



REPUBLIC OF NAMIBIA



Ministry of Lands and Resettlement



REPORT OF THE AUDITOR-GENERAL ON THE ACCOUNTS OF THE

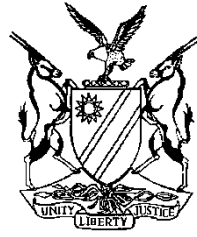
MINISTRY OF LAND REFORM

FOR THE FINANCIAL YEAR ENDED 31 MARCH 2015

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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 Ministry of Land Reform for the financial year ended 31 March 2015 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, May 2016

**JUNIAS ETUNA KANDJEKE
AUDITOR-GENERAL**

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**REPORT OF THE AUDITOR-GENERAL ON THE ACCOUNTS OF THE
MINISTRY OF LAND REFORM
FOR THE FINANCIAL YEAR ENDED 31 MARCH 2015**

1. REPORT ON THE FINANCIAL STATEMENTS

1.1 INTRODUCTION

This report on the accounts of the Ministry of Land Reform for the financial year ended 31 March 2015 is presented to the National Assembly in accordance with the terms of Article 127(2) of the Constitution of the Republic of Namibia and provisions set out in the State Finance Act, 1991(Act 31 of 1991), as amended.

I have audited the accompanying financial statements of the Ministry of Land Reform for the financial year ended 31 March 2015. These financial statements comprise the following statements submitted for the year then ended:

- Appropriation account;
- Standard subdivisions;
- Departmental revenue;
- Notes to the financial statements; and
- General information.

The appropriation account was submitted by the Accounting Officer to the Auditor-General in terms of Section 13 of the State Finance Act, 1991.

The financial statements, notes to the financial statements and general information provided by the Accounting Officer are attached as Annexure A.

1.2 MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Section 12 and 13 of the State Finance Act, Act 31 of 1991 and relevant legislation, and for such internal control as management determines it necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

1.3 AUDITOR'S RESPONSIBILITY

My responsibility is to express an opinion on these financial statements based on the audit. I conducted the audit in accordance with International Standards for Supreme Audit Institutions (ISSAIs). These standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Powers and duties

Section 25(1) (c) of the State Finance Act, 1991, provides that the Auditor-General should satisfy himself that:

- (a) All reasonable precautions have been taken to ensure that all monies due to the State are collected, and that the laws relating to the collection of such monies have been complied with;
- (b) All reasonable precautions have been taken to safeguard the receipt, custody and issue of and accounting for, the State's assets, such as stores, equipment, securities and movable goods; and

- (c) The expenditure has taken place under proper authority and is supported by adequate vouchers or other proof.

In addition, Section 26(1) (b)(iv) of the State Finance Act, 1991, empowers the Auditor-General to investigate and report on the economy, efficiency and effectiveness of the use of the State's resources.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, 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 control 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 evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for the audit opinion.

1.4 KEY AUDIT FINDINGS

1.4.1 Virements

Differences were noted between the virements authorised by Treasury and the virements processed in the Appropriation account as follows:

Main divisions	Approved Virement	Appropriation Account	Difference
01. Office of the Minister	677 183	575 244	101 939
02. Administration	(5 344 621)	(5 614 120)	269 499
03. Resettlement and Regional Offices	3 197 893	1 718 364	1 479 529
04. Valuation and Estate Management	(877 464)	(1 660 000)	782 536
05. Land Reform	3 872 066	8 104 507	(4 232 441)
06. Geomatic Planning and Research	(3 224 387)	(4 350 000)	1 125 613
07. Centralised Registration	(2 142 436)	(2 495 000)	352 564
08. Research Training Information Systems	(17 373)	(254 995)	237 622
09. Regional Offices	3 875 514	4 026 000	(150 486)
10. Information Technology	(16 375)	(50 000)	33 625

It is recommended that the Accounting Officer should verify processed virements to ensure that the approved virements in the Appropriation Account agree with those approved by Treasury. Furthermore, when the approved virement can no longer be applied due to depletion of funds, an adjusted virement should be sought from Treasury.

Management comment

In his response on the draft report, the Accounting Officer indicated that the Ministry will implement the recommendation by the Auditor-General.

1.4.2 Exemptions from normal Tender Board procedures

The Accounting Officer reported actual expenditure of items exempted from normal Tender Board procedures amounting to N\$ 53 485 661.26. However, this amount could not be verified by the auditors as the documents were not provided for audit purposes.

It is recommended that the Accounting Officer ensures that all required documents are provided for audit purposes.

The following exemptions were exceeded as shown below:

Exemption No.	Description	Approved amount	Actual expenditure	Variance
E1/16-1/2014	Travel and subsistence expenses	N\$ 5 218 850	N\$ 6 209 692.15	N\$ (990 842.15)
	Materials and supplies	2 697 000	6 603 255.64	(3 906 255.64)
E1/16-3/2014	Communal Land Reform Fund (CLRF)	300 000	350 000.00	(50 000.00)

The Accounting Officer reported actual expenditure on Materials and Supplies amounting to N\$ 6 603 255.64, however, the General Ledger reflects actual expenditure of N\$ 2 064 756.74.

The Accounting Officer should explain the difference.

Management comment

In his response on the draft report, the Accounting Officer indicated that during 2016/2017 financial year measures will be put in place to avoid any exemption being exceeded.

1.4.3 Unauthorised expenditure

Ten (10) subdivisions were exceeded by a total amount of N\$ 573 001.21 which is unauthorised in terms of Section 6 (a) (iii) of the State Finance Act, 1991(Act 31 of 1991).

It is recommended that the Accounting Officer should put measures in place to avoid over-spending and ensures that planned activities are implemented within the approved budget. Furthermore, if specific activities are expected to exceed the budgeted funds due to unforeseen circumstances; funds should be viremented from activities where underexpenditure is expected.

Management comment

In his response on the draft report, the Accounting Officer indicated that the recommendation is noted and will be implemented during the 2016/2017 financial year.

1.4.4 Subsistence Advances

The Ministry had outstanding subsistence advances (Debit balance list) amounting to N\$ 155 150.83 at 31 March 2015. The suspense account however, reflects an amount of N\$ 603 026.22 at year end. The Accounting Officer did not explain the difference of N\$ 447 875.39.

It is recommended that the Accounting Officer should explain the difference.

Management comment

In his response on the draft report, the Accounting Officer indicated that the balances on this suspense account is brought forward from previous financial years. The Ministry experienced a challenge with the reconciliations; however on the job training is planned during April and May 2016 on the reconciliation of the suspense accounts.

1.4.5 Suspense Accounts

Twelve (12) suspense accounts had outstanding balances at the end of the financial year, seven (7) with debit balances and five (5) with credit balances. The following suspense accounts were in excess of N\$ 100 000:

Details	Balance as at 31 March 2015 Debit/(Credit)
	N\$
Receipt Suspense Account	(5 919 862.56)
S&T Advance Suspense Account	603 026.22
Bills Payable Suspense Account	(6 389 517.99)
Taxcode	(296 860.73)

It is recommended that the Accounting Officer should put more efforts on analysing of all the Suspense Accounts during the financial year and clear or reduce the balances before the closing of the books.

Management comment

In his response on the draft report, the Accounting Officer indicated that training is needed for the reconciliation on suspense accounts, therefore on the job training is planned during April and May 2016.

1.5 ACKNOWLEDGEMENT

The assistance and co-operation of the management and staff of the Ministry of Land Reform during the audit is appreciated.

1.6 BASIS FOR QUALIFIED AUDIT OPINION

My opinion has been qualified due to the following:

- Virements - Paragraph 1.4.1
- Exemptions from normal Tender Board procedures - Paragraph 1.4.2

1.7 QUALIFIED AUDIT OPINION

I certify that I have audited the financial statements of the Ministry of Land Reform for the financial year ended 31 March 2015 in accordance with the terms of Article 127(2) of the Namibian Constitution and Section 25(1) of the State Finance Act, 1991 (Act 31 of 1991).

In my opinion, except for the possible effects of the matters described in the Basis for Qualified Audit Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Ministry of Land Reform for the year ended 31 March 2015, and their financial performance and its receipts and payments for the year then ended in accordance with the terms of Article 127(2) of the Namibian Constitution and Section 25(1) of the State Finance Act, 1991 (Act 31 of 1991)

WINDHOEK, May 2016

**JUNIAS ETUNA KANDJEKE
AUDITOR-GENERAL**

1. AUDITED FINANCIAL STATEMENTS

1.1 Appropriation account

Service	2014/2015					2013/2014
	N\$	Authorized expenditure N\$	Actual expenditure N\$	Variations		Actual expenditure N\$
				Under-expenditure/ (Excess) N\$	Percentage	
01. Office of the Minister:						
Original budget	6 472 000					
Plus: Virement	575 244	7 047 244	6 769 890.01	277 353.99	3.94	4 977 855.07
02. Administration:						
Original budget	58 037 000					
Less: Virement	(5 614 120)	52 422 880	51 038 598.89	1 384 281.11	2.64	50 012 878.53
03. Resettlement and Regional Offices:						
Original budget	9 486 000					
Plus: Virement	1 718 364	11 204 364	10 443 778.04	760 585.96	6.79	9 668 226.68
04. Valuation and Estate Management:						
Original budget	14 816 000					
Less: Virement	(1 660 000)	13 156 000	12 360 509.52	795 490.48	6.05	9 340 021.78
05. Land Reform:						
Original budget	394 195 000					
Plus: Virement	8 104 507	402 299 507	401 920 398.30	379 108.70	0.09	140 205 380.08
06. Geomatic Planning and Research:						
Original Budget	36 149 000					
Less: Virement	(4 350 000)	31 799 000	29 898 420.35	1 900 579.65	5.98	33 958 738.57
07. Centralised Registration (Central and Southern Regions)						
Original budget	14 394 000					
Less: Virement	(2 495 000)	11 899 000	10 743 324.82	1 155 675.18	9.71	8 547 681.52
07. Planning, Research, Training and Information Systems:						
Original budget	8 640 000					
Less: Virement	(254 995)	8 385 005	8 111 957.04	273 047.96	3.26	7 042 935.98
09. Regional Offices:						
Original budget	43 659 000					
Plus: Virement	4 026 000	47 685 000	45 656 782.50	2 028 217.50	4.25	34 833 618.08
10. Information Technology:						
Original budget	4 178 000					
Less: Virement	(50 000)	4 128 000	4 034 298.76	93 701.24	2.27	3 609 992.90
GRAND TOTAL		590 026 000	580 977 958.23	9 048 041.77	1.53	302 197 329.19

1.2 Standard subdivisions

Subdivision	2014/2015			2013/2014
	Authorised expenditure	Actual expenditure	Under-expenditure/ (Excess)	Actual expenditure
	N\$	N\$	N\$	N\$
Operational:				
Current expenditure: Personnel				
001. Remuneration	109 870 252	106 279 958.92	3 590 293.08	87 046 096.93
002. Employer's contribution to GIPF	12 402 472	11 806 333.59	596 138.41	8 913 298.02
003. Other conditions of service	2 044 924	1 851 752.07	193 171.93	1 243 662.19
Total	124 317 648	119 938 044.58	4 379 603.42	97 203 057.14
Current expenditure: Goods and other services				
021. Travel and subsistence expenses	7 785 406	7 393 675.64	391 730.36	5 477 686.27
022. Materials and supplies	2 309 500	2 064 756.74	244 743.26	1 417 808.23
023. Transport	8 409 888	7 320 809.40	1 089 078.60	5 082 527.52
024. Utilities	9 200 000	9 023 410.55	176 589.45	7 601 646.88
025. Maintenance expenses	814 644	764 229.24	50 414.76	705 862.34
026. Property rental and related charges	400 572	386 604.21	13 967.79	171 121.66
027. Other services and expenses	9 133 235	8 796 411.83	336 823.17	7 068 955.10
Total	38 053 245	35 749 897.61	2 303 347.39	27 525 608.00
Current expenditure: Membership fees and subscriptions				
041. International	685 000	676 576.03	8 423.97	534 226.83
Total:	685 000	676 576.03	8 423.97	534 226.83
Total: Current expenditure	163 055 893	156 364 518.22	6 691 374.78	125 262 891.97
Capital expenditure: Acquisition of assets				
101. Furniture and office equipment	1 016 000	901 452.29	114 547.71	546 767.96
102. Vehicles	3 209 107	3 062 901.00	146 206.00	1 873 246.34
Total:	4 225 107	3 964 353.29	260 753.71	2 420 014.30
Total: Operational expenditure	167 281 000	160 328 871.51	6 952 128.49	127 682 906.27
Development:				
Capital expenditure: Goods and other services				
022. Materials and supplies	865 000	821 653.79	43 346.21	2 736 049.93
027. Other services and expenses	18 842 610	18 617 560.56	225 049.44	24 511 899.65
Total	19 707 610	19 439 214.35	268 395.65	27 247 949.58

ANNEXURE A (continued)

Subdivision	2014/15			2013/14
	Authorised expenditure	Actual expenditure	Under expenditure/ (Excess)	Actual expenditure
	N\$	N\$	N\$	N\$
Capital expenditure: Acquisition of assets				
101. Furniture and office equipment	3 018 057	2 926 966.87	91 090.13	1 015 421.04
103. Operational equipment, machinery and plants	618 333	75 377.66	542 955.34	376 503.93
105. Feasibility studies, Design and supervision	2 454 000	1 974 006.43	479 993.57	6 555 259.66
107. Constructin, renovation and improvement	21 962 864	21 249 385.41	713 478.59	37 619 288.71
133. Public and Departmental Enterprises and Private Industries	374 984 136	374 984 136.00	-	101 700 000.00
Total	403 037 390	401 209 872.37	1 827 517.63	147 266 473.34
Total: Development expenditure	422 745 000	420 649 086.72	2 095 913.28	174 514 422.92
GRAND TOTAL	590 026 000	580 977 958.23	9 048 041.77	302 197 329.19

1.3 Departmental revenue

Revenue for the year is as follows:

Revenue head	Total estimate	Actual revenue 2014/2015	More/(Less) than estimated	Actual revenue 2013/2014
	N\$	N\$	N\$	N\$
Miscellaneous	250 000	11 648 614.79	11 398 614.79	378 860.31
Permission to occupy fees	-	-	-	14 532.17
Sale of Maps	600 000	175 805.68	(424 194.32)	175 067.22
Deeds Fees	4 500 000	7 360 274.85	2 860 274.85	1 340 595.35
Survey or General	-	32 289.04	32 289.04	282 072.70
Investigation Fees: Surveyor-General	300 000	345 240.59	45 240.59	141 400.00
Service rendered	-	776.25	776.25	-
Permission to occupy	-	480.00	480.00	-
Total	5 650 000	19 563 481.20	13 913 481.20	2 332 527.75

1.4 NOTES TO THE FINANCIAL STATEMENTS

1.4.1 Appropriation account: Explanations of variations exceeding 2% between authorized and actual expenditure

Underexpenditure

Main Division 01: Office of the Minister (N\$ 277 353.99 – 3.94%)

Main Division 01 under spent with 3.94% due to the following:

Remuneration was under spent due to over budgeting as well as the vacancy of a Messenger which was not filled. This also resulted in an underexpenditure on Employers Contribution to GIPF/ Members of Parliament and Office Bearers Pension Fund (MPOOBPF). The underexpenditure on other conditions of services is because no one resigned or retired therefore no leave gratuity was paid out.

An underexpenditure on Daily Subsistence Allowance was caused by planned activities that could not be undertaken by the Honourable Minister because of other national commitments.

Main division 02: Administration (N\$ 384 281.11 – 2.64%)

The under spending is due to the following:

The underexpenditure on the construction of the Ministerial Headquarters in Windhoek is due to the drawings to create a Cashier's Office at the Finance Section came late from the Architects, resulting in the payments to the contractor only being done in the 2015/2016 financial year.

Construction of the Ministerial Regional Office in Opuwo in Kunene Region was earmarked to buy a power generator, however the funds were not enough because the generator cost more.

Part of the budget for the construction of the Ministerial Regional Office in Rundu in Kavango East Region was meant to pay Professional Fees but the money was not sufficient, hence the underspending.

The underexpenditure on renovations to the Deeds Office and Office of the Surveyor General was meant to renovate the store rooms where maps are stored as well as renovating the shelves. The contractor ordered materials from South Africa and they were delivered when the financial year already lapsed.

Main Division 03: Resettlement (N\$ 760 585.96 -6.79%)

The under spending under this main division is attributed to the following:

Remuneration was underspent because more funds were viremented for the payment of the back pay of Job Evaluation and Grading system (JEG).

The underexpenditure on DSA, resulted as most of the planned activities were carried out by the Regional Offices.

An underexpenditure on Materials and Supplies, is because of less expenditure on stationery as anticipated.

The two vehicles, were broken down (gearbox) and not used for six months during the year under review which contributed to the under spending on Transport.

The Ongoing Resettlement Sub-Program, project had underexpenditure as funds were meant for an irrigation system for Okongo Group Resettlement Project in Ohangwena Region; however the quotation received was N\$ 1.6 million which was higher than the budget amount. Therefore, there was no way that the funds could be spent in the 2014/2015 financial year.

Main Division 04: Valuation and Estate Management (N\$ 795 490.48 6.05%)

The under spending under this main division can be attributed to the following:

Remuneration and Employers Contribution to GIPF under spent due to the high staff turnover of the Deputy Valuer General, Senior Valuer and Valuers who left the Directorate for greener pastures.

The underexpenditure on DSA was caused by funds on FDC reports that are not accurate because the expenses incurred are not posted daily to the General Ledger. This caused confusion because the funds available on FDC and the funds available report on the DSA module always differ.

Other Services and Expenses experienced underexpenditure because of invoices not being submitted on time for training.

Main Division 06: Geomatic Planning & Research (N\$ 1 900 579.65 – 5.98%)

The underexpenditure on Remuneration and contribution to GIPF has been caused by vacant positions that were filled later in the year while a few remained unfilled due to a lack of qualified persons locally.

The under spending on DSA, was because one of the trips to the border between Namibia and South Africa was aborted. This was due to the cancellation by South Africa. This also resulted in materials for that task not being acquired hence the underexpenditure on Materials and Supplies.

Vehicles were underspent because the balance remaining from the budget for vehicles was short of the quotation received from the suppliers approved on the Ministry of Works tender. The Ministry therefore could not purchase the small vehicles as envisaged.

Main Division 07: Centralized Registration (Deeds Office) (N\$ 1 155 675.18 – 9.71%)

An underexpenditure on Remuneration and contribution to GIPF, has been caused by ten Administrative Officers grade 12 as well as one Senior Administrative Officer vacancies which were not filled during the year under review. Provision was made for the payment of leave gratuity, however staff members did not resign, hence the underexpenditure on Other Conditions of Service.

The underexpenditure on DSA, is because fewer trips were undertaken than anticipated towards the closing of the financial year. The underexpenditure on Materials and Supplies is because the tender for the binding of books was approved late. The underexpenditure on Transport, is because the Directorate has two vehicles and many trips undertaken were local and between Windhoek and Rehoboth.

Main Division 08: Planning, Research, Training and Information Systems (N\$ 273 047.96 – 3.26%)

The underexpenditure can be explained as follows:

Remuneration was under spent because the vacant positions of two Development Planners which were filled late during the year under review. This also resulted in underexpenditure on Employers Contribution to GIPF, the under spending on Other Conditions of Service is because no one resigned or retired therefore no leave gratuity was paid out.

The underexpenditure on Materials and Supplies is because expenditure on stationery was less than anticipated. Funds were reserved for transport costs for the inauguration of Rundu Regional Office which was meant to take place in February 2015. However, since this activity was not concluded as planned this resulted in the under spending on Transport.

The Directorate planned to undertake a Lease Agreement Study during the period under review, however, the study was not finalised, hence the under spending on Other Services and Expenses.

Main Division 09: Regional Offices (N\$ 2 028 217.50 – 4.25%)

This main division has an under expenditure which can be attributed to the following:

Remuneration was under spent because of vacant positions such as Deputy Director, five Development Planners, one Senior Administrative Officer and one Labourer. Although funds were viremented to Contribution to GIPF. An underexpenditure on Other Conditions of Service was due to less expenditure on kilometre claims to managers.

The underexpenditure on DSA attributed to approximately N\$ 13 000 per Regional Office. Regional Offices opted to combine trips which were going to the same direction in order to cut costs. These trips were initially planned separately. However some trips were not undertaken, due to lack of funds on transport and vehicles being grounded.

The underexpenditure on Materials and Supplies is because expenditure on stationery was less than anticipated.

The underexpenditure on Transport is because that amount committed was to pay Standard Bank Fleet account, however the invoices were not processed on time during the closing of the financial year. This has brought a burden from 2014/2015 financial year, with vehicles being grounded in the very first quarter of 2015/2016.

An underexpenditure on Other Services and Expenses was because funds were meant for the last Communal Land Board meeting which collided with its end of the term. However, the meeting was replaced by the Inauguration of the new Communal Land Board at the end of last year, of which all expenses were dealt with at Headquarter Cost Centre.

Main Division 10: Information Technology (N\$ 93 701.24 – 2.27%)

This main division has an underexpenditure variation of 2.27% which is attributed to the following:

The underexpenditure on DSA was caused by funds on FDC reports that are not accurate because the expenses incurred are not posted daily to the General Ledger. This causes confusion because the funds available on FDC and the funds available report on the DSA module always differ.

The underexpenditure on Materials and Supplies is because expenditure on stationery was less than anticipated. An underexpenditure on Furniture and Office Equipment was realized because the payment of licence fees for the Namibian Communal Land System (NCLAS) was less than budgeted for.

1.4.2 Revenue explanation for Miscellaneous, Sale of Maps, Deeds Fees as well as the break down for miscellaneous.

i) Underestimation

Miscellaneous

N\$ 11 221 822.69 is refund of land tax from January 2014 till March 2015 of which N\$ 9 958 444.48 was transferred to Land Acquisition and Development Fund on 5th May 2015 by Inland Revenue. N\$ 322 043.95 is a refund for water and sewerage for Delta Primary School. N\$ 104 748.15 is refunds of parking fees, accident claims, salaries and transport.

Deeds Fees

The influx in the property market resulted in the increase of revenue.

ii) Overestimation

Sale of Maps

The revenue estimates which includes the sale of digital information was not met. The policy on fundamental datasets affected the revenue. Section 12.6 of the spatial data policy states follows: Pricing: All current and historical fundamental spatial datasets and metadata shall be made available by the custodians, in existing formats, at no production cost, other than a fee which may be charged to cover the costs of meeting a request, the charging of which shall be at the option of the custodian.

2. GENERAL INFORMATION

2.1 Bank Accounts

The Ministry reported thirteen (13) bank accounts with the following opening and closing balances:

Name of the account	Banking Institution	Balance at 01 April 2014 (Debit)/Credit	Balance at 31 March 2015 (Debit)/Credit
		N\$	N\$
Communal Land Reform Fund	First National Bank	405 896.22	840 248.71
Ohangwena Communal Land Board	First National Bank	885.64	13 986.53
Oshikoto Communal Land Board	First National Bank	61.20	24 506.41
Kavango Communal Land Board	Standard Bank	23 838.94	2 150.43
Karas Communal Land Board	Standard Bank	4 671.00	4 438.95
Oshana Communal Land Reform	Nedbank	2 547.11	694.01
Omusati Communal Land Reform	First National Bank	2 452.31	12 559.35
Omaheke Communal Land Reform	First National Bank	6 287.59	19 098.84
Kunene Communal Land Reform	Bank Windhoek	1 284.67	2 071.99
Hardap Communal Land Reform	Bank Windhoek	1 879.26	29 884.06
Erongo Communal Land Reform	Standard Bank	18 570.89	16 857.03
Caprivi Communal Land Reform	Standard Bank	32 475.95	2 780.19
Otjozondjupa Communal Land Reform	Standard Bank	19 261.65	4 271.35

1.1 Commissions and Special Committees

The Accounting Officer reported that during the financial year under review, the Ministry paid sitting allowances, transport, training and workshops for Commissions and Special Committees amounting to N\$ 4 509 007.25.

2.3 Capital Projects

The following were development projects of the Ministry for the financial year.

Project name	Approved total budget	Total expenditure as at 31/03/2014	Approved appropriation 2014/2015	Actual expenditure 2014/15	Total expenditure for 31/03/2015	Expected year of completion
	N\$	N\$	N\$	N\$	N\$	
Land Purchase Ongoing	2 276 000 000	725 727 812.94	374 984 136	374 984 136.00	1 100 711 948.94	31/03/17
Resettlements Flexible Land	45 152 000	64 617 538.98	4 758 740	4 137 170.26	68 754 709.24	31/03/15
Tenure System Development of Communal Areas	63 421 000	3 267 429.60	3 000 000	2 988 578.42	6 256 008.02	31/03/20
Nationwide Integrated Geodesy	114 373 000	85 372 223.83	5 035 000	4 857 013.34	90 229 237.17	31/03/15
Namibia Land Information System	43 983 000	13 118 685.63	4 500 000	4 500 000.00	17 618 685.63	31/03/17
Delimitation of Namibian Continental Shelf	39 613 000	1 225 740.43	200 000	200 000.00	1 425 740.43	31/03/17
Development of National Fundamental Data Sets	80 000 000	29 936 147.69	800 000	810 190.36	30 746 338.05	31/03/17
Construction of the Ministerial Headquarters in Windhoek	85 214 000	53 175 920.26	4 599 000	4 579 265.14	57 755 185.40	31/03/17
Construction of the Ministerial Regional Office in Opuwo	97 093 000	128 115 590.07	800 000	632 393.75	128 747 983.82	31/03/17
Construction of the Ministerial Regional Office in Rundu	26 461 000	13 933 409.40	9 852 260	9 390 012.58	23 323 421.98	31/03/17
Improvement of Offices and Assigned Official's Houses	42 432 000	13 586 558.12	9 515 864	9 468 217.74	23 054 775.86	31/03/15
Renovation to the Deeds Office of the Surveyor General	5 238 000	-	1 900 000	1 899 636.00	1 899 636.00	31/03/17
	12 280 000	4 592 284.77	2 800 000	2 204 473.13	6 794 757.90	31/03/17
Total	2 931 260 000	1 136 669 341.72	422 745 000	420 649 086.72	1 557 318 428.44	

2.5 Bursaries and Study Assistance

The Ministry awarded bursaries and study assistance to twenty five (25) staff members amounting to N\$ 450 932.07 during the financial year under review.

2.6 Contributions by Government

During the financial year under review, the Ministry donated equipment worth N\$ 38 599.36 to various traditional authorities and groups.

2.7 Contributions to Government

During the financial year under review, the Ministry received donations of office equipment and vehicles worth N\$ 535 226.50 from various foreign instances and Governments.

2.8 Exemption from normal Tender Board procedures

During the financial year under review, the Ministry procured goods and services through approved exemptions from normal Tender Board procedures totalling to an amount of N\$ 84 655 650. The following exemptions were approved by the Tender Board:

Exemption	Description	Approved amount	Actual expenditure	Difference
		N\$	N\$	
E1/16-1/2014	021: Travel and Subsistence Expenses	5 218 850	6 209 692.15	(990 842.15)
	022: Materials and Supplies	2 697 000	6 603 255.64	(3 906 255.64)
	023: Transport	7 710 000	6 559 612.35	1 150 387.65
	024: Utilities	9 480 000	9 023 410.55	456 589.45
	025: Maintenance Expenses	1 178 000	764 229.24	413 770.76
	026: Property and Related Expenses	757 000	386 604.21	370 395.79
	027: Other Services and Expenses	26 254 800	22 740 142.73	3 514 657.27
	041: Membership Fees	685 000	685 000.00	-
E1/16-2/2014	027: Other Services and Expenses	175 000	-	175 000.00
E1/16-3/2014	Communal Land Reform Fund (CLRF)	300 000	350 000.00	(50 000.00)
E1/16-4/2014	027: Other Services and Expenses	30 000 000	-	30 000 000.00
E1/16-5/2014	101: Furniture and Office Equipment	120 000	91 267.27	28 732.73
E1/16-6/2014	101: Furniture and Office Equipment	80 000	72 447.12	7 552.88
Total		84 655 650	53 485 661.26	31 169 988.74

2.9 Equipments and stock taking

The Ministry has twenty one (21) points and stock taking was conducted at all points. Furthermore, during the stock taking a total surplus of N\$ 300 762.25 and a deficiency of N\$ 130 341.69 were found.

2.10 Losses through irregularities by persons employed by the Government

The Ministry reported four (4) cases of losses through irregularities by persons employed by the Government during the financial year under review involving a total amount of N\$ 32 598.

2.11 HIV/AIDS activities

During the financial year under review, the Ministry spent N\$ 103 411.30 on HIV/Aids related activities.

2.13 Suspense Accounts

The following Suspense Accounts had balances as at 31 March 2015:

Details	Balance as at 31 March 2015 Debit/(Credit)
	N\$
Receipt Suspense Account	(5 919 862.56)
RD Cheques	62 934.25
S&T Advance Suspense Account	603 026.22
Rejection Account	35 188.09
Bills Payable Suspense Account	(6 389 517.99)
Electronic Fund Transfer Clearing Account (Eft)	1 611.00
Social Security	1 350.11
Taxcode	(296 860.73)
Pension Funds: GIPF	(3 229.84)
First National Bank (Windhoek)	2 010.00
Debt Establishment	(3 804.90)
FNB Build Together	2 741.20

WINDHOEK, 16-10-2015

PETER AMUTENYA
ACCOUNTING OFFICER