



**REPUBLIC OF NAMIBIA**



**REPORT OF THE AUDITOR-GENERAL ON THE ACCOUNTS OF THE**

# **ELECTORAL COMMISSION OF NAMIBIA**

**FOR THE FINANCIAL YEAR ENDED 31 MARCH 2023**



**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 Electoral Commission of Namibia for the financial year ended 31 March 2023 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.

A handwritten signature in black ink, appearing to read 'Junias Etuna Kandjeke'.

**JUNIAS ETUNA KANDJEKE**  
**AUDITOR-GENERAL**

**WINDHOEK, MARCH 2024**

20/10/19

# Table of Contents

<b>1. SECTION A: FINANCIAL STATEMENTS</b> .....	<b>1</b>
1.1 UNQUALIFIED AUDIT OPINION.....	1
1.2 BASIS FOR UNQUALIFIED AUDIT OPINION .....	1
1.3 KEY AUDIT MATTERS .....	1
1.4 EMPHASIS OF MATTERS .....	1
1.4.1 SUSPENSE ACCOUNTS .....	1
1.4.1.1 OUTSTANDING SUBSISTENCE ADVANCES.....	1
1.4.1.2 BILLS PAYABLE .....	2
1.5 RECURRING MATTERS.....	2
DISASTER RECOVERY PLAN .....	2
1.6 OTHER INFORMATION .....	2
<b>2. SECTION B: COMPLIANCE AUDIT AND AUDIT OF PERFORMANCE INFORMATION</b> .....	<b>3</b>
2.1 COMPLIANCE TO LAWS AND REGULATIONS .....	3
2.2 DESCRIPTION OF THE SUBJECT MATTER INFORMATION AND AUDIT SCOPE.....	3
2.3 AUDIT OBJECTIVE.....	3
2.4 AUDIT CRITERIA .....	3
2.5 SUMMARY OF METHODS APPLIED .....	3
2.6 UNQUALIFIED AUDIT OPINION ON THE SUBJECT MATTER.....	4
3. AUDIT OF PERFORMANCE INFORMATION .....	4
3.1 INTRODUCTION.....	4
3.2 OBJECTIVE OF THE AUDIT ON KEY PERFORMANCE INDICATORS (KPIs) .....	4
3.3 AUDIT CRITERIA .....	4
3.4 AUDIT SCOPE.....	5
3.5 AUDIT FINDINGS.....	5
3.6 CONCLUSION ON THE SUBJECT MATTER.....	7
<b>4. RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS</b> .....	<b>9</b>
<b>5. AUDITOR'S RESPONSIBILITY FOR THE AUDIT OF THE FINANCIAL STATEMENTS</b> .....	<b>9</b>
<b>6. GENERAL INFORMATION</b> .....	<b>10</b>
<b>7. ACKNOWLEDGEMENT</b> .....	<b>11</b>
<b>1. AUDITED FINANCIAL STATEMENTS</b> .....	<b>12</b>
1.1 APPROPRIATION ACCOUNT.....	12
1.2 STANDARD SUBDIVISIONS .....	13
<b>ANNEXURE A (CONTINUED)</b> .....	<b>14</b>
1.3 DEPARTMENTAL REVENUE .....	14
<b>2. GENERAL INFORMATION</b> .....	<b>14</b>
2.1 MINISTERIAL COMMITTEE OF INQUIRY .....	14
2.2 OUTSTANDING COMMITMENTS .....	14
2.3 OUTSTANDING SUBSISTENCE ADVANCES.....	14
2.4 BURSARIES AND STUDY ASSISTANCE.....	14
2.5 DEBT TO GOVERNMENT .....	14
2.6 POINTS KEEPING STOCK AND ANNUAL STOCKTAKING.....	14
<b>ANNEXURE A (CONTINUED)</b> .....	<b>15</b>
2.7 STORES AND DEPOTS .....	15

2.8	INTERNAL INSPECTIONS.....	15
2.9	VEHICLES ON HAND (OWN FLEET) .....	15
2.10	ACCIDENTS - COST OF DAMAGES .....	15
2.11	LOSSES THROUGH IRREGULARITIES - PERSONS EMPLOYED BY GOVERNMENT.....	15
2.12	WELLNESS.....	15
2.13	IMMOVABLE ASSETS .....	15
<b>ANNEXURE A (CONTINUED).....</b>		<b>16</b>
2.14	SUSPENSE ACCOUNTS .....	16

## DEFINITIONS

<b>Treasury:</b>	Financial authority in public service. (The department of Government that has control over the collection, management and disbursement of public revenue).
<b>Vote:</b>	Represents an Office/Ministry/Agency.
<b>Appropriation Act:</b>	Estimate of expenditure and revenue for a particular financial year presented to the National Assembly, the Act passed by Parliament.
<b>Appropriation Account:</b>	Government Income and Expenditure statement, showing on receipt side the estimated budgeted amounts and on expenditure side the actual expenditure amounts and the difference thereof.
<b>Standard sub-division:</b>	Government Balance account, showing balances incurred on each account/activity.
<b>Suspension:</b>	Reduction on budget (Treasury may from time to time withhold or suspend any amount in an estimate of expenditure).
<b>Virement:</b>	Moving of budgeted funds from one account to another account within the same budget of the same office/ministry/agency. The utilization of a saving under one main division/sub division of a vote to defray an excess under another existing division of the same vote.
<b>Unauthorised Expenditure:</b>	Expenditure that exceeds the amount appropriated (budgeted) for a vote, main division or subdivision.
<b>Under expenditure:</b>	Saving on the budget.
<b>Miscellaneous Revenue:</b>	All revenue collected and not having a specified revenue code.
<b>Commitments:</b>	Funds reserved to acquire goods or services from a supplier.
<b>Suspense accounts:</b>	Is an account opened in the books of Government that records movement of transactions of a temporarily nature, for example salary deductions of housing instalments.
<b>S&amp;T Advance Suspense Account:</b>	A suspense account reflecting the outstanding subsistence and travel advances.
<b>Rejection Account:</b>	A suspense account reflecting names and balances of all persons/companies that owe the money to the State.
<b>Budget:</b>	Is an estimation of the revenue and expenses over a specified future period of time?
<b>Subsistence Advance:</b>	Payment given in advance to an employee to reimburse accommodation, meal and incidental expenses, while on an official assignment.
<b>Performance Information:</b>	Measurement of an individual, group, organization, system or component which is collected, analysed and reported. (Includes Strategic plans, annual plans, performance agreements and personal development plans).performance agreements and personal development plans)
<b>Key performance indicator (KPI):</b>	A measurable value used to monitor and demonstrates how effectively an organization is achieving key business objectives
<b>International Standards of Supreme Audit Institutions (ISSAI):</b>	Professional standards and best practice guidelines for public sector auditors, officially authorised and endorsed by the International Organisation of Supreme Audit Institutions (INTOSAI).

<b>Types of Audit Opinions:</b>	<p><b>Unqualified Opinion.</b> In an unqualified report, the auditors conclude that the financial statements of your O/M/A's present fairly its affairs in all material aspects.</p> <p><b>Qualified Opinion.</b> An auditor's report is qualified when there is either a limitation of scope in the auditor's work, or when there is a disagreement with management regarding application, acceptability or adequacy of accounting policies.</p> <p><b>Disclaimer Opinion.</b> Auditors do not express an opinion on the financial position of a firm because they have not completed an examination of its accounts or the examination is not broad enough in scope to enable them to form an opinion.</p> <p><b>Adverse Opinion.</b> The Financial statements of an O/M/A's do not fairly present its actual financial position and the required information was either not disclosed, or (if disclosed) was inadequately disclosed or was inaccurate.</p>
<b>Reasonable Assurance:</b>	It is when the audit conclusion is expressed positively, conveying that, in the auditor's opinion, the subject matter is or is not compliant in all material respects or, where relevant, that the subject matter information provides a true and fair view, in accordance with the applicable criteria.
<b>Limited Assurance:</b>	It is when the audit conclusion states that, based on the procedures performed; nothing has come to the auditor's attention to cause the auditor to believe that the subject matter is not in compliance with the criteria.
<b>Direct reporting engagement:</b>	It is when an auditor measures or evaluates the subject matter against the criteria. The auditor is responsible for producing the subject matter information. The auditor selects the subject matter and criteria, taking into consideration risk and materiality. By measuring the subject matter evidence against the criteria, the auditor is able to form a conclusion.
<b>Attestation engagement:</b>	It is when a responsible party (the entity) measures the subject matter against the criteria and presents the subject matter information, on which you, the auditor, then gather sufficient and appropriate audit evidence to provide a reasonable basis for forming a conclusion.
<b>Subject matter:</b>	Refers to the information, condition or activity that is measured or evaluated against certain criteria.
<b>Materiality:</b>	Materiality is the threshold above which misstatements, including omissions either individually or in the aggregate, could reasonably be expected to influence the economic decisions of users made on the basis of the financial statements.
<b>OMAs:</b>	Office/Ministries/Agencies



**REPORT OF THE AUDITOR-GENERAL ON THE ACCOUNTS OF THE  
ELECTORAL COMMISSION OF NAMIBIA  
FOR THE FINANCIAL YEAR ENDED 31 MARCH 2023**

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**1. SECTION A: FINANCIAL STATEMENTS**

**1.1 UNQUALIFIED AUDIT OPINION**

I have audited the financial statements of the Electoral Commission of Namibia for the financial year ended 31 March 2023 provided by the Accounting Officer as attached in Annexure A. These financial statements comprise of the Appropriation account, Standard subdivisions, Departmental revenue, notes to the financial statements and general information for the financial year ended.

In my opinion, the financial statements of the Electoral Commission of Namibia as at 31 March 2023 are prepared, in all material respects, in accordance with Section 12 and 13 of the State Finance Act, 1991 (Act 31 of 1991) and relevant legislation.

**1.2 BASIS FOR UNQUALIFIED AUDIT OPINION**

I conducted my audit in accordance with International Standards for Supreme Audit Institutions. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the entity in accordance with the Code of Ethics for Supreme Audit Institutions together with the ethical requirements that are relevant to my audit of the financial statements in Namibia, and I have fulfilled my other ethical responsibilities in accordance with these requirements and the Code of Ethics. I believe that the audit evidence I have obtained is sufficient and appropriate to provide an unqualified opinion.

**1.3 KEY AUDIT MATTERS**

Key audit matters are those matters that, in my professional judgment, were of most significance in my audit of the financial statements of the current period. I have determined that there were no key audit matters to communicate in my report.

**1.4 EMPHASIS OF MATTERS**

Attention is drawn to the management on the following matter that relate to my responsibility in the audit of the financial statements as disclosed by the Electoral Commission of Namibia. My opinion is not modified in respect of these matters:

**1.4.1 Suspense accounts**

Treasury Instruction F D0702 states that *"The Accounting Officer should keep auxiliary registers (superfluous) to enable the Ministry to reconcile the suspense accounts placed under their control with the respective ledger accounts"*. The Commission had unexplained outstanding balances on the following suspense accounts as at 31 March 2023 whereas these suspense accounts should have zero balances at year end:

**1.4.1.1 Outstanding subsistence advances**

The audit found that the DSA debit balance list reflects outstanding subsistence advances amounting to N\$ 15 489.46 at 31 March 2023. Whereas the S&T advance suspense account reflects a credit closing balance of N\$ 65 489.31 as at 31 March 2023 which gives an unexplainable difference of N\$ 49 999.85.

It is recommended that the Accounting Officer should ensure that regular reconciliation is conducted to explain differences in these balances.

#### **Management comment**

The Accounting Officer indicated that the balance is accumulated from previous years which is beyond the control of the Commission. The Commission noted that the Ministry of Finance is working on modalities to clear the balances.

#### **1.4.1.2 Bills payable**

The audit found that the bills payable suspense account has a debit balance of N\$ 5 325 728.30.

It is recommended that the Accounting Officer should ensure that the debit balance of the bills payable suspense account is reconciled.

#### **Management comment**

The Commission indicated that the balance of N\$ 5 325 728.30 is part of an amount of N\$ 6 082 387.00 erroneously posted in March 2015 via a journal by Ministry of Finance to this account, which is beyond the control of the Commission. The Commission made efforts to reverse the journal, but it was not possible. A letter was written to the Ministry of Finance on 11 April 2023, but no response was received.

### **1.5 RECURRING MATTERS**

The following issue was reported in the 2021/2022 audit report, however, this matter was found not to be addressed by the Accounting Officer during the financial year under review:

#### **Disaster Recovery Plan**

During the audit of the 2022/2023 financial year, it was found that the Commission still had the Disaster Recovery Plan in draft format.

In his response to the management letter dated 21 December 2023, the Accounting Officer indicated that “The Commission has an approved ICT policy in place. A Draft Disaster Recovery Plan is also in place and at the final stage of being considered by the designated Committee and subsequent approval of the Commission. As part of the Commission resolution, the ECN has established an Offsite-Disaster Recovery Server hosted outside the ECN premises. These three tools (i.e. ICT Policy, Draft Disaster Recovery Plan and the Offsite-Disaster Recovery Server) are complementing each other as far as the disaster recovery management is concerned”.

The disaster recovery plan would guide the Commission with routes to recover important information in case of disruptive events occur. This process is extremely important because it provides detailed strategies on how the Commission will continue after severe interruptions and disasters. The disaster recovery plan stipulates how the Commission will prepare for disaster, what responses will be and what steps it will take to ensure that operations can be restored immediately.

It is recommended that the Accounting Officer should ensure that the Disaster Recovery Plan is finalized and implemented in the Commission.

### **1.6 OTHER INFORMATION**

Management is responsible for the other information. My opinion on the financial statements does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon. In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so,

consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. I have determined that there was no other information to communicate in my report.

## **2. SECTION B: COMPLIANCE AUDIT AND AUDIT OF PERFORMANCE INFORMATION**

### **2.1 COMPLIANCE TO LAWS AND REGULATIONS**

#### **SUBJECT MATTER: FINANCIAL PERFORMANCE AND THE USE OF APPROPRIATED FUNDS**

I have audited the financial performance and the use of appropriated funds of the Electoral Commission of Namibia for the financial year ended 31 March 2023.

#### **2.2 Description of the subject matter information and audit scope**

The audit aimed to determine whether the Electoral Commission of Namibia used the appropriated funds in compliance with the Appropriation Act, 2022 (Act 2 of 2022), Appropriation Amendment Act, 2022 (Act 7 of 2022); State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Public Procurement Amendment Act, 2022 (Act 3 of 2022); Treasury Instructions and Public Procurement Regulations during the financial year ended 31 March 2023.

#### **2.3 Audit objective**

The objective of this compliance audit is to verify and assess whether Electoral Commission of Namibia has complied with all laws and regulations that have an impact on the financial statements in accordance with the ISSAIs. This audit is an attestation engagement where the Commission presented the subject matter information on which the auditor then gathered sufficient and appropriate audit evidence to provide reasonable assurance in forming an opinion. In forming an opinion, the findings and recommendations are taken into consideration.

In addition, the objective of this audit is to verify and assess whether public funds have been used appropriately and lawfully, and to report issues of non-compliance so that corrective action is taken and compliance to laws and regulations is strengthened.

#### **2.4 Audit criteria**

The audit criteria of this compliance audit are derived from the following laws and regulations stated below:

- Appropriation Act, 2022 (Act 2 of 2022);
- Appropriation Amendment Act, 2022 (Act 7 of 2022);
- State Finance Act, 1991 (Act 31 of 1991);
- Procurement Act, 2015 (Act 15 of 2015);
- Public Procurement Amendment Act, 2022 (Act 3 of 2022);
- Treasury Instructions; and
- Public Procurement Regulations.

#### **2.5 Summary of methods applied**

I have audited the financial statements for the financial year ended 31 March 2023 submitted by the Accounting Officer in order to determine whether this information complied with laws and regulations that governs them.

## 2.6 UNQUALIFIED AUDIT OPINION ON THE SUBJECT MATTER

In my opinion, the Electoral Commission's financial performance and use of appropriated funds is in compliance, with all material respects, with the Appropriation Act, 2022 (Act 2 of 2022); Appropriation Amendment Act, 2022 (Act 7 of 2022), State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Public Procurement Amendment Act, 2022 (Act 3 of 2022); Treasury Instructions and Public Procurement Regulations.

## 3. AUDIT OF PERFORMANCE INFORMATION

### 3.1 Introduction

A Performance Management System (PMS) is defined as a systematic process for achievement and improvement in obtaining results from an organisation and its staff members by managing performance within an agreed framework consisting of objectives, outputs, key performance indicators (KPIs) and timeliness.

The primary function of the PMS is to enable Offices, Ministries and Agencies (OMAs) to achieve success in National Development Plans (NDPs) and provide improvements in service delivery to the general public.

The objective of the Key Performance Indicators (KPIs) audit is to provide assurance on whether the reported performance information measured against key performance indicators is useful, reliable and evidence-based. Key performance indicators also provide the basis for the (OMAs) to inform the Parliament, the public and other stakeholders on its strategic priorities, programmes, and projects.

### 3.2 Objective of the audit on Key Performance Indicators (KPIs)

The objective of this audit is to provide reasonable assurance to Parliament, members of the general public and other relevant stakeholders whether the reported actual performance has actually occurred and are based on the selected criteria.

### 3.3 Audit criteria

In this audit the auditor tested the performance information against the following selected criteria:

Main criteria	Sub-criteria	Explanation of the audit criteria
Namibian Public Service Performance Management Framework 2015- Compliance with legislative requirements.	Existence	Objectives, indicators and targets must be predetermined and performance information must be reported against them.
	Timeliness	<ul style="list-style-type: none"><li>Performance information should be reported in a timely manner as per the annual performance management process timetable.</li><li>Service performance information should be reported to users before it loses its capacity to be useful for accountability and decision making purposes.</li></ul>
	Presentation	<ul style="list-style-type: none"><li>Performance information in the annual performance reports are presented and disclosed in accordance with the requirements contained in the Public Service Management Circular No. 9 of 2015.</li><li>Material differences between actual and planned performance must be explained</li></ul>

		and supported by corroborating source documentation.
Usefulness	Measurability	<ul style="list-style-type: none"> <li>• A performance measure or indicator is well defined when it has a clear definition so that data will be collected consistently and is easy to understand and use.</li> <li>• A performance measure/indicator is verifiable when it is possible to validate or verify the processes and systems that produce the indicator.</li> <li>• Targets should be specific, measurable and time bound.</li> </ul>
	Relevance	<ul style="list-style-type: none"> <li>• The indicators and target relates logically and directly to an aspect of the entity's mandate and the realisation of its strategic goals and objectives.</li> <li>• Performance information should assist decision-making by intended users.</li> </ul>
	Consistency	<ul style="list-style-type: none"> <li>• The objectives, programmes/projects, indicators and targets must be consistent between planning and reporting documents.</li> <li>• Changes to strategic or development objectives, programme/projects, indicators and targets are approved.</li> </ul>
Reliability	Validity	<ul style="list-style-type: none"> <li>• The actual indicators reported have occurred and pertains to the reporting entity.</li> </ul>
	Accuracy	<ul style="list-style-type: none"> <li>• Amounts, numbers and other data relating to actual performance reported have been recorded and reported accurately.</li> </ul>
	Completeness	<ul style="list-style-type: none"> <li>• All actual performances that should have been recorded have been included in the annual performance reports.</li> </ul>

### 3.4 Audit scope

The scoping of the key performance indicators was performed, by looking at the high-level statements, which are indicated in the Mandate of the Electoral Commission of Namibia, and the 2022-2027 Strategic Plan. Key performance indicators were selected based on what would be significant to the intended users and their usefulness in assessing the entity's achievements in terms of its service performance objectives.

### 3.5 Audit findings

The following two (2) key performance indicators were selected from the Strategic plan 2022-2027 for audit purposes:

Project	Strategic Objective	Key Performance Indicators
Voter education	Effectively manage the perceptions that emanate from the outreach programmes of the Commission.	# of voter education officers trained.
Systems review and update	Place Namibia's electoral democracy on the cutting edge of secure digital innovation.	% of Election results management system review.

**PROJECT: VOTER EDUCATION**

INDICATOR/FINDINGS	COMMENT
<p><b># of Voter Education Officers trained</b></p> <ul style="list-style-type: none"> <li>The quarterly target of Quarter 1 in the Annual plan was 0 and actual was recorded as 88. The variance was therefore 88.</li> </ul> <p><b>Management comments:</b> “The ECN took note of the variance observed with appreciation. This came as a result of the need realised to reprioritise and train all voter education officers in Q1 to ensure that the staff members are capacitated to implement the Performance Management System which was introduced. This re-arrangement was necessary and assisted the institution to ensure imparting knowledge and skills to all staff members thereby enabling cascading the execution of the Annual Management Plans, completion and signing of Performance Agreements at regional level instead of extending this activity over two quarters, i.e. Quarter 1 and Q2”.</p> <ul style="list-style-type: none"> <li>The quarterly target of Quarter 2 in the Annual plan was fifteen (15), and the actual was recorded as eighty-eight (88). The variance was therefore seventy-three (73). The explanation for the variance was provided as follows; a set target met during Q1 as part of re-organization and coordination of activities with a view to economize on the costs resulting in additional 73 staff members trained than initially planned.</li> <li>The quarterly target of Quarter 3 in the Annual plan was eighty (80), and the actual was recorded as eighty (80).</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory</li> <li>The Commission over achieved the target, hence the audit found this satisfactory.</li> <li>The Commission achieved the target, hence the audit found this satisfactory.</li> </ul>

**PROJECT: SYSTEMS REVIEW AND UPDATES**

INDICATOR/FINDINGS	COMMENT/RECOMMENDATION
<p><b>% of Election results management system review</b></p> <ul style="list-style-type: none"> <li>The quarterly target of Quarter 1 in the Annual plan was thirty, (30) and the actual was recorded as zero (0). The variance was therefore thirty (30). It was explained that the priority was given to Biometric Votes Registration System (BVRS), hence this was moved to quarter 3.</li> </ul> <p><b>Management comments:</b> “The target of 30% could not be achieved in Q1 because when the project of enhancement of the current Biometric Voter Registration System to Integrated Biometric</p>	<ul style="list-style-type: none"> <li>The Accounting Officer should implement measures to ensure that the set targets are achieved, as per the annual plan.</li> </ul>

<p>Voter Registration System commenced, it was realised that the process of designing and developing the main version of Software Application which is the base of all other modules of the system that includes Voter Verification, Registration of Political Parties &amp; Organisations, Nomination of Candidates and Election Results Management Module, would technically take longer, hence a need to re-prioritise this activity to be executed during Q3”.</p> <ul style="list-style-type: none"> <li>• The quarterly target of Quarter 2 in the Annual plan was fifty, (50) and the actual was recorded as fifty (50).</li> <li>• The quarterly target of Quarter 3 in the Annual plan was sixty (60) and the actual was not recorded. Furthermore, the variance was not as well recorded.</li> <li>• The quarterly target of Quarter 4 in the Annual plan was seventy (70) and the actual was not recorded. The variance was as well not recorded.</li> </ul> <p><b>Management comments:</b> “The target of 60% and 70% during Q3 and Q4 respectively could not be recorded as a result of the contract of the IT Manager which came to an end and was not renewed. It was during this period that the institution was in search of the IT Manager and the Chief System Administrator who also resigned. Hence, a need to defer reporting until a new IT Manager is recruited, hence such records would only reflect in the 2023/2024 review report”.</p>	<ul style="list-style-type: none"> <li>• The Commission achieved the target, hence the audit found this satisfactory.</li> <li>• The Accounting Officer should provide the actual outcome records, as well as provide explanations for the variances if any.</li> <li>• The Accounting Officer should provide the actual outcome records, as well as provide explanations for the variances if any.</li> </ul>
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### 3.6 Conclusion on the subject matter

The audit revealed a satisfactory outcome on the pre-determined objective of “effectively managing the perceptions that emanate from the outreach programmes of the Commission”. The reliability, existence, relevance, consistency, accuracy, and completeness sub-criteria’s were achieved and evidence-based. However, the outcome on the pre-determined objective of Placing Namibia’s electoral democracy on the cutting edge of secure digital innovation”, was unsatisfactory as it is deemed to have compromised the completeness, consistency, reliability and relevance as the set criteria.

#### **4. RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE 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, 1991, (Act 31 of 1991) and legislation, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible of overseeing the entity's financial reporting process.

The management is also responsible for ensuring adherence to the Appropriation Act, 2022 (Act 2 of 2022); Appropriation Amendment Act, 2022 (Act 7 of 2022), State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Public Procurement Amendment Act, 2022 (Act 3 of 2022); Treasury Instructions and Public Procurement Regulations and to ensure that effective and efficient internal controls are implemented to enable compliance to the law that governs the performance information.

#### **5. AUDITOR'S RESPONSIBILITY FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the International Standards for Supreme Audit Institutions (ISSAIs), will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

My powers and duties towards auditing and reporting on the financial statements and compliance to the subject matter are outlined under Section 25 (1) (c), Section 26 (1) and Section 27 (3) of the State Finance Act, 1991 (Act 31 of 1991).

As part of an audit in accordance with the International Standards for Supreme Audit Institutions, I exercise professional skepticism throughout the audit, I also;

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.
- Obtain an understanding of internal control relevant to the audit 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.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.
- I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.
- From the matters communicated with those charged with governance, I determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. I describe these matters in my report unless law or regulation precludes public disclosure about the matter or, when, in extremely rare circumstances, I determine that a matter should not be communicated in my report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.
- It is also my responsibility to express an opinion on whether the financial performance and the use of appropriated funds is, in all material respect is in compliance with the Appropriation Act, 2022 (Act 2 of 2022); Appropriation Amendment Act, 2022 (Act 7 of 2022), State Finance Act, 1991 (Act 31 of 1991), Public Procurement Act, 2015 (Act 15 of 2015); Public Procurement Amendment Act, 2022 (Act 3 of 2022); Treasury Instructions and Public Procurement Regulations. I have conducted the audit in accordance with International Standards for Supreme Audit Institutions (ISSAIs). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the audited entity is in compliance with the authorities that govern the audited entity in the execution of its roles and responsibilities.

## **6. GENERAL INFORMATION**

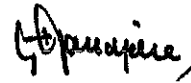
The financial statements, notes to the financial statements and general information provided by the Accounting officer are attached as Annexure A.

The accounts were submitted timeously by the Accounting officer to the Auditor-General on 25 August 2023 in terms of Section 13 of the State Finance Act, 1991.

## 7. ACKNOWLEDGEMENT

The co-operation and assistance by the management and staff of the Electoral Commission of Namibia during the audit is appreciated.

WINDHOEK, MARCH 2024



**JUNIAS ETUNA KANDJEKE**  
**AUDITOR-GENERAL**

## 1. AUDITED FINANCIAL STATEMENTS

## 1.1 Appropriation account

Service	2022/2023					2021/2022
	Authorized expenditure	Actual expenditure	Variations		Actual expenditure	
			Under- expenditure/ (Excess)	Percentage		
N\$	N\$	N\$	N\$	%	N\$	
<b>01. Administration:</b>						
Original budget	32 469 000					
Additional budget	7 803 080					
Less: Virement	(1 644 572)	38 627 508	38 161 478.02	466 029.98	1.21	40 224 345.37
<b>02. Planning, Registration and Voting:</b>						
Original budget	31 637 000					
Additional budget	2 695 920					
Plus: Virement	1 317 672	35 650 592	35 473 347.64	177 244.36	0.50	11 755 070.60
<b>03. Voter Education:</b>						
Original budget	21 243 000					
Additional budget	1 284 000					
Plus: Virement	326 900	22 853 900	22 578 331.78	275 568.22	1.21	16 931 647.24
<b>Total</b>		<b>97 132 000</b>	<b>96 213 157.44</b>	<b>918 842.56</b>	<b>(0.95)</b>	<b>68 911 063.21</b>

## ANNEXURE A (continued)

## 1.2 Standard subdivisions

Subdivision	2022/2023			2021/2022
	Authorized expenditure	Actual expenditure	Under-expenditure/ (Excess)	Actual expenditure
	N\$	N\$	N\$	N\$
<b>Operational:</b>				
<b>Current expenditure: Personnel</b>				
001. Remuneration	38 248 396	37 775 962.69	472 433.31	36 144 992.32
002. Employer's contribution to the G.I.P.F.	3 756 804	3 739 370.60	17 433.40	1 805 878.79
003. Other conditions of service	2 476 400	2 469 655.77	6 744.23	2 801 557.33
005. Employers contribution to the Social Security	169 000	157 163.43	11 836.57	159 245.80
<b>Total</b>	<b>44 650 600</b>	<b>44 142 152.49</b>	<b>508 447.51</b>	<b>40 911 674.24</b>
<b>Current expenditure: Goods and other services</b>				
021. Travel and subsistence allowance	2 940 144	2 726 480.04	213 663.96	2 253 542.06
022. Material and supplies	1 516 078	1 505 968.94	10 109.06	1 253 035.52
023. Transport	173 938	173 533.60	404.40	1 116 513.49
024. Utilities	6 261 740	6 244 225.70	17 514.30	7 101 817.69
025. Maintenance expenses	516 947	509 598.69	7 348.31	542 974.31
026. Property rental and related charges	3 254 139	3 209 364.46	44 774.54	3 614 926.04
027. Other services and expenses	14 888 556	14 797 283.10	91 272.90	11 655 118.38
<b>Total</b>	<b>29 551 542</b>	<b>29 166 454.53</b>	<b>385 087.47</b>	<b>27 537 927.49</b>
<b>Subsidies and current transfers</b>				
041. Membership fees and subscriptions: International	434 700	434 624.59	75.41	404 450.03
<b>Total</b>	<b>434 700</b>	<b>434 624.59</b>	<b>75.41</b>	<b>404 450.03</b>
<b>Total : Current expenditure</b>	<b>74 636 842</b>	<b>73 743 231.61</b>	<b>893 610.39</b>	<b>68 854 051.76</b>
<b>Operational Capital expenditure: Acquisition of capital assets</b>				
101. Furniture and office equipment	680 000	678 269.95	1 730.05	57 011.45
103. Operational equipment, machinery and plant	21 815 158	21 791 655.88	23 502.12	-
<b>Total: Operational capital expenditure</b>	<b>22 495 158</b>	<b>22 469 925.83</b>	<b>25 232.17</b>	<b>57 011.45</b>
<b>Grand Total</b>	<b>97 132 000</b>	<b>96 213 157.44</b>	<b>918 842.56</b>	<b>68 911 063.21</b>

**ANNEXURE A (continued)****1.3 Departmental revenue**

The Accounting Officer reported the following relating to departmental revenue for the 2022/2023 financial year:

<b>Revenue head</b>	<b>Estimate 2022/2023</b>	<b>Actual revenue 2022/2023</b>	<b>More/(Less) than estimated</b>	<b>Actual revenue 2021/2022</b>
	N\$	N\$	N\$	N\$
Unclaimed cheques	-	-	-	50 058.46
Deposits made by political parties	52 500	72 500	20 000	410 500.00
Miscellaneous	2 000	-	(2 000)	106 843.77
<b>Total</b>	<b>54 500</b>	<b>72 500</b>	<b>18 000</b>	<b>567 402.23</b>

**2. GENERAL INFORMATION****2.1 Ministerial Committee of Inquiry**

The Accounting Officer reported ministerial committee of inquiry amounting to N\$ 1 328 286.54 for the financial year under review.

**2.2 Outstanding commitments**

The Accounting Officer reported outstanding commitments amounting to N\$ 6 846.33 for the financial year under review.

**2.3 Outstanding subsistence advances**

The Accounting Officer reported outstanding subsistence advances amounting to N\$ 15 489.46 for the financial year under review.

**2.4 Bursaries and study assistance**

The Accounting Officer reported an amount of N\$ 57 322.00 paid in respect of study assistance for eight (8) staff members for the financial year under review.

**2.5 Debt to Government**

The Accounting Officer reported debt to Government amounting to N\$ 9 572.98 for the financial year under review.

**2.6 Points keeping stock and annual stocktaking**

The Accounting Officer reported stock on hand valued at approximately N\$ 37 680 631.00, and damaged items valued at N\$ 2 032 720.00, for the financial year under review.

**2.7 Stores and depots**

The Accounting Officer reported stock on hand valued at N\$ 60 610 659.56 at its stores and depots as at 31 March 2023.

**2.8 Internal inspections**

The Accounting Officer reported the following internal inspections for the year under review:

Category of inspection	Number of inspection points	Number of points inspected
Financial	-	-
Stock and equipment	2	2
<b>Total</b>	<b>2</b>	<b>2</b>

**2.9 Vehicles on hand (Own Fleet)**

The Accounting Officer reported a total number of one hundred and eighteen (118) vehicles on hand as at 31 March 2023 with a total value of N\$ 5 568 117.00.

**2.10 Accidents - Cost of damages**

The Accounting Officer reported three (3) vehicle accidents and two (2) vehicle repairs for the financial year ended 31 March 2023. The repairs amounted to N\$ 28 021.13.

**2.11 Losses through irregularities - Persons employed by Government**

The Accounting Officer reported losses and damages through persons employed by Government to the value of N\$ 1 017 000.00, for the financial year under review.

**2.12 Wellness**

The Accounting Officer reported expenditure amounting to N\$ 136 853.70, in respect of wellness activities for the financial year under review.

**2.13 Immovable assets**

The Accounting Officer reported twelve (12) immovable assets to the value of N\$ 2 667 139.33, for the financial year under review.

**2.14 Suspense accounts**

The final ledger of the Commission shows three (3) suspense account balances of which one (1) had a credit balance and two (2) had debit balances as at 31 March 2023 as follows:

Description	Balance as at 31 March 2023 Debit/(Credit)
	N\$
S&T advance suspense account	(65 489.31)
Rejection account	1 444.21
Bills payable	5 325 728.30

WINDHOEK, 2023-08-09

**PETRUS SHAAMA**  
**ACCOUNTING OFFICER**

