of Fifty Thousand, and Seventy-Five Dollars (\$50,075.00) on July 3rd, 2019. The total cost of the furniture was Sixty Six Thousand, Seven Hundred and Sixty Six Dollars and Seventy-Three Cents (\$66,766.73).

- 5.8 We recommend that approval be obtained from the Ministry of Foreign Affairs prior to purchases. We further recommend that the Consulate establish standards/policies for the purchasing of furniture for all Residences and Embassies/Consulate/Missions. Ambassadors should not solely be responsible for these functions but should consult the Ministry of Foreign Affairs and other representatives.
- 5.9 During our review of a sample from the accounting records, we noted that some payment vouchers did not have Ministry of Foreign Affair approval/ supporting documents attached to substantiate payments. A sample of these vouchers are outlined in the **Table 5.**

Table 5

DATE DD/MM/YY	VOUCHER NO.	DESCRIPTION	AMOUNT \$	EXPLANANTION
12.19.18	3886	Experimental Marketing Services – January 2019.	1,475.00	Contract/Bill not attached to the payment document.
01.02.19	Direct Debit	Familiarization Visit Bahamas.	585.00	No MFA approval letter found on file.
02.04.19	3936	Per Diem-Travel to Arkansas State University Familiarization.	400.00	No MFA approval letter found on file. In addition, the payment document was duplicated.
07.18.19	4139	Cleaning Services- \$450.00 July 14-20, 2019; Supplies- \$630.48.	1,170.48	Bills/ time sheet not attached to support date services were carried out.
09.16.19	Direct Debit	Reimbursement for cleaning supplies.	540.00	No Bills attached to support expenditure.
12.10.19	Direct Debit	Payable to a cleaning company.	520.00	Invoice not signed and areas clean not itemized to indicate cost.
16.11.20	Direct Debit	Payable to a floral company/ for a wreath	126.00	No MFA approval letter on file.

5.10 We recommend that supporting documents/Ministry of Foreign Affairs approval letters be attached to substantiate payments.

5.11 TRANSPORTATION ALLOWANCE/ LOCAL STAFF

During our accounts payments review, we noted an amount of Eleven Thousand and Fifty Dollars (\$11,050.00) paid for four (4) local staff for retroactive transportation allowance during the period June 2014 to September 2018. This was done to increase the transportation allowance from Two Hundred Dollars (\$200.00) to Two Hundred and Fifty Dollars (\$250.00) per month.

We noted a minute that referenced the Bahamas Human Resources Manual, Article 16.3, of Benefits/Provisions, Circular No. 10, dated August 14th, 2014 justifying the increase; however, a review of the Foreign Service Allowances indicated that the allowance amount of (\$200.00) remain unchanged. The increase was applied to the salaries of local staff from October 2018 to November 2021. The Ministry of Foreign Affairs did not approve the increase.

5.12 We recommend that the Atlanta Consulate Office provide the authority for the increase in transportation allowance during the period June 2014 to November 2021; if evidence cannot be provided the effected officers should be made to reimburse the Government.

6.0 <u>CLOTHING ALLOWANCE</u>

- A senior officer who was entitled to a clothing allowance of Five Thousand Five Hundred and Twenty Dollars (\$5,520.00) every two (2) years; received an amount of Eleven Thousand Forty Dollars (\$11,040.00) for a four (4) year payment from the Operational account. The disbursement was effected on April 12th, 2019. The officer was appointed in September 2017, which would have allowed for a two-year payment only.
- 6.2 We recommend that the authorization document from the Ministry of Foreign Affairs be placed on the file. Clothing allowance should not be paid from the Operational account.

7.0 WIRE TRANSFER

7.1 Funds were allocated to facilitate the Mission's operation for the fiscal periods outlined in **Table 6**.

Table 6

Description	July 2018- June 2019	July 2019 - June 2020	•	July 2021- June 2022	Total
Treasury General	\$722,675.00	\$662,400.00	\$622,800.00	\$609,600.00	\$2,617,475.00
Ledger Bank statement	\$722,675.00	\$662,400.00	\$622,800.00	\$609,600.00	\$2.617,475.00

8.0 END OF THE YEAR BALANCES JULY 2018 – JUNE 2022

8.1 During our examination of the Operational account for the fiscal period July 2018 through June 2022, we noted the following unexpended balances as indicated in **Table 7**.

Table 7

Bank		July 2018- June 2019	July 2019- June 2020	July 2020- June 2021	July2021 – June 2022
Bank of America	001924872229	296,817.92	195,883.62	157,936.85	7,972.28

8.2 We were informed that the unexpended balances remained on the accounts.

9.0 BANK SERVICE CHARGES

9.1 At the time of our review, bank charges in the fiscal period July 2020 through June 2022 totaled Eight Thousand, Three Hundred and Nighty-Nine Dollars and Five Cents (\$ 8,399.05) and were charged on the following dates as indicated in **Table 8**.

Table 8

Date	Bank Charges
July 15,2021	768.29
August,2021	689.85
September,2021	614.50
October,2021	656.73
November,2021	672.32
December,2021	631.35
January 15,2022	607.64

February 15,2022	573.29
March 15,2022	559.17
April 15,2022	730.29
May 15,2022	1,056.91
June 15,2022	838.71
Total	8,399.05

10.0 BANK RECONCILIATION

10.1 During our review, we observed that bank reconciliation statements are produced on a monthly basis with the last one prepared for June 30th, 2022.

11.0 ACCOUNTING FUNCTIONS

- 11.1 The Interim Accounting officer lacked the necessary training in Government accounting procedures. The officer assumed the duties of the accounting functions in March 2021 with the assumption that it would be for a four months period; however, at the time of our review the officer continues to function in the capacity of an accountant.
- 11.2 We recommend that training be afforded to the Officer.

12.0 CHEQUES NOT CLEARED-OPERATIONAL ACCOUNT

- 12.1 We noted that cheques totaling Fourteen Thousand, Six Hundred- Forty Dollars and Fifty-Four Cents (14,640.54) did not clear the bank as at April 2022. The wire transfer from the Capital arrived at the bank on April 21st, 2022; however, the cheques were presented to the bank during the first and second week of April 2022.
- 12.2 We recommend that the Consulate Office be vigilant in the management of the bank account, in an effort to avoid potential added fees for having non-sufficient funds in the account.

13.0 <u>INDEPENDENCE CELEBRATION</u>

On an annual basis, the Cabinet Office approves funds facilitated by the Treasury to defray Independence Celebration costs for overseas offices. (**Table 9**) shows a breakdown of expenses for the period under review.

Table 9

DESCRIPTION	2018	2019	2020	2021	2022
	\$	\$	\$	\$	\$
Amount	7,000.00	7,000.00	-	3,500.00	6,500.03
Transferred					
Amount	9,801.71	9,978.46	-	1,423.07	13,313.46
Expended					
Amount	(2,801.71)	(2,978.46)	-	2,076.93	(6,813.43)
Overspent					

13.2 We recommend that the Bahamas Consul General Office be guided by the budgeted amount.

14.0 <u>INVENTORY</u>

- 14.1 We were provided with an inventory listing of the assets at the Consul General's residence 7015 Greatwood Trail Alpharetta Fulton 30005 dated February 3rd 2022. We received an inventory listing for the Consul General's office; however we also received an up-to-date list.
- 14.2 We recommend that the inventory listing for the Consul General's office be brought up to date.

15.0 STORAGE OF FURNITURE

Furniture storage fees amounted to Twelve thousand, Eight Hundred and Eighty-Four Dollars and Thirty-One Cents (\$12,884.31) for the period March 6th, 2018 to April 14th, 2022. The Consulate General has made a decision to utilize the furniture and store the remaining items in the garage.

15.1 We recommend that additional Cost Saving methods be implemented in relation to furniture storage.

16.0 <u>CELL PHONES</u>

- 16.1 Five (5) cell phones have been classified as inactive. They have been inoperable for an inordinate period. (Annex II)
- 16.2 The Ministry of Foreign Affairs should be notified and directives given on how to dispose of the instruments.

- 16.3 We recommend that a decision be made regarding the disposal of the instruments and internal controls implemented to monitor cell phone activity and usage.
- 16.4 Two (2) request were made to retain the cell phones (number/ instrument); by the former CG and Head of Mission; however, at the time of our review, the consulate awaits approval from the Ministry of Foreign Affairs. Further, the Office is not paying the cellphones related bills.
- 16.5 We recommend that when the decision is finalized, documentation be placed on the file.

17.0 IMPREST

17.1 We performed a Petty Cash examination on August 8th, 2022 and noted that the petty cash was satisfactorily maintained.

18.0 GAS (FUEL CHARGES)

18.1 Fuel charges during July 2020 through June 2022 amounted to \$ 19,743.42 as shown in (**Table 10**) below:

Table 10

July 2020 –June 2021	July 2021 –June 2022	Total
\$	\$	\$
6,676.58	13,067.34	19,743.42

19.0 **RECEIVABLES**

19.1 The Atlanta Consulate Office incurred expenses on behalf of Ministries/
Departments and Bahamians in distress. We could not determine amounts repaid or owed. The Consulate office does not maintain an accounts receivable ledger. Outstanding amounts owed to the Mission account are listed in (**Table 11**) below:

Table 11

PERIOD	PARTICULARS	AMOUNT OWED (\$)
24.07.18	Purchase of a one way ticket & Emergency travel document	393.90
02.06.21	Travel Health Visa	40.00
29.01.20	Hotel Accommodations/meal	357.76
26.04.22	Greyhound Bus Ticket	223.99
29.06.22	Airline Ticket(One Way to The Bahamas)	509.80
14.05.22	Two(2) Airline Tickets (One Way to The Bahamas/ Hotel	1,616.81
	Stay/Meals/Transportation	
	Total	3,142.26

19.2 We recommend that the Consulate office seek the assistance of the Ministry of Foreign Affairs in recovering outstanding receivables. It is further recommended that the office establish and maintain a receivable ledger.

20.0 CONCLUSION

- 20.1 The findings of our audit were brought to management attention, who advised us that corrective action would be taken on our recommendations.
- 20.2 We express our gratitude to the Consul General and staff for the courtesies extended to the audit team and the co-operation received during the audit process.

ANNEX I

	BAHAMAS CONSULATE GENERAL OFFICE - ATLANTA STAFF LISTING					
	NAME	POSITION	DATE POSTED/TRANSFER	DATE RECALLED	LEASE AGREEMENT BEGINNING & ENDING DATE	
1	Anthony D.E. Moss	Consul General & Head of Mission	March 10th ,2022	In Post	4/01/2022 – 3/31/2023	
2	Tyson K. Mckenzie	Deputy Consul General & Head of Chancery	September 3rd ,2021	In Post	1/07/2022 - 6/30/2023	
	Sharine Poitier-				4/6/2022 - 4/5/2023	
3	Johnson	Consul, Education	March 12th ,2022	In Post		
4	Edward Archer	Vice Consul, Trade & Investments	March 4th ,2022	In Post	4/07/2022 – 4/6/2023	
5	Kayla Smith Mortimer	Vice Consul, Economic & Commercial Affairs	March 5th ,2022	In Post	4/07/2022 – 3/31/2023	
6	Holly Pearce-Barrett	Vice Consul, Political Affairs	March 5th ,2022	In Post	4/07/2022 – 4/30/2023	
7	Yasmine Miller Johnson	Vice Consul, Diaspora & Culture Affairs	March 9th,2022	In Post	1/17/2022 – 1/16/2023	
8	Duran Saunders	Vice Consul, Public & Civic Affairs	June 28th ,2022	In Post	7/01/2022 – 8/31/2023	
9	Gary Cox	Vice Consul, Consular Relations	June 28th ,2022	In Post	7/18/2022 – 5/15/2023	
10	Cherie Culmer	Administration Attache	May 31st ,2021	In Post	N/A	
	<u>FORMER</u>					
	<u>OFFICERS</u>					
1	Astra Armbrister-Rolle	Consul General & Head of Mission	October 1st,2017	October 27 th 2021	2/19/2018 -11/30/2020	
2	Monique Major- Vanderpool	Deputy Consul General	N/A	N/A	N/A	
3	Ronique Brown	Economic Attache	February 1st,2017		3/14/2018 – 3/12/2019	
	Charlene Taylor-		October, 2021	January, 2022	1/10/2020 - 30/09/2022	
4	Johnson	Vice Consul				
5	Celsus Williams	Vice Consul	N/A	N/A	N/A	

ANNEX II

NAMES	COMPANY	CELL PHONE NUMBER
Consul General & Head of Mission – Anthony D.E. Moss.	AT&T	404-698-6xxx
Deputy Consul General & Head of Chancery- Tyson K. Mckenzie.	AT&T	404-426-2xxx
Consul, Education – Sharine Potier Johnson.	AT&T	404-314-6xxx
Vice Consul, Trade & Investments - Edward Archer.	AT&T	404-398-7xxx
Vice Consul, Economic & Commercial Affairs - Kayla Smith Mortimer.	AT&T	404-245-3xxx
Vice Consul, Political Affairs – Holly Pearce-Barrett.	AT&T	404-245-1xxx
Vice Consul, Diaspora & Culture Affairs - Yasmine Miller Johnson	AT&T	404-245-1xxx
Vice Consul, Public & Civic Affairs – Duran Saunders.	AT&T	404-285-4xxx
Vice Consul, Consular Relations – Gary Cox.	AT&T	404-285-9xxx
Administrative Attache – Cherie Culmer.	AT&T	404-574-0xxx
INACTIVE CELL PHONES		
I Phone – Troy Taylor	N/A	404-414-7xxx
Samsung	AT&T	404-418-2xxx
LG	Metro PCS	N/A
Blackberry – Kenny Missick	AT&T	404-645-8xxx
Samsung	AT&T	N/A

ANNEX III

BAHAMAS CONSULATE – ATLANTA GEORGIA VEHICLE LIST

YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER
2019	Lincoln	Navigator	5LMJJ3LT3KEL26169
2020	Lincoln	Aviator	5LM5J7WCXLGL09086

ANNEX VI

LIST OF PERSONS INTERVIEWED

NAMES	POSITION
Anthony D.E. Moss	Consul General
Tyson K. Mckenzie	Deputy Consul General & Head of Chancery
Sharine Potier Johnson	Consul, Education
Tamica Clarke - Keddo	Interim Accounts Officer