

REPORT OF THE AUDITOR-GENERAL ON THE ACCOUNTS OF THE

TOWN COUNCIL OF OSHAKATI

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2013

REPUBLIC OF NAMIBIA



TO THE HONOURABLE SPEAKER OF THE NATIONAL ASSEMBLY

I have the honour to submit herewith my report on the accounts of the Town Council of Oshakati for the financial year ended 30 June 2013, in terms of Article 127(2) of the Namibian Constitution. The report is transmitted to the Honourable Minister of Finance in terms of Section 27(1) of the State Finance Act, 1991, (Act 31 of 1991) to be laid upon the Table of the National Assembly in terms of Section 27(4) of the Act.

WINDHOEK, September 2014

JUNIAS ETUNA KANDJEKE AUDITOR-GENERAL

REPORT OF THE AUDITOR-GENERAL ON THE ACCOUNTS OF THE TOWN COUNCIL OF OSHAKATI FOR THE FINANCIAL YEAR ENDED 30 JUNE 2013

1. INTRODUCTION

The accounts of the Town Council of Oshakati for the year ended 30 June 2013 are being reported on in accordance with the provisions set out in the State Finance Act, 1991 (Act 31 of 1991) and the Local Authorities Act, 1992 (Act 23 of 1992).

The firm MAC & Associates of Windhoek has been appointed in terms of Section 26(2) of the State Finance Act, 1991, to audit the accounts of the Town Council on behalf of the Auditor-General and under his supervision.

Figures in the report are rounded off to the nearest Namibia Dollar. Deficits are indicated in brackets.

2. FINANCIAL STATEMENTS

The Town Council's financial statements were submitted to the Auditor-General by the Accounting Officer in compliance with Section 87(1) of the Local Authorities Act, 1992. The audited financial statements are in agreement with the general ledger and are filed in the Office of the Auditor-General. The abridged balance sheet on Annexure A, is a true reflection of the original. The following annexures are also attached to this report:

Annexure B: Abridged income statement

Annexure C: Cash flow statement

Annexure D: Notes to the financial statements

3. SCOPE OF THE AUDIT

Management's responsibility for the financial statements

The Accounting Officer of the Town Council is responsible for the preparation and fair presentation of these financial statements and for ensuring the regularity of the financial transactions. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

It is the responsibility of the Auditor-General to form an independent opinion, based on the audit, on those statements based on the regularity of the financial transactions included in them and to report his opinion to the National Assembly. The said firm conducted the audit in accordance with International Standards on Auditing. Those standards require that the firm complies with ethical requirements, plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the

reasonableness of accounting estimates made by management, as well as overall presentation of the financial statements

4. AUDIT OBSERVATIONS AND COMMENTS

4.1 Overstatement of Value Added Tax receivable

The VAT receivable balance reported is overstated by N\$ 2 251 906 due to inclusion of disallowed claims.

4.2 Unsupported adjustment posted to the appropriation account

There were no supporting documents for a material adjustment (stale cheques) posted to the appropriation account amounting to N\$ 7 070 634, and as a result, the auditors were unable to verify the validity of the adjustment.

There were no supporting documents for an adjustment of N\$ 73 398 posted to the opening accumulated surplus.

4.3 Understatement of liabilities

A liability amounting to N\$ 9 808 762 (paid for subsequent to year end) is not reflected in the financial statements resulting in misstatement of the related Capital Development Fund.

4.4 Lack of documents and technical assessment reports for the Dyke development

Dyke development expenditure amounting to N\$ 56 049 679 was debited to the Capital Development Fund and no documents and technical assessment reports were made available to enable assessing the appropriateness of the accounting treatment.

4.5 Motor vehicles

The Council could not provide complete information or motor vehicle verification and related carrying values.

5. ACKNOWLEDGEMENT

The assistance and co-operation given by the staff of the Town Council during the audit is highly appreciated.

6. FINANCIAL RESULTS

The results of the various operations and transactions on the Revenue account for the year are as follows:

	Revenue	Expenditure	Surplus/	Balance
		•	(Deficit)	
	N\$	N\$	N\$	N\$
Accumulated surplus 01/07/2012				30 245 596
Unexplained adjustment				73 398
General accounts				
Rates and general	72 789 296	76 583 516	(3 794 220)	
Non-profitable services	3 060 234	21 772 685	(18 712 451)	
Self-supporting services	6 491 191	5 913 761	577 430	
Trade accounts				
Water supply	39 065 024	16 456 920	22 608 104	
Electricity	5 731 867	_	5 731 867	
	127 137 612	120 726 882	6 410 730	
Surplus for the year		•		6 410 730
Adjustments and appropriations (Note 1	0, Annexure D)			4 249 843
Accumulated surplus 30/06/2013				40 979 567

7. CURRENT BANK ACCOUNT

	2013	2012
	N\$	N\$
Cash-book balance at 30 June	(10 735 796)	11 884 573
Outstanding cheques	18 214 544	13 869 005
Outstanding deposits	(128 398)	(125 186)
Verified reconciling items		(1 524 693)
Unexplained difference	-	2 986 719
Balance as per bank statement	7 350 350	27 090 418

8. INVESTMENTS AND INTEREST PROCEEDS

The investments as at 30 June 2013 are as follows:

	Investments		Inte	erest
Institution	2013	2012	2013	2012
	N\$	N\$	N\$	N\$
Invested at:				
Commercial banks	121 692 710	86 194 996	5 939 993	3 738 440
Shares	100	100	-	-
	121 692 810	86 195 096	5 939 993	3 738 440
Distribution				
Build Together Fund	7 891 206	7 310 277	584 309	142 998
Capital Development Fund	37 212 347	78 884 819	2 647 393	3 595 442
Revenue Fund	76 589 257	-	2 708 291	-
	121 692 810	86 195 096	5 939 993	3 738 440

9. FUND ACCOUNTS

The position of internal Funds and Reserves as at year end is shown in note 8 at annexure D.

10. TRADE ACCOUNTS

10.1 Operating results

The results for the financial year under review are as follows:

	Water		
	2013	2012	
	N\$	N\$	
Sales	38 605 669	30 739 434	
Cost of sales	(14 416 097)	(14 521 313)	
Gross profit	24 189 572	16 218 121	
Other income/ (expenses)	(2 594 692)	(1 990 395)	
NET PROFIT	21 594 880	14 227 724	
Gross profit on sales	62.7%	52.8%	
Net profit percentage on sales	55.9%	46.3%	

10.2 Water distribution:

Water distribution results, in cubic metres (m³), are as follows:

	Wat	er
	2013	2012
	m^3	m^3
Units sold for the year	1 493 956	*
Units purchased during the year	(1 550 411)	*
Distribution loss	(56 455)	*
Loss as percentage of units sold	(3.8%)	*

^{*} The Council could not provide the information.

11. SELF-SUPPORTING EXTERNAL SERVICES

The net results of these services are as follows:

	Income 2013	Expenses 2013	Surplus/ (Deficit) 2013	Surplus/ (Deficit) 2012
	N\$	N\$	N\$	N\$
Cleansing Services	4 122 417	3 826 953	295 464	108 431
Sewerage	2 368 775	2 086 809	281 966	99 001
	6 491 192	5 913 762	577 430	207 432

12. FRUITLESS, UNAUTHORISED OR AVOIDABLE EXPENDITURE

The audit did not reveal any fruitless, unauthorized or avoidable expenditure that were incurred during the year under review.

13. SUSPENSE ACCOUNTS

	2013	2012
	N\$	N\$
Government contributions (*) Dyke Development	(40 092 732)	(31 788 174) 50 904 658

^{*} These grants are for specific projects hence these accounts will only be cleared once the expenditures are incurred.

These accounts are properly maintained, controlled and reconciled on a regular basis.

14. IRREGULARITIES AND LOSSES

- **14.1** The audit did not reveal any irregularities.
- **14.2** No losses were reported.

15. CAPITAL PROJECTS

Capital expenditure for the 2013 financial year amounted to N\$ 63 904 333 (2012: N\$ 14 679 918) and comprises the following:

	Financed by: Revenue Account	Financed by: Revenue Account
	2013	2012
	N\$	N\$
Town Clerk	531 429	13 568
Town Secretary	412 491	179 273
Town Treasurer	14 540	91 770
Town Engineer	-	1 550
Health Inspector	2 364 859	1 300
Town Planning	29 850 106	803 877
Civic Building & Housing	39 268	277 307
Parks & Sport Grounds	-	8 467 844
Streets, Sidewalks & Stormwater	15 624 179	4 118 883
Local Economic Development	13 782 319	-
Fire Brigade	1 222 125	189 561
Cleansing Services	63 017	-
Sewerage	-	534 985
	63 904 333	14 679 918

16. STUDY LOANS/BURSARIES

No bursaries or loans were granted during the year.

17. CONTRIBUTIONS, GRANTS AND FINANCIAL AID

No contributions, grants and financial aid were made during the year under review.

18. COMPENSATION PAYMENTS

Compensation payments amounting to N\$ 14 236 265 (2012: N\$ 1 539 679) for mahangu fields and land were paid in the current year by the Council.

19. VISITS TO FOREIGN COUNTRIES

There were no visits to foreign countries during the financial year.

20. CLAIMS AGAINST THE LOCAL AUTHORITY

No claims for losses were received during the year.

21. GIFTS AND DONATIONS BY THE LOCAL AUTHORITY

An amount of N\$ 17 874 (2012: N\$ Nil) was paid as donations during the year under review.

22. TRANSFER OF PROPERTY TO/FROM THE GOVERNMENT

No property was transferred to/or from the Government.

23. TRADE AND OTHER RECEIVABLES/PAYABLES

23.1 Trade and other receivables at 30 June 2013 comprised the following:

	2013	2012
	N\$	N\$
Consumer debtors	23 004 510	17 049 134
Provision for bad debts	(16 722 234)	(12 148 099)
	6 282 276	4 901 035
Value added taxation	5 311 723	4 980 648
Built Together Advances	2 687 358	-
Other debtors	4 138 638	703 710
	18 419 995	10 585 393

The average collection period of trade receivables is 145 days (2012: 131 days). The Council should attend to the arrears as a matter of urgency.

23.2 Trade and other payables at 30 June 2013 comprised the following:

	2013	2012
	N\$	N\$
Trade creditors and other accruals	1 449 183	2 084 889
Provision for leave pay	2 329 657	1 908 096
Consumer deposits	2 155 728	2 042 068
Sundry payables	-	63 024
Provision for Regional Council levy	-	397 009
Suspense accounts	40 092 732	31 725 150
	46 027 300	38 220 236

24. ASSESSMENT RATES

	2013	2012
	N\$	N\$
The proceeds from assessment rates	9 112 486	7 979 607
Business		
Tariffs per N\$1 valuation per annum – Site valuation	0.0223	0.0223
Tariffs per N\$1 valuation per annum – Improvements	0.0093	0.0093
Residential		
Tariffs per N\$1 valuation per annum – Site valuation	0.0221	0.0221
Tariffs per N\$1 valuation per annum – Improvements	0.0091	0.0091

25. LOANS

25.1 External loan

	2013	2012
	N\$	N\$
Oshakati Premier Electric (Pty) Ltd	7 000 000	5 771 242

25.2 Internal loans

No internal loans were advanced or received during the year under review.

25.3 Housing loans

	2013	2012
	N\$	N\$
Build Together Fund advances	2 687 358	2 965 205

26. SALE OF ERVEN

During the current financial year, cash proceeds to the value of N\$ 2 258 669 (2012: N\$ 1 405 382) were received for erven sold and allocated to the Capital Development Fund.

27. PROPERTY SOLD ON AN INSTALMENT BASIS

No erven were sold on an instalment basis for the year under review.

28. TARIFF ADJUSTMENTS

Tariff adjustments were applied in accordance with the relevant Official Government Notices.

29. APPROVALS

Approvals for all over expenditure were obtained.

30. STOCK AND EQUIPMENT

30.1 Motor vehicles

The Council could not provide complete information on motor vehicles inventory and the related carrying values.

30.2 Inventory

Inventory comprising of stationery and consumables amounted to N\$ 450 079 (2012: N\$ 441 963).

31. SPECIAL INVESTIGATIONS

No special investigations were carried out during the year.

32. GENERAL

32.1 Internal controls

The accounting and internal controls applied by the Council are satisfactory, except where indicated in this report. Proper segregation of duties is feasible but hindered by the small number of staff employed.

33. FORMAL AND INFORMAL QUERIES

- **33.1** Formal queries are embodied in this report.
- **33.2** Informal queries addressed to the Chief Executive Officer consist of:
- Understatement of bulk water purchases
- Employees leave days exceeding 60 days
- Slow debt collection
- VAT reconciliation
- Consumer deposits

34. QUALIFIED AUDIT OPINION

The accounts of the Town Council of Oshakati for the financial year ended 30 June 2013, summarized in Annexure A to D, were audited by me in terms of the provisions of Section 85 of the Local Authorities Act, 1992, read with Section 25 (1) (b) of the State Finance Act, 1991.

The audit opinion has been qualified due to the following reasons.

- Overstatement of VAT receivable by N\$ 2 251 906;
- Unsupported material adjustment posted to the appropriation account;
- Understatement of liabilities by N\$ 9 808 762; and
- Lack of documents and technical assessment reports supporting accounting treatment of the Dyke Development as well as motor vehicles.

Except for the effects of any adjustments which might be necessary as referred to in the preceding paragraph, in my opinion, the financial statements fairly present the financial position of the Town Council as at 30 June 2013, and the results of its operations and cash flows for the year then ended and in the manner required by the Local Authorities Act, 1992, and the State Finance Act, 1991.

WINDHOEK, September 2014

JUNIAS ETUNA KANDJEKE AUDITOR-GENERAL

TOWN COUNCIL OF OSHAKATI

ANNEXURE A

BALANCE SHEET AS AT 30 JUNE 2013

	Notes	2013	2012
		N\$	N\$
ASSETS			
Non-current assets		287 976 680	198 604 976
Property, plant and equipment	2	159 283 870	106 638 638
Investments	3	121 692 810	86 195 096
Long term loan receivable	4	7 000 000	5 771 242
Current assets		18 870 074	76 781 922
Trade and other receivables	5	18 419 995	64 455 256
Inventories	6	450 079	441 963
Cash and cash equivalents	7	-	11 884 703
TOTAL ASSETS	_	306 846 754	275 386 898
EQUITY AND LIABILITIES			
Equity		250 084 158	237 166 662
Financing of capital	8.1	159 283 870	106 638 638
Accumulated funds	8.2	40 979 567	30 245 596
Funds	8.3	49 820 721	100 282 428
Current liabilities		56 762 596	38 220 236
Trade and other payables	9	46 027 300	38 220 236
Bank overdraft	7	10 735 296	-
TOTAL EQUITY AND LIABILITIES	-	306 846 754	275 386 898

ANNEXURE B

TOWN COUNCIL OF OSHAKATI

INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013	2012
		N\$	N\$
INCOME		122 113 519	54 364 769
EXPENDITURE		(120 726 882)	(58 963 175)
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR		1 386 637	(4 598 406)
Interest earned		5 024 093	3 738 440
NET SURPLUS/(DEFICIT) FOR THE YEAR		6 410 730	(859 966)
Add: Appropriation and adjustments	10	4 249 843	(2 340 095)
RETAINED SURPLUS/(DEFICIT) FOR THE YEAR		10 660 573	(3 200 061)
30 June 2012 Unexplained adjustment		30 245 596 73 398	33 445 657
30 June 2013		40 979 567	30 245 596

ANNEXURE C

TOWN COUNCIL OF OSHAKATI

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013	2012
		N\$	N\$
Cash flows from operating activities			
Cash receipts from customers		122 113 519	54 364 769
Cash paid to suppliers		(51 310 330)	(52 749 834)
Cash generated from operations	11	70 803 189	1 614 935
Investment income		5 024 093	3 738 440
Net cash flows from operating activities		75 827 282	5 353 375
Cash flows from investing activities			
Increase in property, plant and equipment		(63 904 333)	(14 679 916)
Dyke development cost		-	(50 346 142)
Increase in investments		(35 497 714)	(24 453 476)
Increase in loan receivable		(1 228 758)	-
Net cash flows from investing activities		(100 630 805)	(89 479 534)
Cash flows from financing activities			
Increase in funds		2 183 524	92 847 449
Net cash flows from financing activities		2 183 524	92 847 449
Net (decrease)/increase in cash and cash equivalents		(22 619 999)	8 721 290
Cash and cash equivalents at the beginning of the year		11 884 703	3 163 413
Cash and cash equivalents at the end of the year		(10 735 296)	11 884 703

TOWN COUNCIL OF OSHAKATI

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

1. ACCOUNTING POLICIES

The annual financial statements were prepared in accordance with the historical cost basis and incorporate the following principal accounting policies which are consistent with those of the prior years.

1.1 Property, plant and equipment

Fixed assets are stated at cost or at valuation where assets have been acquired by grant or donation, less depreciation written off over the expected useful lives as determined by the Council from time to time. Fixed assets acquired with loan funds are not depreciated until the loan is repaid, unless the expected lifetime of the asset is less than the repayment period of the loan, in which case depreciation is calculated on the shortfall.

1.2 Inventories

Inventories are measured at lower of cost and net realizable value. The cost of inventories comprises all cost of purchases, cost of conversion and other costs incurred in bringing the inventories to their present location and condition.

		2013	2012
		N\$	N\$
2.	PROPERTY, PLANT AND EQUIPMENT		
	Consists of: Infrastructure, land and buildings, motor vehicles, office equipment, furniture and fittings and computer equipment	<u>159 283 870</u>	106 638 638
	Financed by:		
	General capital	2 001 197	2 312 499
	Revenue account	157 282 673	104 326 139
		159 283 870	106 638 638
3.	INVESTMENTS		
	Fixed deposits and money on call	121 692 710	86 194 996
	Shares – Oshakati Premier Electric (Pty) Ltd	100	100
		121 692 810	86 195 096
	Allocated as follows:		
	Build Together Fund	7 891 206	7 310 277
	Capital Development Fund	37 212 347	78 884 819
	Revenue Fund	76 589 257	
		121 692 810	86 195 096

TOWN COUNCIL OF OSHAKATI

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013 (continued)

		2013	2012
		N\$	N\$
4.	LONG-TERM LOANS RECEIVABLE		
	Oshakati Premier Electric (Pty) Ltd	7 000 000	5 771 242
	The loan is unsecured, bears interest at 22.5% per annum. Interest is due and payable quarterly. The loan has no fixed terms of repayment. The Town Council had no intention to call upon the repayment of the loan within the next 12 months.		
		7 000 000	5 771 242
5.	TRADE AND OTHER RECEIVABLES		
	Company	22 004 510	17.040.122
	Consumers Provision for doubtful debts	23 004 510 (16 722 234)	17 049 133 (12 148 099)
	1 Tovision for doubtful debts	6 282 276	4 901 034
	Other receivables	0 202 270	4 701 004
	Suspense accounts: Dyke development	_	50 346 142
	Suspense accounts: Accrued interest	-	558 516
	Oshakati Premier Electric	1 789 716	-
	Value Added Taxation	5 311 723	4 980 649
	Road Fund Administrator	2 276 896	655 556
	Sundry debtors	72 026	48 154
	Build Together Advances	2 687 358	2 965 205
		12 137 719	59 554 222
		18 419 995	64 455 256
6.	INVENTORIES		
	Consumable stores	450 079	441 963
		450 079	441 963
7.	CASH AND CASH EQUIVALENTS		
, •	Petty Cash	500	130
	Current bank account	(10 735 796)	11 884 573
		(10 735 296)	11 884 703
3.	FUNDS AND ACCOUNTS		
3.1	Financing of capital		
	General Capital Contributions	2 001 197	2 312 499
	Revenue Contributions	157 282 673	104 326 139
		159 283 870	106 638 638
8.2	Accumulated Funds	40 979 567	30 245 596

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013 (continued)

		2012	2012
		2013 N\$	2012 N\$
8.3	Funds	1 \ Φ	1 \ Φ
0.0	Capital Development Fund	37 212 347	88 355 714
	Build Together Fund	12 608 374	11 926 714
		49 820 721	100 282 428
		250 084 158	237 166 662
9.	TRADE AND OTHER PAYABLES		
	m t t	1 440 102	2 004 000
	Trade creditors	1 449 183	2 084 888
	Provision for leave pay	2 329 657	1 908 096
	Consumer deposits	2 155 728	2 042 068
	Regional Council Levy	40.002.722	397 010
	Suspense Accounts: Government contributions	40 092 732	31 725 150 63 024
	Suspense Accounts: Other	46 027 300	38 220 236
		40 027 300	36 220 230
10.	ADJUSTMENTS AND APPROPRIATIONS		
	Corrections of previous year	(1 458 537)	(1 716 826)
	Adjustment: provision for bad debts	(3 533 810)	(740 450)
	Adjustment: provision for personnel benefits	(421 561)	$(800\ 060)$
	Bad debts recovered	115 126	-
	Income adjustments	2 477 991	917 182
	Stale cheques	7 070 634	-
	Unclaimed deposits	-	59
		4 249 843	(2 340 095)
11.	CASH (UTILISED IN)/GENERATED BY OPERATIONS		
	Net operating surplus/(deficit)	6 410 730	(859 966)
	Adjustments (appropriations)	4 249 843	(2 340 095)
	Unexplained adjustment (appropriations)	73 398	(2 340 073)
	Depreciation	11 259 102	8 144 869
	Investment income	(5 024 093)	(3 738 440)
11.1	Operating income before changes in working capital	16 968 980	1 206 368
	Changes in working capital		
		7 007 074	2 222 972
	Increase in trade and other payables	7 807 064	2 332 863
	(Increase)/decrease in inventories Decrease/(Increase) in trade and other receivables	(8 116) 46 035 261	241 972 (2 166 268)
	Decrease/(increase) in trade and other receivables	53 834 209	408 567
		70 803 189	1 614 935
	=	/0 003 107	1 014 733