



# Virgin Islands Neighbourhood Partnership Project

Claude Ottley Consulting Ltd



Office of the Auditor General  
Government of the Virgin Islands

**INTRODUCTION**

1. The Virgin Islands Neighbourhood Partnership Project (VINPP) was established as a Government funded initiative of the Ministry of Education and Culture to address problem youth struggling with issues of self esteem and academic failure. The purpose of the project is to strengthen the academic and resiliency skills of the youth, particularly those at risk for potential deviant behavior and those showing weakness in their educational pursuits.
2. The Ministry of Education and Culture contracted the services of Claude Ottley Consulting Ltd. (the Consultant) to develop and coordinate the programme. An agreement for consultancy was made in October 2008 which was followed two months later with an operational contract to run concurrently for the period January to December 2009. The arrangement was subsequently extended for a second year by way of another two contracts executed by the parties. In sum, the arrangement comprised four contracts totaling \$696,800.00 to cover a period of just over two years.

**AUDIT PURPOSE SCOPE & METHODOLOGY**

3. The objective of the audit was to determine whether value for money was achieved in both the consultancy and the operational contracts issued for the programme.
4. Interviews were held with relevant persons in the Ministry tasked with the development and management of the contracts. Interviews were also performed with resource persons who participated in the programme at the various centers. Files pertaining to the consultancy and the operational programme were reviewed and records relating to the financing and spending were analyzed. The examination was limited in that some of the centers/churches listed as beneficiaries could not be reached for interview. One declined to comment. Additional information was requested in writing from the Mr Claude Ottley Cline, the Consultant, but no response was received.
5. The period reviewed was limited to the term of the four consultancy contracts, November 2008 to December 2010.

**EXAMINATION & FINDINGS**

6. *The Ministry was unable to present verifiable details of achievements under the first contract or to provide explanation as to the need for a second contract with the same terms.*
7. In an effort to address increasing incidences of poor student performance and delinquency within the education and juvenile criminal justice systems, the Ministry of Education and Culture undertook an initiative geared towards assisting young people who have been identified as “at risk.” In 2008/2009 two contracts were issued to Claude Ottley Consulting Ltd (the Consultant) by the Ministry of Education and Culture.
8. The first contract, dated 31 October 2008 was to “establish a neighbourhood partnership between key stakeholders of the community such as churches, schools, parents, and organizations to work for the common good of the youth and to guide them in a holistic, wholesome approach to life.” The Consultant was tasked with training volunteers, managing the project, providing technical support for capacity building projects, and strengthening the resiliency skills of youth at the primary and secondary schools level.

9. The contract terms also stated that the Consultant would identify and provide administrative staff and guest presenters for the project, and coordinate workshops and seminars for key stakeholders.

10. A contractual period of one year in the first instance was agreed. The contract sum was \$98,400.00 to be paid in twelve monthly installments of \$8,200.00 commencing from 10 November 2008. Travel and other resources would be additional, and a two month notice period required for termination.

11. In August 2009, the Ministry executed a second contract with Claude Ottley Consulting Ltd. for an additional \$250,000.00. This contract stipulated that the Consultant would “act as coordinator of the Virgin Islands Neighbourhood Partnership Project and undertake the responsibilities to bring together key stakeholders in the community, ie churches, schools, parents and community.” It appears that the initial contract was intended to engage the Consultant as director of the programme and the second was to provide funding to resource the implementation and operation of the programme in the form of professional support, training, monitoring and to provide necessary educational and recreational resources to the participating centers.

12. The second contract was issued without receiving any formal progress reports, written strategy or implementation plan from the Consultant. It is unclear how the amount of \$250,000.00 was determined as no proposal was provided in support of the amount. The total engagement sum with Claude Ottley Consulting Ltd. after signing of the second contract was \$348,400.00.

**PERFORMANCE ON CONTRACT 2009 - 2010**

13. *The information received indicates that performance was either non-existent or lacking in a number of the areas stipulated under the contract.*

14. The programme was intended to be territory wide and inclusive. This meant that churches, schools and communities on the three largest islands were to be mobilized and actively involved. An annual progress report submitted by the Consultant for the period November 2008 - October 2009 discussed the activities of VINPP in general terms but omitted important information that would allow for an assessment of the programme’s effectiveness. The report failed to provide information about:

- i. The names of the participating churches/centers;
- ii. The number of volunteers at each center;
- iii. The number of students attending each center;
- iv. Other resources used (guidance counselors etc.);
- v. Results of benchmarking and research performed at other similar programmes abroad.

15. Four centers were confirmed as operating in 2009 with an estimated forty-one registered students as shown in the table that follows.

<u>Institution</u>	<u>Comments</u>	<u>Students 2009</u>	<u>Students 2010</u>
New Testament Church	Hosted Summer Programme	6	-
Church of God of Holiness (VG)	Hosted After school Programme	11	-
Sanctuary of Hope (VG)	Hosted After school Programme	6	3
New Life Baptist Church	Hosted Summer and After school programme	18	10
		<u>41</u>	<u>13</u>

16. From available information, the results on Tortola and Virgin Gorda during the years under review were as indicated below.

**TORTOLA**

17. *The objective of a community wide inclusive programme was generally not achieved.*

18. In May 2009 the Consultant offered instruction to pastors and volunteers on Tortola. No information was provided on the number of attending volunteers, their qualifying background, the churches involved or the length/duration of the training/instruction.

19. The volunteers who participated in the May training were to be engaged as resource personnel in a summer programme which took place from June to August 2009. These sessions were intended to address academically challenged students who had been referred by the Elmore Stoutt High School. The objectives were to assist the participants with their Math and English skills and to bring about some behavior modification and improved social skills.

20. The audit review confirmed that VINPP summer programmes were carried out at the New Life Baptist Church in Duffs Bottom and at the New Testament Church of God in Baughers Bay.

21. The New Life Baptist Church, which was used as a base for the programme, catered to eighteen students in the summer of 2009. The sessions were resourced by volunteers who lectured in different areas. College students were also employed to perform as aides. After the summer ended, the sessions continued into the school year with evening classes that were attended by about ten students.

22. The New Testament Church of God center confirmed in 2009 hosting a VINPP summer 2009 programme in the evenings that catered to six students. The classes were not continued into the school term as the volunteer teacher had other commitments.

23. There was a notable waning of activity in 2010 with the only active center on Tortola being the New Life Baptist Church. Here, ten students were tutored by unpaid volunteers and five improved sufficiently during the school year to be promoted.

24. Despite receiving funding for 2010, VINPP did not organize or host any programmes during the 2010 summer break. Instead it assigned its college aids (college students who assisted in the 2009 summer programme) to assist with the Elmore Stoutt High School summer programme. The Principal of the high school confirmed that six college students made available through, and paid by, VINPP assisted the school as teacher's aides. In addition, three field trips were organized and funded by VINPP which also provided chaperones and snacks for the trips.

**Feedback From Tortola Centers**

25. The comments from persons who worked with the New Life Baptist Church detailed the need for materials and tools to facilitate teaching/learning. There was also a suggestion that the resource persons who worked with the students should be compensated for their time and effort with a stipend. It should be noted that the Consultant had been awarded two contracts totaling \$500,000 for the sole purpose of ensuring that the participating centers were adequately resourced.

**VIRGIN GORDA**

26. *Lack of support and structure prevented the programme from achieving its greater objectives.*

27. The initiative was introduced on Virgin Gorda as an ongoing after school programme in September 2009. In an instructional session that lasted approximately two and a half to three hours, information about the programme was circulated to about twenty potential resource persons and instructions given on working with problem youth. Contact persons were identified from the five churches represented at that meeting and these intuitions were promised support and resources to facilitate getting the programme up and running.

28. A second meeting was held on Virgin Gorda which brought together the resource centers (churches), resource persons, parents and students. Three of the five churches showed up to present their proposals for implementing the initiative, and students (with assistance of their parents) were allowed to choose which center they would attend. Thereafter the programme was launched at the Church of God of Holiness, the Sanctuary of Hope Church and the St Mary Anglican Church with mixed results.

29. At the Church of Good of Holiness the sessions accommodated about eleven students. It was run for one school term only as the lack of resources and assistance made it impractical to continue. At the Sanctuary of Hope Church there was already an after school programme in place so the six students who were assigned were incorporated into this programme and focus was placed on their weak academic areas. At the third center, St Mary Anglican Church, the programme never got off the ground and attempts were made to reassign the six students who were registered there.

30. The students at the Sanctuary of Hope Church were accommodated for the entire school year at the end of which only three remained.

**Feedback From Virgin Gorda Centers**

31. The feedback received from the church leaders on Virgin Gorda indicated a lot of enthusiasm initially for the initiative by the churches and parents. This however waned after financial and other support needed to make it viable was not received.

32. The main comments received from the centers in Virgin Gorda had to do with the insufficient support by the Consultant in terms of resources, oversight, and guidance. The participating centers were promised funding of \$5,000.00 each which would assist in defraying the cost of running the programme and a standardized curriculum. They were also told that there would be regular oversight, guidance and follow up by the Consultant.

33. One of the pastors commented that the financial support received came late in the programme and was a fraction of the amount promised, the standardized curriculum was never received and the programme was largely unstructured. The resource persons used their initiative and resorted to reviewing the children's daily school work and assisting them in weak areas while reinforcing other areas in which they did well.

34. After the programme commenced the centers on Virgin Gorda reported that they were visited by VINPP once. The visit spurned some displeasure with the church leaders because it was felt that the Consultant and VINPP had not delivered on their promises and were now seeking to take credit for the work that had been done.

35. The views expressed by the leaders on Virgin Gorda included:

- i. Programme unstructured and scope unclear.
- ii. No curriculum,
- iii. No follow up, no supervision, no guidance and support.
- iv. Centers were under-resourced.
- v. Programme needed to be incentive based.

**ANEGADA**

36. There is no evidence that the programme was commenced on Anegada.

**CONTRACT ADMINISTRATION**

37. *The programme was largely unsupervised by the Ministry throughout the crucial implementation phase and thereafter.*

38. Our examination of the manner in which the contract was administered and overseen by the Ministry showed some shortcomings. There is nothing on the files to indicate that the project, its progress and impact was being monitored by the Ministry. In addition, the files show little to no involvement by the Department of Education, the Department of Youth Affairs and Sports and the high schools in the development of this programme.

39. The contracts did not require the Consultant to provide regular progress updates to the Ministry. As such the entire year was allowed to lapse without any verification that the programme had been fully and adequately implemented and was being performed in accordance with the requirements of the contracts.

40. Despite the foregoing, monthly payments were made to the Consultant and it appears that these were not contingent on performance.

**CONTRACT PAYMENTS**

*A number of the payments reported by the Consultant either conflicted with information presented by other sources or were without any verifiable association to the programme.*

41. The Treasury records show that at 30 September 2010 a total of \$571,800.00 was paid to Claude Ottley Consulting on four contracts.

42. Both contracts 51/2008 and 2/2009 were paid in full for a total of \$348,400.00. A further amount of \$223,400.00 was paid to the Consultant on two subsequent contracts (12/2009 and 1/2010) that the Ministry issued to continue the initiative into 2010.

43. The total amount paid to the Consultant was \$571,800.00 as indicated below.

<b>Contract #</b>	<b>Objective</b>	<b>Term</b>	<b>Contracted</b>	<b>Paid</b>
51/2008	Programme Administration	Nov 08 - Oct 09	98,400.00	98,400.00
2/2009	Provision for Resources	Jan 09 - Dec 09	250,000.00	250,000.00
12/2009	Programme Administration	Nov 09 - Oct 10	98,400.00	98,400.00
1/2010	Provision for Resources	Jan 10 - Dec 20	250,000.00	125,000.00
			696,800.00	571,800.00

**APPLICATION OF FUNDS**

44. An expenditure spreadsheet submitted by the Consultant shows spending of \$242,406.99 and an unapplied balance of \$7,593.00 during 2009. This office has not received any documents (invoices, statements, cancelled cheques etc.) or records in support of this expenditure. We are therefore unable to verify the validity of the amounts reported.

**Grants \$27,200.00**

45. *The grant amounts stated in the Consultant’s report appear overstated.*

46. The programme was to provide participating churches and centers with a monetary grant to help defray costs and to ensure that they were properly equipped to carry out the programme. Two of the pastors interviewed during the audit review confirmed that at the introductory meetings the churches/centers were promised a grant of \$5,000.00 each. The two participating pastors from Virgin Gorda confirmed that they had each received only \$1,000.00 from the programme. Therefore the grant that was promised to them fell short by \$4,000.00. The Consultant’s end of year report indicated that these institutions (among others) were issued grants of \$2,000.00 each. This is an overstatement of the actual amounts disbursed.

47. A representative from the New Testament Church of God on Tortola also confirmed that they had received a \$1,000.00 grant from the programme and not the \$2,000.00 submitted in VINPP financial records. Similarly, the coordinator for the New Life Baptist Church advised that the programme had received \$2,000.00. The amount disclosed in the records for this church is \$5,000.00.

48. The stated expenditure amount of \$27,200.00 and the individual grant amounts listed on the schedule are therefore being called into question and require further explanation.

<b>Schedule of Grants to Participating Churches/Centers</b>			
<i>(Amounts extracted from the Consultant’s report)</i>			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
14-Aug-09	Shaman Ministries	Summer Program	\$2,000.00
15-Sep-09	Cane Garden Bay Baptist	Grant	\$2,000.00
15-Sep-09	Islamic Center	Grant	\$2,000.00
15-Sep-09	New Testament Church	Grant	\$2,000.00
16-Sep-09	Deeper Life Ministry	Grant	\$2,000.00
13-Nov-09	Apostolic Faith Church	After School Grant	\$2,000.00
13-Nov-09	Church of God of Holiness (VG)	After School Grant	\$2,000.00
13-Nov-09	Road Town Methodist Church	After School Grant	\$2,000.00
13-Nov-09	Sanctuary of Hope (VG)	After School Grant	\$2,000.00
26-Nov-09	Seven Day Adventist Church	After School Grant	\$2,000.00
19-Sep-09	L.E.S.C.A.	Grant	\$1,000.00
2-Oct-09	L.E.S.C.A.	Grant	\$1,200.00
29-Jul-09	New Life Baptist Church	V.I.N.P. Replacement	\$2,000.00
29-Jul-09	New Life Baptist Church	V.I.N.P. Replacement	\$3,000.00
			<u>\$27,200.00</u>

**Curriculum Support System \$10,000.00**

49. *There was no evidence that a curriculum support system was supplied to any of the participating centers.*

50. The participating centers were told that they would be provided with a curriculum to facilitate tutoring the students. The Consultant's report shows that an amount of \$10,000.00 was invested in a curriculum support system purchased from Mifflin Computer Support. The churches interviewed reported that neither a curriculum nor support material was provided. Without more, this expenditure (\$10,000.00) is being called into question and requires further explanation.

**Setup and Operation \$38,000.00**

51. *Set up and Operation costs appear to represent a duplication of payment to the Consultant.*

52. The submitted schedule indicated that over the period of the contract Claude Ottley Consulting Ltd. received payments totaling \$38,000.00 for setup and operation of the programme. Under the overlapping consultancy contract the Consultant was paid \$98,000 to establish a neighbourhood partnership programme, provide training, management of the project, and develop the academic and resiliency skills of the participants. No details were provided on how the additional \$38,000 the Consultant paid to himself is to be considered in conjunction with the contracted amount of \$98,000. Unless it can be shown that the Consultant was performing a duty outside of that provided in the consultancy contract these payments totaling \$38,000.00 are called into question. Further information is therefore required.

**Technical Support Programme Design \$43,000.00**

53. *Charges appear unsupported and unexplained in relation to the programme.*

54. The report submitted shows monthly payments of \$3,500.00 to a company called MNP Technical Support for a total of \$43,000.00. No information is provided on the purpose of these payments and how they benefited the programme. Without more, this expenditure of \$43,000.00 is being called into question and requires further explanation.

**Field Coordination \$19,000.00**

55. *Although regular payments were made for field coordination the information received indicate that there was insufficient follow-up with the few participating centers.*

56. Because the programme is intended to cover communities on Tortola, Virgin Gorda and Anegada, coordination would be required. The submitted expense report shows monthly payments of \$1,500.00 to Godfolds Media Group who received \$18,000.00 for this service during the year and a payment to one of the facilitators/volunteers for \$1,000.00. The total for this activity was \$19,000.00.

57. One of the major complaints made by the participating pastors on Virgin Gorda was the lack of coordination, follow up and follow-through by the Consultant. The churches on Virgin Gorda reported receiving only one visit for the duration of the after school programme. There was no programme on Anegada. On Tortola, the only churches actively participating were New Life Baptist Church, where the programme was based, which catered to less than twenty students and the New Testament Church of God for a few weeks in the Summer of 2009.



58. More details are required as to what the co-ordination by Godfolks Media Group entailed and how this was performed. This expenditure is also being called into question and requires further explanation.

**Travel/Airfare/Car Rentals \$19,062.60**

59. *There was no information or reports with respect to the extensive travel undertaken on how this related to the development of the programme.*

60. The contract provided that the Consultant would visit other institutions abroad with a view to collecting information on the best system to be adopted and implemented in the Virgin Islands. The expense information submitted by the Consultant shows travel expenses each month but does not provide any detail of where and for what purpose the expense was incurred. The report issued by the Consultant does not include any discussion of fact-finding or benchmarking excursions. There are no references to these travel or mention of sites visited. It is therefore unclear whether or how the travel charges totaling \$19,062.60 during the year are related to this programme. This expenditure is therefore being called into question and requires further explanation.

**Training - Facilities and Personnel Costs \$6,566.28**

61. *Training of volunteers was restricted to the first few weeks of the programme.*

62. During the set up of the programme, individuals were brought in to give instructions to the pastors and resource personnel that would be participating. The expenditure of \$6,566.28 on the submitted schedule includes accommodation for the instructors of \$1,047.35, their fees at \$1,250.00, rental of conference centers for \$2,768.93 and a payment to Synergy for "Conference" \$1,500.00.

63. It is not clear how much training was provided. The centers on Virgin Gorda reported that they received instruction during an evening that lasted 2½-3 hours.

**Allocation: Computer Supplies/17 Work Sites/ allocated \$34,000.00**

64. *No evidence that the allocated computers were purchased and supplied to the participating centers.*

65. A year end allocation of \$34,000.00 is shown on the Consultant's expenditure schedule and described as the purchase of computer supplies for seventeen work sites. The seventeen work sites have not been identified and none of the work centers which were interviewed reported receiving these supplies. Since the entry is stated as an "allocation" it is unclear whether the resources were actually purchased. The New Life Baptist center did report receiving two refurbished computers one of which had stopped working.

66. Without more this expenditure is being called into question. Further information is required.

**Allocation: Faith Based Comm. Org. \$29,800.00**

67. *Charges appear unsupported and unexplained in relation to the programme.*

68. The schedule shows an allocation of \$29,800.00 to Faith Based Comm. Org. No details were provided for this entry. It is therefore not known how the monies were actually applied and how this

expenditure contributed to the programme. Without more, this payment (\$29,800.00) is being called into question. Further information is required.

### Other Expenses \$15,778.11

69. The remaining expenses included overheads and miscellaneous charges such as rent, telephone, and some administrative expenses. There was also a nominal amount \$2,829.00 (in total) paid to college students who assisted with the summer programme along with the related payroll tax and social security payments.

### Financial Report 2010

70. *No comprehensive financial report was provided for 2010.*

71. Despite the sums involved, VINPP did not prepare and present a financial report on its activity for 2010. Instead, the below unsupported summary (excerpted) was received from the Consultant in October 2010 with many of the amounts slated as allocations. Most notably are the allocated payments for Faith Base Organization (\$110,000.00), and Technical and Capacity Support (\$25,000.00) for which there was insufficient supporting information in the prior year. No description was provided for the Community Service Project allocation (45,000.00).

1	Faith base organization	11@10k	110,000.00	Allocation
2	Community Service project	9@5K	45,000.00	
3	Boy and girls club		3,500.00	
4	Parent's Training		5,600.00	Allocation
5	Transportation of Students to Sites		7,200.00	Allocation
6	Curriculum and resource tools		12,500.00	Allocation
7	Regional recreation facilitators	2	4,000.00	
8	Field coordinators		9,000.00	
9	Technical and capacity support including existing independent after school		25,000.00	Allocation
10	Close out ceremony		4,000.00	Allocation
11	Sanctuary of Hope		5,000.00	
12	Summer project 2010		4,910.00	
	Summer project 2011		14,290.00	
			250,000.00	

72. The only supported expenditure for 2010 were payments totaling \$4,462. This comprised \$2,962.00 made to the college students and resource persons who assisted with the Elmore Stoutt High School's summer programme and \$1,500 for transportation costs for the three field trips sponsored for students of that programme. This does not preclude the possibility of other legitimate expenditure. Full examination of the project could not be achieved because of the Consultant's failure to submit the additional records requested.

73. During 2010 the Consultant received \$82,000 on Contract 12/2009 and \$125,000.00 on Contract 1/2010. No further payments were made on the latter contract after the Acting Permanent Secretary requested detailed reports from the Consultant that were not received. The unpaid balance was \$125,000.

**CONCLUSION**

74. The Virgin Islands Neighbourhood Partnership programme was a Ministry initiative to mobilize and organize the community in an effort to provide assistance and guidance to some of the most fragile and volatile youth in the system. The Consultant engaged to implement this initiative was able to generate initial public enthusiasm for action and mobilize churches in the community to get involved in the effort but ultimately fell short on a number of the contractually stipulated deliverables. Significantly, the capacity building aspect which was required for sustainability and long term impact was severely lacking. As a result, the initial confidence and goodwill developed with the volunteers and centers was eroded. Additionally, the funding provided by the Government to finance this initiative has not been fully accounted for by the Consultant.

**RECOMMENDATIONS**

75. The following are recommended for an improved approach to contract management and the achievement of better value for money.

1. For all major projects and programmes to be administered via contract, the Ministry should require a detailed proposal for implementation, execution and reporting (including resources to be applied, support systems and costing) before issuing a contract.
2. Programmes such as this require regular oversight. This should be done by an officer within the Ministry who has a clear understanding of the contracts' terms, programme's milestones and expected outcomes.
3. Consultants must be required to submit comprehensive reports which relate directly to the objectives and outcomes stipulated in their contracts. This should include verifiable data. A required level of quality and standards should be communicated to the Consultant and regular reviews undertaken to ensure that these are maintained.
4. Interim reports should be required for independent projects/programmes of this magnitude. These will allow the Ministry to see the programme's progress, challenges and results on an ongoing basis. It would also lead to improved accountability and reduce the risk to value for money for the Government.
5. The Ministry should verify and assess the progress and achievements of the programmes it sponsors prior to issuing subsequent contracts.
6. Full accounting for the funds advanced under contracts 2/2009 and 1/2010 demonstrating how these were applied for the purposes project should be submitted. Amounts that were either not applied for the purposes of the programme or cannot be supported by verifiable documentation should be reimbursed to the Government.
7. All documents relating to the contracts issued by the Ministry, from point of inception to current, should be maintained on the same file.

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## Appendix 1

**Virgin Islands Neighbourhood Partnership Project  
Expense Spreadsheet 2009  
(As Submitted)**

Date	Payee	Amount	Memo
5-Jan-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
5-Jan-09	Skelton Development Limited	300.00	Rent/Jan 2009
15-Jan-09	GodFolks Media Group	1,500.00	Field Coordinator/Jan 2009
18-Jan-09	Penobscot Travel	1,169.92	Air Fare/Travel
25-Jan-09	Cable & Wireless	200.00	Telephone/Jan 2009
4-Feb-09	Skelton Development Limited	300.00	Rent/Feb 2009
4-Feb-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
13-Feb-09	Maria's By the Sea	673.00	Room/Trainer/Dennis Talbot
15-Feb-09	GodFolks Media Group	1,500.00	Field Coordinator/Feb 2009
24-Feb-09	John Banks	86.00	Printing
24-Feb-09	Penobscot Travel	1,169.92	Air Fare/Travel
24-Feb-09	Cable & Wireless	200.00	Telephone/Feb 2009
13-Feb-09	Dell's Car Rental	213.00	5 Days Jeep Rental
5-Mar-09	Skelton Development Limited	300.00	Rent/Mar 2009
5-Mar-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
14-Mar-09	Dell's Car Rental	315.00	7 Days Jeep Rental
18-Mar-09	GodFolks Media Group	1,500.00	Field Coordinator/Mar 2009
27-Mar-09	Penobscot Travel	1,063.57	Air Fare/Travel
27-Mar-09	Cable & Wireless	200.00	Telephone/Mar 2009
1-Apr-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
1-Apr-09	Skelton Development Limited	200.00	Rent/Apr 2009
21-Apr-09	Claude Ottley Consulting	6,000.00	Org/Setup & Operation
23-Apr-09	GodFolks Media Group	1,500.00	Field coordinator fees/Apr 2009
24-Apr-09	Cable & Wireless	200.00	Telephone/Apr 2009
24-Apr-09	Penobscot Travel	1,122.75	Air Fare/Travel
6-May-09	Skelton Development Limited	300.00	Rent/May 2009
6-May-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
6-May-09	Accountant General	300.00	PAYE/Late Filing/6 Months
15-May-09	GodFolks Media Group	1,500.00	Field Coordinator/May 2009
24-May-09	Cable & Wireless	200.00	Telephone/May 2009
5-Jun-09	Skelton Development Limited	300.00	Rent/June 2009
5-Jun-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
20-Jun-09	GodFolks Media Group	1,500.00	Field Coordinator/June 2009
22-Jun-09	Penobscot Travel	1,169.92	Air Fare/Travel
24-Jun-09	Cable & Wireless	200.00	Telephone/June 2009
2-Jul-09	Skelton Development Limited	300.00	Rent/Jul 2009
5-Jul-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
5-Jul-09	Penobscot Travel	1,259.32	Air Fare/Travel
24-Jul-09	Cable & Wireless	200.00	Telephone/Jul 2009
29-Jul-09	New Life Baptiste Church	2,000.00	V.I.N.P. Replacement
29-Jul-09	New Life Baptiste Church	3,000.00	V.I.N.P. Replacement
25-Jul-09	GodFolks Media Group	1,500.00	Field coordinator/Jul 2009

Date	Payee	Amount	Memo
31-Jul-09	Claude Ottley Consulting	4,000.00	Org/Setup & Operation
31-Jul-09	Skelton Development Limited	300.00	Rent/Aug 2009
8-Aug-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
8-Aug-09	Penobscot Travel	953.62	Air Fare/Travel
14-Aug-09	GodFolks Media Group	1,500.00	Field Coordinator/Aug 2009
14-Aug-09	Shaman Ministries	2,000.00	Summer Program
14-Aug-09	Krystle Crawford	232.00	College Student Worker/Summer Program
14-Aug-09	Kizzya Skelton	167.00	College Student Worker/Summer Program
14-Aug-09	Abigail Harewood	500.00	College Student Worker/Summer Program
14-Aug-09	Rochelle Frett	300.00	College Student Worker/Summer Program
14-Aug-09	Taira Hodge	170.00	College Student Worker/Summer Program
14-Aug-09	Latoya Staple	500.00	College Student Worker/Summer Program
14-Aug-09	Enterprize Car Rental	240.00	Jeep Rental/4 days
16-Aug-09	Penobscot Travel	1,169.92	Air Fare/Travel
31-Aug-09	Cable & Wireless	652.71	Telephone
2-Sep-09	Skelton Development Limited	300.00	Rent/Sept 2009
2-Sep-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
2-Sep-09	Latoya Staple	200.00	College Student Worker/Summer Program
2-Sep-09	Stacia Gill	320.00	College Student Worker/Summer Program
2-Sep-09	New Life Baptiste Church	20.00	Bank Charge
2-Sep-09	Faith Apostolic Church	25.00	Bank Charge
2-Sep-09	Enterprize Car Rental	240.00	Jeep Rental/4 days
9-Sep-09	Penobscot Travel	1,860.80	Air Fare/Travel
10-Sep-09	Synergy	1,500.00	Conference
15-Sep-09	New Testament Church	2,000.00	Grant
15-Sep-09	Cane Garden Bay Baptiste	2,000.00	Grant
15-Sep-09	Islamic Center	2,000.00	Grant
15-Sep-09	GodFolks Media Group	2,000.00	Field Coordinator Sep 2009 & Travel
15-Sep-09	GodFolks Media Group	88.90	Printing Booklets/V.I.N.P.
16-Sep-09	Claude Ottley Consulting	6,000.00	Org/Setup & Operation
16-Sep-09	Deeper Life Ministry	2,000.00	Grant
16-Sep-09	MVW International Co.	941.70	Conf. Room Rental (15/9/09)
19-Sep-09	L.E.S.C.A.	1,000.00	Grant
19-Sep-09	Abigail Harewood	200.00	College Student Worker/Summer Program
19-Sep-09	Krystle Crawford	120.00	College Student Worker/Summer Program
19-Sep-09	Donna Cline-Thomas	400.00	Summer Program
19-Sep-09	Penobscot Travel	1,101.52	Air Fare/Travel
22-Sep-09	Claude Ottley Consulting	9,000.00	Org/Setup & Operation
24-Sep-09	Cable & Wireless	200.00	Telephone/Sept 2009
29-Sep-09	Enterprize Car Rental	240.00	Jeep Rental/4 days
2-Oct-09	Skelton Development Limited	300.00	Rent/Oct 2009
2-Oct-09	Cable & Wireless	420.00	telephone
2-Oct-09	L.E.S.C.A.	1,200.00	Grant
2-Oct-09	GodFolks Media Group	150.00	Room for Training
2-Oct-09	Maria's By the Sea	374.35	Hotel/Trainer
2-Oct-09	Dennis Talbot	750.00	Trainer
2-Oct-09	Stacey Williams	500.00	Admin. Contract/Oct 09
2-Oct-09	Kizzya Skelton	120.00	College Student Worker/Summer Program
2-Oct-09	Social Security	348.50	Aug 2009 & Sept 2009

Date	Payee	Amount	Memo
2-Oct-09	Accountant General	400.00	Payroll Tax: Aug & Sept 2009
2-Oct-09	Penobscot Travel	1,439.00	Air Fare/Travel
2-Oct-09	M.N.P. Technical Support	4,500.00	Technical support/programme design
20-Oct-09	Donna Cline-Thomas	1,000.00	Field Coordination/Oct 2009
20-Oct-09	Claude Ottley Consulting	6,000.00	Org/Setup & Operation
22-Oct-09	GodFolks Media Group	1,500.00	Field Coordinator/Oct. 2009
23-Oct-09	Penobscot Travel	1,715.30	Air Fare/Travel
22-Oct-09	Caribbeab Corporate SVCS	500.00	Company License Fee/Claude Ottley Cons.
22-Oct-09	MVW International Co.	941.70	Conf. Room Rental
24-Oct-09	Cable & Wireless	200.00	Telephone/Oct 2009
2-Nov-09	Claude Ottley Consulting	5,000.00	Org/Setup & Operation
3-Nov-09	Skelton Development Limited	300.00	Rent/Nov 2009
3-Nov-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
3-Nov-09	Stacey Williams	500.00	Admin. Contract/Nov 2009
11-Nov-09	GodFolks Media Group	1,500.00	Field Coordinator/Nov 2009
11-Nov-09	Cable & Wireless	750.00	Telephone/Nov 2009
13-Nov-09	Social Security	170.00	Oct-09
13-Nov-09	Accountant General	200.00	Payroll Tax: Oct 2009
13-Nov-09	Claude Ottley Consulting	2,000.00	org/Setup & Operation/Final Cost
13-Nov-09	Road Town Methodist Church	2,000.00	After School Grant
13-Nov-09	Sanctuary of Hoop	2,000.00	After School Grant
13-Nov-09	Church of God of Holiness	2,000.00	After School Grant
13-Nov-09	Apostolic Faith Church	2,000.00	After School Grant
15-Nov-09	Penobscot Travel	1,265.32	Air Fare/Travel
26-Nov-09	Seven Day Adventist Church	2,000.00	After School Grant
1-Dec-09	Stacey Williams	500.00	Admin. Contract/Dec 2009
5-Dec-09	Skelton Development Limited	300.00	Rent/Dec 2009
5-Dec-09	Mifflin Computer Support	10,000.00	Curriculum Support System
5-Dec-09	M.N.P. Technical Support	3,500.00	Technical support/programme design
5-Dec-09	Penobscot Travel	1,353.72	Air Fare/Travel
9-Dec-09	Scott Engleman	500.00	Consultant
9-Dec-09	MVW International Co.	735.53	Conf. Room Rental
11-Dec-09	Treasure Isle Hotel	718.00	Luncheon/Summer Program Awards
14-Dec-09	Social Security	170.00	Nov-09
14-Dec-09	Accountant General	200.00	Payroll Tax Nov 2009
24-Dec-09	Cable & Wireless	200.00	Telephone/Dec 2009
29-Dec-09	GodFolks Media Group	1,500.00	Field Coordinator/Dec 2009
31-Dec-09	Faith Basd Comm. Org.	29,800.00	Allocation
31-Dec-09	Micro Tech	34,000.00	Computer Supplies/17 Work Sites/allocated
<b>Total Expense</b>		<b>\$ 242,406.99</b>	

## APPENDIX 2

**Virgin Islands Neighbourhood Partnership Project  
Expense Spreadsheet 2009  
(Sorted)**

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Amount</b>
29-Jul-09	New Life Baptist Church	V.I.N.P. Replacement	2,000.00
29-Jul-09	New Life Baptist Church	V.I.N.P. Replacement	3,000.00
14-Aug-09	Shaman Ministries	Summer Program	2,000.00
15-Sep-09	Cane Garden Bay Baptist	Grant	2,000.00
15-Sep-09	Islamic Center	Grant	2,000.00
15-Sep-09	New Testament Church	Grant	2,000.00
16-Sep-09	Deeper Life Ministry	Grant	2,000.00
19-Sep-09	L.E.S.C.A.	Grant	1,000.00
2-Oct-09	L.E.S.C.A.	Grant	1,200.00
13-Nov-09	Apostolic Faith Church	After School Grant	2,000.00
13-Nov-09	Church of God of Holiness	After School Grant	2,000.00
13-Nov-09	Road Town Methodist Church	After School Grant	2,000.00
13-Nov-09	Sanctuary of Hope	After School Grant	2,000.00
26-Nov-09	Seven Day Adventist Church	After School Grant	2,000.00
		<b>Grant Total</b>	<b>27,200.00</b>
5-Dec-09	Mifflin Computer Support	Curriculum Support System	10,000.00
		<b>Curriculum Support System Total</b>	<b>10,000.00</b>
21-Apr-09	Claude Ottley Consulting	Org/Setup & Operation	6,000.00
31-Jul-09	Claude Ottley Consulting	Org/Setup & Operation	4,000.00
16-Sep-09	Claude Ottley Consulting	Org/Setup & Operation	6,000.00
22-Sep-09	Claude Ottley Consulting	Org/Setup & Operation	9,000.00
20-Oct-09	Claude Ottley Consulting	Org/Setup & Operation	6,000.00
2-Nov-09	Claude Ottley Consulting	Org/Setup & Operation	5,000.00
13-Nov-09	Claude Ottley Consulting	org/Setup & Operation/Final Cost	2,000.00
		<b>Org/Setup &amp; Operation Total</b>	<b>38,000.00</b>
5-Jan-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
4-Feb-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
5-Mar-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
1-Apr-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
6-May-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
5-Jun-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
5-Jul-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
8-Aug-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
2-Sep-09	M.N.P. Technical Support	Technical support/programme design	3,500.00

Date	Payee	Memo	Amount
2-Oct-09	M.N.P. Technical Support	Technical support/programme design	4,500.00
3-Nov-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
5-Dec-09	M.N.P. Technical Support	Technical support/programme design	3,500.00
		<b>Technical support/programme design Total</b>	<b>43,000.00</b>
15-Jan-09	GodFolks Media Group	Field Coordinator/Jan 2009	1,500.00
15-Feb-09	GodFolks Media Group	Field Coordinator/Feb 2009	1,500.00
18-Mar-09	GodFolks Media Group	Field Coordinator/Mar 2009	1,500.00
23-Apr-09	GodFolks Media Group	Field coordinator fees/Apr 2009	1,500.00
15-May-09	GodFolks Media Group	Field Coordinator/May 2009	1,500.00
20-Jun-09	GodFolks Media Group	Field Coordinator/June 2009	1,500.00
25-Jul-09	GodFolks Media Group	Field coordinator/Jul 2009	1,500.00
14-Aug-09	GodFolks Media Group	Field Coordinator/Aug 2009	1,500.00
15-Sep-09	GodFolks Media Group	Field Coordinator Sep 2009	1,500.00
20-Oct-09	Donna Cline-Thomas	Field Coordination/Oct 2009	1,000.00
22-Oct-09	GodFolks Media Group	Field Coordinator/Oct. 2009	1,500.00
11-Nov-09	GodFolks Media Group	Field Coordinator/Nov 2009	1,500.00
29-Dec-09	GodFolks Media Group	Field Coordinator/Dec 2009	1,500.00
		<b>Field Coordination Total</b>	<b>19,000.00</b>
18-Jan-09	Penobscot Travel	Air Fare/Travel	1,169.92
13-Feb-09	Dell's Car Rental	5 Days Jeep Rental	213.00
24-Feb-09	Penobscot Travel	Air Fare/Travel	1,169.92
14-Mar-09	Dell's Car Rental	7 Days Jeep Rental	315.00
27-Mar-09	Penobscot Travel	Air Fare/Travel	1,063.57
24-Apr-09	Penobscot Travel	Air Fare/Travel	1,122.75
22-Jun-09	Penobscot Travel	Air Fare/Travel	1,169.92
5-Jul-09	Penobscot Travel	Air Fare/Travel	1,259.32
8-Aug-09	Penobscot Travel	Air Fare/Travel	953.62
14-Aug-09	Enterprize Car Rental	Jeep Rental/4 days	240.00
16-Aug-09	Penobscot Travel	Air Fare/Travel	1,169.92
2-Sep-09	Enterprize Car Rental	Jeep Rental/4 days	240.00
9-Sep-09	Penobscot Travel	Air Fare/Travel	1,860.80
19-Sep-09	Penobscot Travel	Air Fare/Travel	1,101.52
29-Sep-09	Enterprize Car Rental	Jeep Rental/4 days	240.00
2-Oct-09	Penobscot Travel	Air Fare/Travel	1,439.00
23-Oct-09	Penobscot Travel	Air Fare/Travel	1,715.30
15-Nov-09	Penobscot Travel	Air Fare/Travel	1,265.32
5-Dec-09	Penobscot Travel	Air Fare/Travel	1,353.72
		<b>Air Fare/Travel/Car Rental Total</b>	<b>19,062.60</b>
13-Feb-09	Maria's By the Sea	Room/Trainer/Dennis Talbot	673.00
10-Sep-09	Synergy	Conference	1,500.00



Date	Payee	Memo	Amount
16-Sep-09	MVW International Co.	Conf. Room Rental (15/9/09)	941.70
2-Oct-09	Maria's By the Sea	Hotel/Trainer	374.35
2-Oct-09	GodFolks Media Group	Room for Training	150.00
2-Oct-09	Dennis Talbot	Trainer	750.00
22-Oct-09	MVW International Co.	Conf. Room Rental	941.70
9-Dec-09	MVW International Co.	Conf. Room Rental	735.53
9-Dec-09	Scott Engleman	Consultant	500.00
		<b>Training- Facilities &amp; Personnel Costs Total</b>	<b>6,566.28</b>
31-Dec-09	Faith Based Comm. Org.	Allocation	29,800.00
31-Dec-09	Micro Tech	Computer Supplies/17 Work Sites/ allocated	34,000.00
		<b>Allocation Total</b>	<b>63,800.00</b>
14-Aug-09	Abigail Harewood	College Student Worker/Summer Program	500.00
14-Aug-09	Kizzya Skelton	College Student Worker/Summer Program	167.00
14-Aug-09	Krystle Crawford	College Student Worker/Summer Program	232.00
14-Aug-09	Latoya Staple	College Student Worker/Summer Program	500.00
14-Aug-09	Rochelle Frett	College Student Worker/Summer Program	300.00
14-Aug-09	Taira Hodge	College Student Worker/Summer Program	170.00
2-Sep-09	Latoya Staple	College Student Worker/Summer Program	200.00
2-Sep-09	Stacia Gill	College Student Worker/Summer Program	320.00
19-Sep-09	Abigail Harewood	College Student Worker/Summer Program	200.00
19-Sep-09	Krystle Crawford	College Student Worker/Summer Program	120.00
2-Oct-09	Kizzya Skelton	College Student Worker/Summer Program	120.00
		<b>College Student Worker/Summer Program Total</b>	<b>2,829.00</b>
24-Feb-09	John Banks	Printing	86.00
2-Sep-09	Apostolic Faith Church	Bank Charge	25.00
2-Sep-09	New Life Baptist Church	Bank Charge	20.00
15-Sep-09	GodFolks Media Group	Sep 2009 & Travel	500.00
15-Sep-09	GodFolks Media Group	Printing Booklets/V.I.N.P.	88.90
19-Sep-09	Donna Cline-Thomas	Summer Program	400.00
22-Oct-09	Caribbean Corporate SVCS	Company License Fee/Claude Ottley Cons.	500.00
11-Dec-09	Treasure Isle Hotel	Luncheon/Summer Program Awards	718.00
		<b>Miscellaneous Total</b>	<b>2,337.90</b>
6-May-09	Accountant General	PAYE/Late Filing/6 Months	300.00
2-Oct-09	Accountant General	Payroll Tax: Aug & Sept 2009	400.00
2-Oct-09	Social Security	Aug 2009 & Sept 2009	348.50
13-Nov-09	Accountant General	Payroll Tax: Oct 2009	200.00
13-Nov-09	Social Security	9-Oct	170.00
14-Dec-09	Accountant General	Payroll Tax Nov 2009	200.00
14-Dec-09	Social Security	9-Nov	170.00
		<b>Payroll Tax &amp; Social Security Total</b>	<b>1,788.50</b>

Date	Payee	Memo	Amount
5-Jan-09	Skelton Development Limited	Rent/Jan 2009	300.00
4-Feb-09	Skelton Development Limited	Rent/Feb 2009	300.00
5-Mar-09	Skelton Development Limited	Rent/Mar 2009	300.00
1-Apr-09	Skelton Development Limited	Rent/Apr 2009	200.00
6-May-09	Skelton Development Limited	Rent/May 2009	300.00
5-Jun-09	Skelton Development Limited	Rent/June 2009	300.00
2-Jul-09	Skelton Development Limited	Rent/Jul 2009	300.00
31-Jul-09	Skelton Development Limited	Rent/Aug 2009	300.00
2-Sep-09	Skelton Development Limited	Rent/Sept 2009	300.00
2-Oct-09	Skelton Development Limited	Rent/Oct 2009	300.00
3-Nov-09	Skelton Development Limited	Rent/Nov 2009	300.00
5-Dec-09	Skelton Development Limited	Rent/Dec 2009	300.00
		<b>Rent Total</b>	<u>3,500.00</u>
25-Jan-09	Cable & Wireless	Telephone/Jan 2009	200.00
24-Feb-09	Cable & Wireless	Telephone/Feb 2009	200.00
27-Mar-09	Cable & Wireless	Telephone/Mar 2009	200.00
24-Apr-09	Cable & Wireless	Telephone/Apr 2009	200.00
24-May-09	Cable & Wireless	Telephone/May 2009	200.00
24-Jun-09	Cable & Wireless	Telephone/June 2009	200.00
24-Jul-09	Cable & Wireless	Telephone/Jul 2009	200.00
31-Aug-09	Cable & Wireless	Telephone	652.71
24-Sep-09	Cable & Wireless	Telephone/Sept 2009	200.00
2-Oct-09	Cable & Wireless	Telephone	420.00
24-Oct-09	Cable & Wireless	Telephone/Oct 2009	200.00
11-Nov-09	Cable & Wireless	Telephone/Nov 2009	750.00
24-Dec-09	Cable & Wireless	Telephone/Dec 2009	200.00
		<b>Telephone Total</b>	<u>3,822.71</u>
2-Oct-09	Stacey Williams	Admin. Contract/Oct 09	500.00
3-Nov-09	Stacey Williams	Admin. Contract/Nov 2009	500.00
1-Dec-09	Stacey Williams	Admin. Contract/Dec 2009	500.00
		<b>Admin. Contract Total</b>	<u>1,500.00</u>
		<b>Grand Total</b>	<b>242,406.99</b>