

2nd Report of the LTA Secretariat For the period • June 25, 2015 to July 14, 2015

Since the last sitting of this body on June 24, 2015, the LTA Secretariat has undertaken and/or implemented the following activities:

A. ADMINISTRATION

1. **Staffing:** During the period under review, the Secretariat in collaboration with the Executive Committee of the LTA terminated the contract of three of its employees namely (the Administrative/Finance Manager, the Executive Secretary, and the Office Assistant) due to reduced funding from VPA-SU with regards to support for salaries for staff. The salary of the Expeditor was also reduced by Fifty United States (US\$50). After careful consideration, the Executive committee found it necessary to rehire the service of the Office Assistant under the new contract that reduced her salary by Fifty United States (US\$50) and bring in someone as Administrative & Finance Officer. The actions saw a reduction in the cost of salaries from US\$5,763.75 to US\$4,106.75 per month, inclusive of the 4.75% required payment of all employers on behalf of their employees to the NSSWC.
2. **Furniture & Fixture:** The Secretariat received from the VPA-SU several pieces of furniture and fixtures during the period. The items that were received included two laptops, one desktop, two printers, one photocopier, and one 5KVA generator. The VPA-SU has since then marked all furniture and equipment given to the Secretariat. We also received from VPA-SU the amount of assort stationaries. The Secretariat is still negotiating for LEC current but is at the stage of completion with the VPA-SU with regards for a generator to provide electricity to the office.
3. **Membership Directory:** The Secretariat has completed the first draft of the membership directory of the LTA and has submitted same electronically to LTA stakeholders for their revision and inputs. It is hope that same will be gotten before the close of this meeting.
4. **Registration of Members:** During the period under reviewed, one additional member register in person of Global Timber Company with the amount of Two hundred fifty United states(US\$250), thereby bringing the total registered members to seventeen (17).
5. **The LTA's Act:** The search for the Act is still continuing but has not yet yielded any fruitful result. In this light, we are kindly appealing to any member who has knowledge on how to find the Act to please assist the Secretariat in achieving this goal.
6. **Employees' Handbook and Evaluation Form:** The Evaluation Form for staff has been completed while work on the Employees' Handbook is ongoing.
7. **LTA Policy Manual & Code of Conduct:** Work is ongoing in this regard and it is hope that the Secretariat will be able to present a zero draft of these documents to this body before it next sitting
8. **Networking:** During the period under reviewed, the Secretariat continues to network with the SGS, FLEGT – Liberian Office, VPA – Support Unit, the REDD Implementation Unit, EPA, the FDA and the Department of Forestry, University of Liberia among others.
9. **VPASU's Support to LTA:** During the period under reviewed, the President of LTA along with the new Team Leader of VPA-SU, Mr. Abraham Guillen, signed a memorandum of

understanding detailing the support that the VPASU will be giving to the LTA. The amount of support is Sixty Seven Thousand Four Hundred and Twenty United States Dollars (US\$67,420.00). Of this amount the total of Thirty Two Thousand Seven Hundred and Ninety-five United States Dollars (US\$32,795.00) has been used prior to us taking over the Secretariat. We received an additional amount of Five Thousand Nine Hundred Thirty United States Dollars (US\$5,930.00) representing total cost for salary for the month of June as well as for the fixing of the various doors cylinder, electricity support, and stationery assistance.

B. FINANCIAL REPORT FOR the Period June24 – July 14, 2015

Analysis of the receipt book and deposit slips reveal the following:

Income

✓ Receipts (6/25/2015)	Induction fees(Cont.)	US\$ 300.00
✓ Receipts (6/30/015)	VPA Monthly Support	US\$5,930.00
✓ Receipts (7/7/2015)	Induction fees(<i>Geblo Logging</i>)	US\$1,250.00
✓ Receipts (7/10/015)	Membership registration	US\$ 250.00
Total		<u>US\$7,730.00</u>

Expenditure

Salaries & Transportation Allowances (07/3/015)	US\$3,861.63
Stationery & Others for June (7/8/015)	US\$ 919.00
Additional Electrical materials & others (7/14/015)	US\$ 825.80
Total	<u>US\$5,606.43</u>

Balance **US\$2,123.57**

A total of USD 5,606.43 was disbursed between July 3, 2015 and July 14, 2015. Of this amount, USD 3,861.63 as used for the payment of balance salaries and transportation allowances. USD 919.00 was used for stationeries and electrical materials and US\$825.80 was used for additional electrical materials, fuel for generator and LEC registration.

Support from the LTA: The Secretariat was kept afloat by funding received from the LTA

C. HINDERANCES AND SETBACK

At the moment there is still no electricity for the office. Printing of all computer work is still being done outside thereby exposing all of the office transactions to a third party. There is still no established system for due payment by members of the LTA and this is seriously affecting the Secretariat as it has to depend 100% on the VPA-SU for financial support.

D. FUTURE OUTLOOK AND IMPLEMENTATION

During the incoming period, the Secretariat hopes to secure electricity for the office, by way whatever means, in order to start effective work. It is also hope that we will continue networking with those that are listed in this report, among others.

Respectfully submitted: _____

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Head of Secretariat