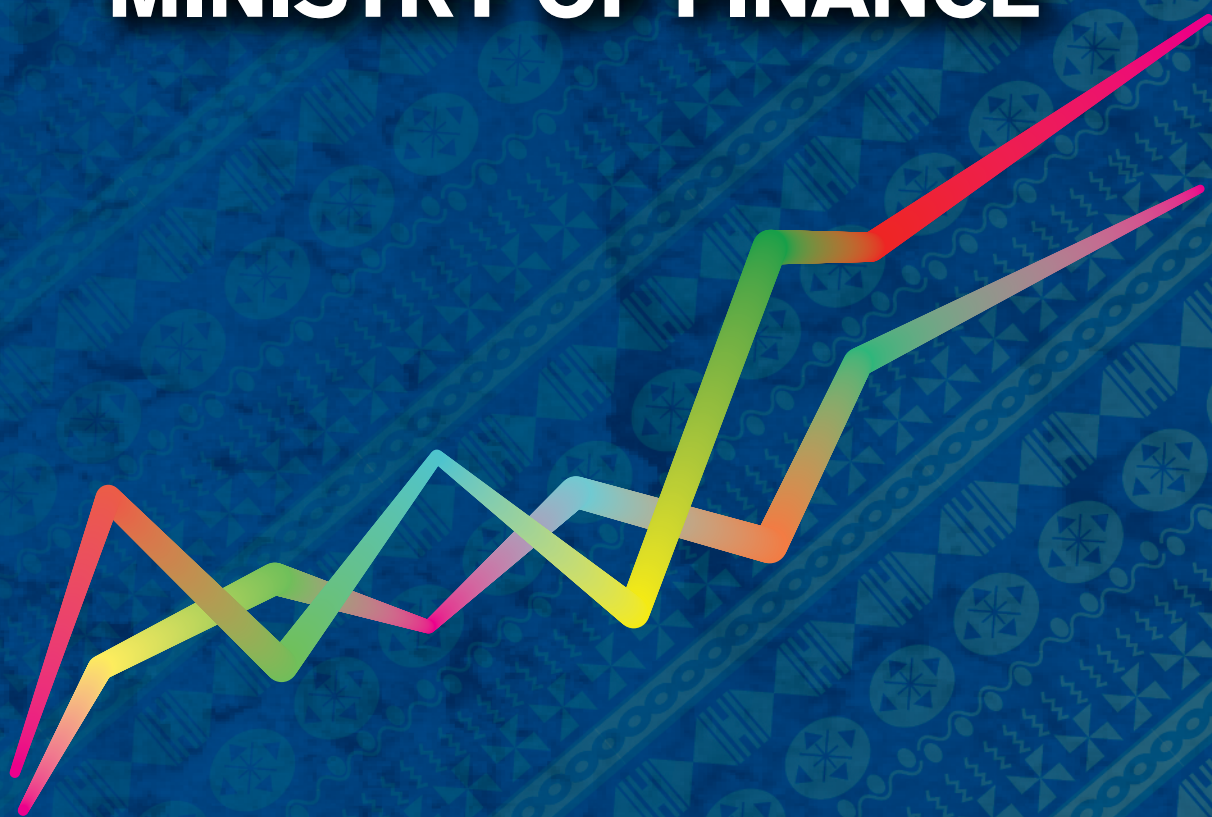




MINISTRY OF FINANCE



ANNUAL REPORT

2013



Ministry of Finance

Ministry of Finance
Annual Report
2013

Compiled by
Corporate Services Department
August, 2014
Suva, Fiji



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Minister's Foreword



In line with outcomes under the Roadmap for Democracy and Sustainable Socio – Economic Development (RDSEED) as well as the Ministry's two year strategic plan, the Ministry of Finance has achieved milestones in 2013.

With a budget strategy that has increased capital expenditure, the economy has seen vast improvements in capital infrastructure from roads and bridges to new essential facilities. The Economy continues its growth with consistent revenue and debt management policies. The sinking fund aimed at repaying the global bond in 2016 reached \$140m.

There is a marked improvement in the uptake of Viti Bonds recorded in 2013 which stood at \$6.82 million compared to \$2.8m in 2012. In addition, the Ministry continues

with its initiative of EFT payments with 60% EFT payments facilitated in 2013 which is a vast improvement from last year.

The Ministry of Finance has assisted a few agencies with registering their Fixed Assets in order to consolidate a National Fixed Register for whole of Government. This will assist account for fixed assets as the Ministry works towards transition from cash based accounting to accrual accounting in financial reporting for whole of Government. Furthermore, the Ministry has continuously facilitated procurement for whole of Government with some funds recovered through auction of unserviceable items. The Ministry has implemented initiatives with the aim of maintaining its progress towards financial management reform,

better financial services and macro – economic performance.

As such, I thank the Permanent Secretary and staff of the Ministry of Finance for achieving their targets for the 2013 financial year and for providing timely advice whilst assisting the Fijian Government achieve its goals for a better Fiji for all.

In the above regard, it is my pleasure to present the Ministry of Finance 2013 Annual Report.

Josaia Voreqe Bainimarama
Prime Minister and Minister of Finance

Permanent Secretary's Statement



The 2013 Annual report provides a summary of the Ministry of Finance's undertakings for the last financial year. As Permanent Secretary for Finance, it is imperative that such a report is viewed and analyzed for transparency and accountability purposes. The report also highlights major achievements of 2013 with a snapshot of areas to improve for 2014.

2013 was a challenging year for the Ministry and as usual strategies and policies were implemented to ensure economic and financial management reforms were on track. With the responsibility of improving Fiji's fiscal performance, the Ministry of Finance has diligently progressed with its deliverables for the achievement of macro-economic outputs in line with the strategic objectives of the Roadmap for Democracy and Sustainable Socio – Economic Development. The Budget Announcement for 2014 emanated from a far sighted

strategy produced through thorough consultation and research. In addition, the Ministry in 2013 has ensured that Debt to GDP percentage is aligned to medium term target of less than 50% and in consultation with the Reserve Bank has revised the debt servicing process which is now less time consuming.

The FMIS unit continued to monitor the daily processes by Ministries and Departments to ensure the FMIS was updated accurately and in a timely fashion. There was also maintenance done to the FMIS server to reduce downtime and increase accessibility for users across Government.

The monitoring of State Owned Enterprises is one of the core responsibilities of the Asset Management Unit which applied a proactive approach by following up with the entities on their reporting requirements under the relevant acts.

Furthermore the Financial Policy Assurance Unit was able to formulate and implement very important policy documents and continued with timely financial policy advice within the Ministry as well as to other stakeholders.

The Ministry has continued with its mandatory roles and responsibilities and will ensure that Government finances are well managed with financial interests of Government well protected.

I thank the Prime Minister and Minister for Finance for his support and the staff of the Ministry for their hard work which has resulted in the achieving of 2013 outputs.

Filimone Waqabaca
Permanent Secretary for Finance



OUR VISION

Prudent Stewardship of
Government Finances

OUR MISSION

Sound management of
Government resources in order
to facilitate economic growth,
achieve financial stability and
build a better Fiji for all

OUR VALUES

Integrity, Professionalism, Qual-
ity, Accountability,
Efficiency, Excellence,
Teamwork

OUR ROLES AND RESPONSIBILITIES

The Ministry of Finance is accountable to the Government for the promotion of sound resource management practice among the various Government agencies, with particular emphasis on finances. It is also responsible for promoting sound economic management of the national economy, consistent with macroeconomic targets that put the economy on a path to sustainable (and stable), long term development.

The primary role of the Ministry of Finance is to support the Government in the efficient and effective management of the national economy consistent with the sustainable achievement of Government's vision for the nation. To achieve this, the Ministry ensured that prudent fiscal policies and practices were in place in order to strengthen financial and macro-economic stability.



The Ministry continued in its efforts to spearhead the financial management reform that helped Government improve the delivery of public goods and services, thereby contributing to economic growth and improving the living standards of the people of Fiji. In fulfilling its role, the Ministry had assumed responsibility for providing Government with:

- Sound economic and financial forecasting, advisory and analytical services;
- Budget management services;
- Accounting services;
- Oversight of the tax collection function exercised by the Fiji Revenue and Customs Authority (FRCA);
- Financial asset and liability management services;
- Oversight of, and key responsibility for the implementation of, government-wide financial management reform;
- Facilitating the maintenance and upgrading of road works for Government and municipal councils; and
- Facilitation of procurement process for whole of Government.

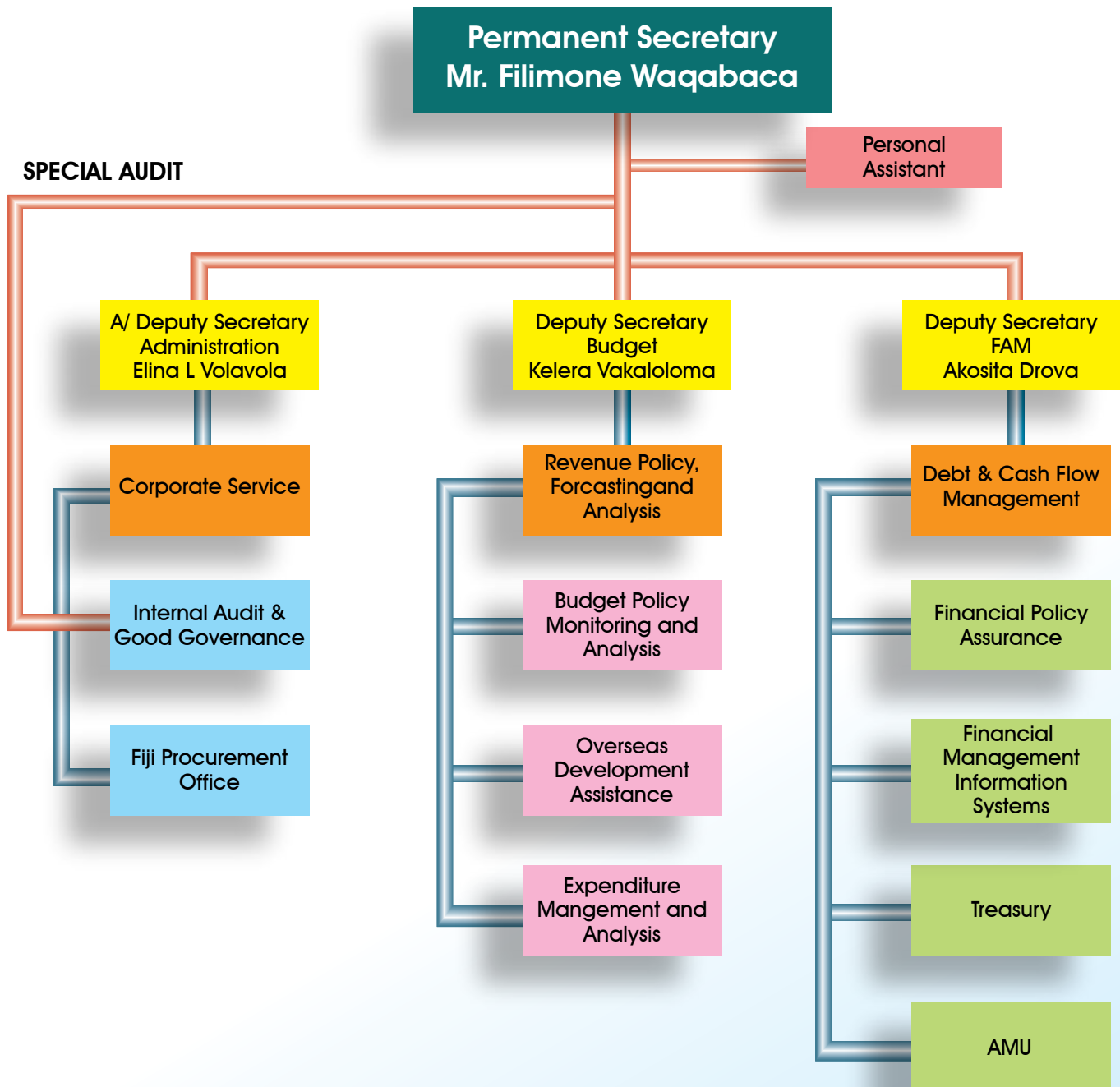
In fulfilling these responsibilities, the Ministry of Finance activities are undertaken by the following departments and divisions:

Administration Division, Finance and Asset Management Division, and Budget Division. Under these three main divisions there are 11 sections namely: Corporate Services Department, Internal Audit and Good Governance, Fiji Procurement Office, Treasury Department, Financial Policy Assurance Unit, Financial Management Information System, Debt and Cash Flow Management Unit, Revenue Policy, Forecasting Analysis, Budget Policy Monitoring and Analysis, Overseas Development Assistance, Expenditure Management and Analysis.

In addition, one of the Ministry's key outputs is performed by FRCA in terms of tax collection subject to a performance agreement.



OUR ORGANIZATION CHART



OUR PERFORMANCE

1.0 FINANCIAL ASSET MANAGEMENT (FAM) DIVISION

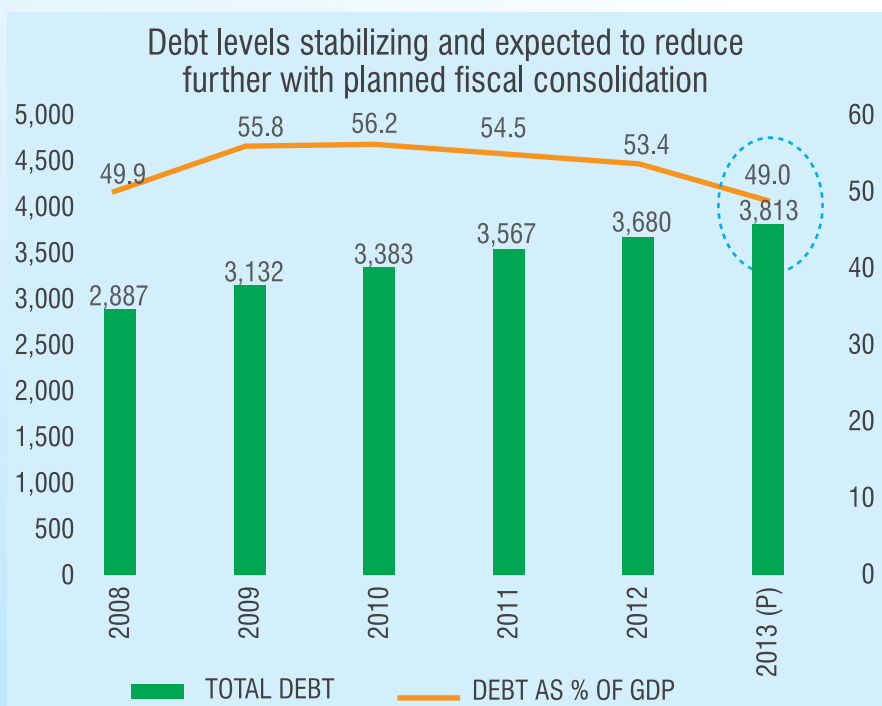


The FAM Division monitors the finances and assets of Government under the Ministry of Finance.

This includes Debt and Cash flow Management, Asset Management, Financial Policy and Assurance,

Internal Audit and Financial Management Information System (FMIS).

1.1 DEBT & CASH FLOW MANAGEMENT UNIT (DCFMU)



The Unit continued to manage Government's cash flow, debt, guarantees and borrowing through the money markets.

1. Ensuring that the Debt to GDP percentage is aligned to medium term target of less than 50%.
2. Building up of offshore account to US\$140 million, intended for the Global Bond repayment due in 2016. Technically, the balance would have reached \$150 million if the Government would not have cancelled the EXIM Bank of Malaysia Loan. Given it was cost effective for Government to cancel the Malaysian Loan and utilize \$15m from the Sinking fund, a domestic borrowing of \$30m intended to be transferred to the Sinking fund was diverted for the Malaysian Loan project.
3. A marked improvement in the uptake of Viti Bonds was recorded in 2013 which stood at \$6.82 million compared to \$2.8m in 2012. The advent of Viti bond is intended to build the retail domestic securities market

and provide pensioners a competitive investment platform.

4. Inauguration of the Revenue Arrears Taskforce Committee- Given the plethora of issues pertaining to data validation, audit anomalies, internal control gaps, accountability flaws, a Revenue Arrears Taskforce Committee was established which comprises of Government Ministries/ agencies which has a revenue arm.
5. In line with International Government Debt operations practices, a specific Back Office functional Team was established. It will be headed by a Principal Accounts Officer with three support staff.
6. Cancellation of the Malaysian Loan - In May 2013, the Government cancelled the remaining un-disbursed loan balance of the Malaysian Loan amounting to US\$19.75 million which was contracted in 2010 to finance the upgrade of the stretch roads along the Queens Highway. The decision to cancel

was primarily based on the additional condition laid by the EXIM Bank of Malaysia on Government's request to extend the availability period of the loan to July, 2014 which lapsed on 28 February, 2013. A cost effective option taken by the Government was to cancel the Malaysian Loan and utilize US\$15 million from the Liquidity fund account kept at JP Morgan Asset management Bank and borrow \$4.75 million domestically. It should be noted that the US\$15 million would be replenished once the collateral is released in February, 2016 and would be available for Global Bond repayment in March, 2016.

7. Streamlined Debt Servicing Process – In consultation with the Reserve Bank of Fiji (RBF), the DCFMU has revised the debt servicing process. The former practice of submitting daily debt service instruction has been replaced with a monthly instruction which is efficient, paperless and less time consuming.

1.2 FINANCIAL MANAGEMENT INFORMATION SYSTEM (FMIS)

The FMIS Unit focused for 2013 is on achieving the target milestones for the year. The Unit was responsible for the provision of administrative and technical support for Whole of Government (WoG) FMIS, the provision of functional support for all FMIS users, capacity building on FMIS across Government, monitoring and analysis of all reconciliations and the consolidation of the monthly State of Nation and Annual Whole of Government (WoG) Financial Statements and Annual Report. In 2013, FMIS achieved the following:

- Consolidated the 2012 WoG Annual Report and Financial Statement for submission to the Office of the Auditor General.
- Rectified all roll up structure issues from Ministries and Departments.
- Monitored the daily processes by Ministries and Departments to ensure the FMIS was updated accurately and in a timely fashion.
- Maintenance of FMIS server to reduce less downtime and increase accessibility for users across Government.
- Uploading of the Wage Earner pay from Payroll to Accounts payable weekly.
- Uploading of the 2014 Budget by 31st December 2013.
- Effectively conducted relevant training on FMIS in accordance to the Ministry of Finance Training Handbook and to other stakeholders.
- Conducted 6 User Group meetings to discuss issues and problems identified by FMIS users.

- Designed a new Reconciliation mechanism that has eliminated the manual matching.
- Increase the Reconciliation net from 306 Balance Sheet item to 517 i.e. a 70% increase.
- Facilitated the approval to write off \$262.6m worth of Balance Sheet item that has not withstood the test of Verifiability over a number of years and have caused repeated Audit Queries.
- Facilitated the design of 3 Financial Circulars 02/2013, 21/2013, 02/2014
- Effectively monitored and analyzed reconciliation carried out by Ministries and Departments.
- Timely production of the monthly State of Nation.
- Policy advice/briefs provided to Management, FMR Steering Committee and other stakeholders on matters pertaining to FMIS and its progress.
- Successfully implement Electronic Fund Transfer (EFT) to 20 Ministries and Department by November 2013.
- Successfully closed of the 2013 books for the first time in one month i.e. 31st January 2014

1.3 ASSET MANAGEMENT UNIT (AMU)

The Asset Management Unit (AMU) operates within the ambit of the Financial Asset Management Division of the Ministry of Finance. The achievements are benchmarked to the SFFCO output together with the AMU 2013 Business Plan. The achievements are in line with Pillar 5 of the People's Charter to "Achieve Higher Economic Growth while ensuring Sustainability". AMU is responsible for achieving Output 5 "Financial Asset and Liability Management – Market Operations and Portfolio Management of the Macro-Economic Performance outcome target which is to maintain macro-economic stability to facilitate social and economic development.

AMU's major achievements for 2013 are listed below, illustrating AMU performance for the year ending 31st December 2013.

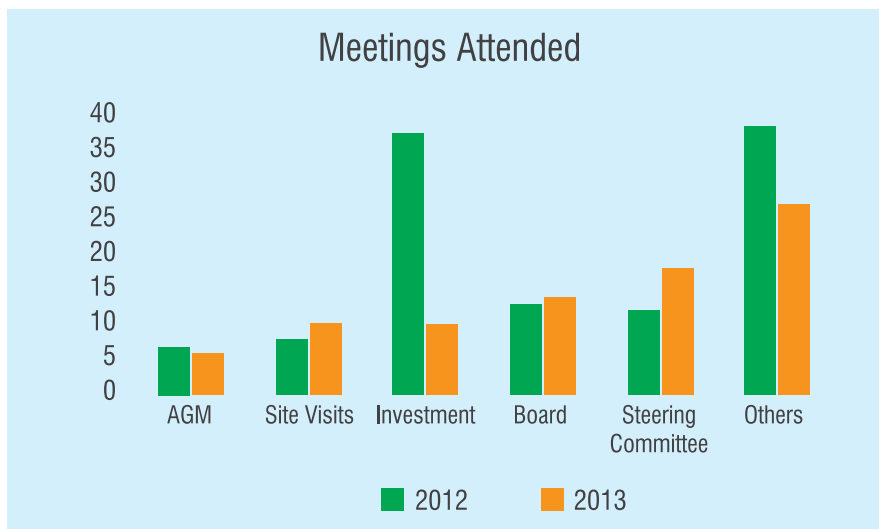
1. *Corporate Plan and Audited Annual Reports received and analyzed for State Owned Entities.*

The monitoring of SOEs is one of the core responsibilities of the unit; this involves the assessing of SOEs annual corporate plans and annual reports. In 2013, the number of analysis achieved was 140% compared to its estimated target of 45. The significant improvement from 2012 is a direct correlation on the timely submission of annual reports and corporate plans from the SOEs. A proactive approach was taken by the unit in following

up with the entities on their reporting requirements under the Financial Management Act, Companies Act and Public Enterprises Act.

In line with monitoring of SOEs and enhancement performance, AMU continues to undertake site visits, attend relevant steering committee meetings, board meetings and annual general meetings with the purpose of addressing issues of concerns as a shareholder. The graph below indicates the number of meetings attended by AMU in 2013 compared against 2012.

Graph 1



Source: Ministry of Finance

2. Restructuring State Owned Entities

Copra Millers of Fiji Limited (CMFL) and the Government Printing and Stationery Department (GPSD) were earmarked for completion of restructure in 2013. With guidance from the consultants of the Asian Development Bank (ADB) the way forward for both CMFL and GPSD were identified. Cabinet approved for the divestment of CMFL in mid-year 2013, and GPSD has been earmarked for sale in 2014. The restructure of the two entities was completed in 2013. The sale of the entities will be undertaken by the Ministry of Public Enterprises and Tourism in 2014.

3. Monitoring of Trade & Manufacturing Account (TMA)

As part of AMU's core role the monitoring of 29 TMAs through assessing Annual Business Plans, Quarterly Reports and Monthly Bank Reconciliations was undertaken in 2013. The total remittances received in 2013 were \$2,941,994 against a budget of \$1.9m. The TMA reforms continue to

be undertaken with regards to improving operational, administrative and policy challenges to ensure the viability of the TMA's. In 2014, TMA's are earmarked for transition towards accrual accounting through the Government's Financial Management Information System (FMIS), to improve the reporting of the TMA's and also ensure that the financial reports comply with the International Public Sector Accounting Standards (IPSAS) come 2015.

4. Divestment of State Owned Entities

Further to the 2013 budget announcement by the Honorable Prime Minister and Minister for Finance, AMU engaged discussions with Amalgamated Telecom Holdings (ATH) for the sale of Government's 51% shareholding interest in Fiji International Telecommunication Limited (FINTEL). The sale was successfully completed in August 2013 with Government realizing \$9m against a budgeted sales value of \$5m, the involvement of the relevant stakeholders namely Solicitor General's Office

and ADB the success of the sale was made possible.

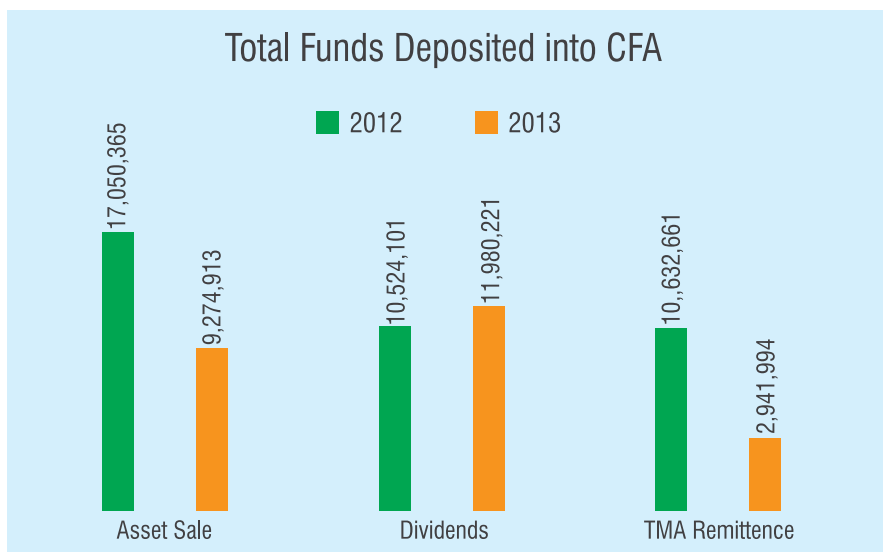
The sale of the Kalabu Tax Free Zone (KTFZ) was tasked to the AMU by cabinet in 2010. In 2013, a total of 7 factories and a shopping complex has been sold for around \$21m, proceeds from the sale of \$7.3m was used to pay off KTFZ loan and a remaining balance of \$13.7m currently in KTFZ accounts. In 2014, MPET have been tasked to complete the sale of KTFZ.

The disposal of Government's foreign missions in New Zealand, Australia and the United Kingdom was part of AMU's undertakings for 2013, which was approved by cabinet in 2010. A memorandum of understanding was signed with the prospective buyer, with valuations undertaken on the properties to be sold. The sale of foreign mission properties has also been transferred to the MPET for 2014.

In 2013, Government also realized the sale of the Pacific Forum Line shares for \$274,913.

5. Revenue from Sale of Assets, Dividends and TMA

Graph 2



Standards (IPSAS) come 2015.

Source: Ministry of Finance

In 2013, the Ministry of Finance recorded \$23.4million into the Consolidated Funds which was contributed by the dividends received from SOE's 51%, Sale of Assets 40% and TMA remittance 9%. The total amount derived from the asset sale is \$9,274,913. a total of \$11.9million recorded as dividend in 2013 which was 13.8% higher than \$10.6m (2012) with TMA remittance received of \$2.9m.

KTFZ proceeds of \$13.7m was not deposited into the Consolidated Fund Account (CFA) in 2013 as such is not recorded, which is now under the control of the MPET. The proceeds from the sale of shares in Ports Terminal Limited of \$9.9m is also not recorded as sale of asset for 2013.

6. National Fixed Asset Register

For 2013 the unit was heavily involved in the asset count and compilation of the Fixed Asset Register for the Ministry of Health and Fiji Police Force at all their respective stations throughout the country. Delays in commencement resulted in the project lapsing over three quarters for 2013.

The Office of the Auditor General, Justice Ministry and RFMF, were other agencies whom the unit assisted in compiling their asset registers. In late 2013, a team of consultants from the International Monetary Fund (IMF) advised the NFAR team to concentrate on counting and costing high value assets (e.g. Land & Buildings). This will be an area the NFAR team will be looking to work on for 2014, as well as a review of the NFAR policy.

1.4 FINANCIAL POLICY ASSURANCE UNIT (FPAU)

The Financial Policy Assurance Unit (FPAU) operates under the ambit of the Financial & Asset Management Division of the Ministry of Finance. The basic/core deliverables for FPAU are clearly outlined and documented in the 2013 Annual Corporate Plan of the Ministry particularly Output 6.1 which is the identification and Implementation of Reform Initiatives. The outputs are clearly linked to Outcome 21 of the RDSSED which is *"An Effective, competitive and stable financial system that will enhance economic growth and development"* and Pillar 5 of the PCCPP which is *"Achieving higher economic growth while ensuring sustainability"*. For the year 2013, FPAU continued to formulate and implement financial policies across whole of Government and as such these saw the formulation and implementation of the following policies / guides:

- i) Accountable Advance Policy;
- ii) Carry Over Policy (Amendments);
- iii) Gift Policy;
- iv) SLG84 Reporting Guide;
- v) Advance Payment Policy; and
- vi) Fixed Assets Policy.

The Unit continued to provide financial advice within as well as to other Ministries and Departments on issues in regards to Finance Instructions processes and procedures as well as clarification on issues detailed in the supplementary Policies being issued by the Ministry. Under the FMR initiatives, one of the components of the Reform is the legislation and as such queries/clarification by other Ministries and Departments in regards to legislation forms another major output of the Unit.

Furthermore, we facilitated the amendment to be made to Agency Finance Manuals of all Ministries and Departments by firming up a ProForma Finance Manual which was sent across all Heads of Accounts requesting them to facilitate the amendments to their respective Finance Manuals. The team was quite instrumental in providing the necessary assistance and support to Accounting Heads in order to submit their respective Finance Manuals on time.

This year, we also facilitated two (2) separate visits from the International Monetary Fund (IMF). The first was a visit by Mr. Frans Van Sheik which was facilitated

by the Pacific Financial Technical Assistance Centre (PFTAC) and the second was by the IMF Mission in Washington lead by Ms. Chita Marzan. The main purpose of the visits were to take stock of Government's intention to move towards adopting Accrual Accounting for Whole of Government. Moving forward and in adopting some of the recommendations put forward, the Policy Unit will be one of the core units in driving the project in terms of legislative review, policy formulation and facilitating change management across Whole of Government.

In terms of FMR Scholarship, we facilitated a total number of 26 officers from Accounts Sections of various Ministries and Departments to undertake a first degree in Accounting in either USP and/or FNU. During the year, we terminated five (5) officers' scholarships due to unsatisfactory performance. These officers are currently under bond conditions and will be required to fulfill these, otherwise they face surcharge penalties. As at year end, a total number of nine (9) officers completed their Degree programs. These officers have graduated and have reported back to work following completion of their studies.



*Some of the officers that completed their degree programme in 2013
Taken at the FNU Graduation
December 2013*

*From left;
Ms Makita Tagicakibau (Finance),
Mrs Teresa Ciconiceva
(Fisheries & Forests),
Mrs Emele Daunivavana
(Education)
and
Ms Seruwaia Adivotua (Finance)*

1.5 TREASURY UNIT

The Treasury Division is responsible for the provision of comprehensive accounting and financial advisory services to Government entities. It continues to regulate Government cash balances held in the Consolidated Fund accounts in various banks and control accounts held at Reserve Bank; operates the drawings account; controls Government accounts, and processes pensions.

It is also responsible for the control and maintenance of the Government's payroll system and also the payments of contract, gratuity, administration of leave and passage regulations and the payment of goods and services.

In 2013, the Division achieved the following:

- Approximately, 60% of the payments were facilitated through Electronic Fund Transfer. This is a gradual increase from 2012
- Initiated discussions with ANZ on internet banking with the aim of going live in 2014.
- Consolidated the Ministry's annual budget. Completed all the purchasing and payments for the Ministry ensuring that there was no over-expenditure of the provisions and that the purchases and payments were properly authorized and in accordance with the current rules and regulation.
- Ensured there is sufficient supply of Cheque books/leafs and other revenue earning receipt books for all Government Departments and Ministries. While the long

term vision is to go electronic, we still maintain a moderate number of cheques to ensure that the payment cycle is not broken in the event there is some technical setback.

- All payments of loans, principal interest were issued as monthly schedules to the Reserve Bank of Fiji authorizing the bank to debit our Central Government Account as and when due. This has reduced the printing of cheques.
- Local Pensions were paid according to the 2013 Pension Pay Calendar, from Pay 1 to 26/2013. As of the last pay in 2013, 2,273 local pensioners were paid.
- Overseas pensioners totaling 495 were paid monthly
- Life Certificates issued in June 2013 now required the pensioners to include "next of kin". Also they were requested to attach a copy of their birth certificate and photo. This is in line with audit recommendations.
- The local payroll database has been completed
- Where previously all Life Certificates were stored in one storage area, this has now changed in that the individual forms have been filed in each respective pensioners file.
- Effectively processed Government Established, Un-established, Republic of Fiji Military Forces, Special Constables and Early Childhood Education payrolls in accordance with the 2013 pay calendars.

- Lodged all Salaries and Wages on time in accordance with Bank deadlines resulting in timely payments of Salaries and Wages to all Government employees.
- Effectively processed payment of gratuities for expatriate officers for the Whole of Government including the issuing of passage and baggage orders in accordance with their contracts of service.
- Payment of Leave Allowances and Long Service Leave Allowances were done in a timely manner through the payroll system
- Early Childhood Education monthly payroll go-live achieved in October, 2013 with the first pay date on 18/10/2013.
- All company and maintenance payments remitted on due dates.
- System enhancements made on all payrolls to improve security and access levels.

2.0 BUDGET MANAGEMENT DIVISION



In 2013, the Budget Division continued with its role of providing economic and fiscal policy advice; the formulation, management and monitoring of the annual budget; and the coordinating and managing of overseas development assistance.

As part of the Financial Management Reform Program, the Division also continued with the gradual implementation of Performance Budgeting across Government.



Discussion Forum during the November 2014 Budget Announcement

The major achievements in 2013 for the Budget Division are discussed under the various units below:

2.1 ECONOMIC RESEARCH AND POLICY UNIT

2013 Policy Papers/Proposals	2014 Budget Policy Impact
Tobacco Taxes in Fiji	<ol style="list-style-type: none"> 1. Increased excise duty on alcohol and tobacco by 10%. 2. Allowable quantity of cigarettes that could be purchased at duty free shop was reduced from 250 grams to 200 grams. 3. The minimum age for persons eligible to purchase cigarettes from duty free shops has been increased from 17 years to 18 years.
Maritime Shipping Industry	<ol style="list-style-type: none"> 1. Introduction of a 7 year tax holiday for shipping companies servicing uneconomical routes. 2. Uneconomical routes were ring-fenced to include Lau group and Rotuma. 3. Reduction of fiscal duty to 0% on importation of spare parts for maritime vessels.
Agriculture Incentives	<ol style="list-style-type: none"> 1. Reduced fiscal duty to 0% on importation of all agricultural items. 2. Exemption of Bunker fee of 2 cents/litre for local fishing vessels; and 3. Allowed duty concession on specialized fishing item/equipment which was not covered under the previous concession for the fishing industry.
Development of Fiji's Capital Markets	<ol style="list-style-type: none"> 1. Reduced corporate tax rate from 18.5% to 10% for those companies listed in SPSE. 2. Exempted income tax and capital gains tax from trading of shares in SPSE. 3. Allowing waiver of withholding and capital gains taxes on interest income to investors of Unit Trusts.
Small and Medium Enterprise (SME) Development	Increased SME tax exemption threshold from \$300,000 to \$500,000
Backpacker Incentives	Allowed income tax exemptions for backpacker operators with annual sales turnover of less than \$1.0 million.
Economic Partnership Agreement- Pacific Island Countries & the European Union	Information paper
Sugar Industry Challenges	Budgetary expenditure support
Other papers/proposals presented during RTC & RPC:	TFR Incentives:
TFR Incentives	<ol style="list-style-type: none"> 1. Investment threshold for Tavua to Korovou TFR was aligned to the tiered investment threshold structure of the maritime TFR incentive: 2. Expanded scope of the Tavua to Korovou TFR to include other commercial activities along with dairy and agriculture; and 3. Sunset clause for TFR has been extended from 2014 to 2018
Duty on CD's & DVD's)	CD's & DVD's:
Departure Tax	<ol style="list-style-type: none"> 1. Increased fiscal duty on imported CD from \$1/CD to \$2/CD 2. Introduced new excise duty of \$1.00 for locally produced CDs.
Third Party Levy	Departure Tax:
Water Resource Tax	<p>ADT increased from \$150 to \$200. Distribution:-</p> <ul style="list-style-type: none"> - \$185 Government; - \$5 CAAFI; and - \$10 AFL. <p>Information paper, will be re-looked in subsequent budgets.</p> <p>Information paper, will be re-looked in subsequent budgets.</p>

2013 Hotel/ Tax and TFR

Target for Hotel Incentives/TFR	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Applications Processed
10	11 6 (Hotel Incentives) 5 (TFR Applications)	9 6 (Hotel Incentives) 3 (TFR Applications)	10 9 (Hotel Incentives) 1 (TFR Application)	11 8 (Hotel Incentives) 3 (TFR Applications)	41

For 2013, a total of 41 applications were processed, of which 29 were for hotel incentives, while 12 were for the TFR incentive. Compared to 2012, this was an increase of 6 for hotel related applications and 6 for TFR license submissions.

For the hotel incentives, applications were mainly for the Standard Allowance Incentive and SLIP Investment package.

For the TFR applications, these were largely concentrated on the Logging, Shipping, Tourism, Manufacturing and Agriculture sectors.

2.2 REVENUE POLICY, FORECASTING AND ANALYSIS UNIT

2013 Major Achievements for Revenue Policy, Forecasting and Analysis Unit (RPFA)

- Cabinet Endorsement of the 2014 Budget Strategy that provided the broad guidelines for the formulation of the 2014 Budget
- Preparation of the 2014 Budget Supplement and contribution to the 2014 Budget Address
- Formulation of revenue policies and revenue forecast for the 2014 Budget
- Quarterly reporting of whole of Government fiscal performance to cabinet and monthly fiscal reporting to PSF
- Contribution and participation in Macro technical committee (MTC) meetings to produce the macroeconomic (GDP, Trade, BoP) forecasts
- Various briefs and papers to advise Government on fiscal and macroeconomic policy issues

2.3 OVERSEAS DEVELOPMENT ASSISTANCE UNIT (ODA)

1. Donor Sectorial Meetings

There were four (4) donor meetings jointly organized by the ODA Unit and the line agencies for the Ministries of Health, Education, Local Government, Urban Development, Housing & Environment and Agriculture with relevant donor and development partners to strengthen partnership and aid coordination.

The donor sectorial meetings were very helpful to the recipient ministries as it promotes continuous dialogue between the development partners and the agencies including promoting ownership of projects.



Australian Aid's Health Sector Support Program's Dr. Rosa Banuve present their update at the Ministry of Health's Sectorial Meeting

2. Donor Bilateral Meetings

A total of nine (9) bilateral meetings were conducted with the Department of Foreign Affairs and Trade (Australian High Commission), NZAID, JICA, EU, UNDP, UNICEF, ILO, UNFPA and WHO. The objective of the

meeting was to discuss on the ODA processes and requirements, challenges and ways to address these challenges and the proposed Aid Coordination Framework for non-governmental organizations.



Minister for Education, Filipe Bole and Indian High Commissioner, Vinod Kumar at a bilateral meeting



*EU's Ambassador,
Andre Jacobs with
PS Sugar,
Manasa Vanigi
at the
EU Sugar Meeting
in Lautoka*

3. ADB Flood Grant Assistance

The Unit successfully facilitated the finalization of liquidation of the two (2) flood grants¹ assistance provided to Water Authority of Fiji (WAF) in 2012. An audit was conducted by the Office of the Auditor General upon ADB's request that resulted in the closure and acceptance of the final liquidation of

withdrawal applications for both grants. The grant of US \$2 million was targeted at rehabilitating and repairing damaged water and sewerage systems to enable citizens to continue having access to this basic need through quick facilitation by WAF.



*The heavy flooding
in the Western Division
damaged bridges.
Thus they were assisted by the
Asian Development Bank (ADB).*

4. ODA Monitoring

The ODA Team stepped up its monitoring of all development assistance through 6-monthly to BACC and Cabinet, joint site visits with donor partners and ensuring timely submission of

acquittals by the implementing agencies following any completion of project. This will ensure accountability and effective utilization of donor funds.



Site visit that was conducted in conjunction with the Ministry of Health and the Office of the Prime Minister for the new Navua Hospital

5. Annual Donor Forum

The ODA Unit organized the Annual Donor & Development Partners Forum at the Holiday Inn on Tuesday 27th August which had as its theme "Strengthening Partnership for Development Effectiveness". The meeting was attended by 49 participants from the multilateral and bilateral development partners, regional organizations, international financial institutions and government agencies. The forum was intended to inform our development partners of Government's work program for 2014. For the first time, presentations were delivered by the Reserve Bank of Fiji, Ministry of Strategic Planning and the Budget Division which primarily

updated our development partners with Fiji's development agenda.

The presentation from RBF focused on Fiji's major trading partners and proceeded to Fiji's economy with emphasis on the revised Gross Domestic Product (GDP), sectorial performances for the economy and emphasized on the consumption, investment and financial sector indicators for the economy as well as the challenges faced by the major industries in Fiji. The Ministry of Strategic Planning presented on Government's policies and priorities, framework for development cooperation and its linkage to the achievement

of the Millennium Development Goals (MDGs). The Ministry of Finance highlighted the 2013 Fiscal Performance and the 2014 Budget Strategy. It focused on the fiscal policy development for the past few years as well as the revenue targets and maintenance of the expenditure within the budget to ensure that the fiscal deficit is within the target of 2.8 percent of GDP.



Acting Deputy Secretary for Budget, Sinate Mualaulau presenting the 2014 Budget Strategy at the 2013 Donor Forum.

6. 11th EDF Program Meeting

In view of resuming bilateral cooperation between the European Union (EU) and Fiji under the 11th EDF programming for 2014-2020, a meeting was jointly organized by the ODA Unit and the Delegation of the EU whereby Mr. Marcus Cornaro, Deputy Director-General of Europe Aid briefed Government

representatives on the 11th EDF programming guidelines. During the meeting, the EU delegation was also updated with Government's economic and sectoral status including priority sectors that the 11th EDF program could provide assistance in 2014-2020.



EU's DDG, Marcus Cornaro had a special meeting with the Prime Minister/ Minister of Finance, Rear Admiral Voreqe Bainimarama at Naviti Resort to discuss Fiji's EDF 11 National Indicative Program.

3.0 ADMINISTRATION DIVISION



The Administration Division provides ministerial and executive support to the Minister and Permanent secretary and also provides administrative support to the core function of the Ministry to ensure the successful accomplishment of all the Ministry's programs and plans

in the line with the Ministry's corporate objectives. The Administration Division comprise of 4 departments, Corporate Services, Internal Audit and Good Governance, Government Printing and Fiji Procurement Office.

3.1 CORPORATE SERVICES DEPARTMENT

In 2013, the Corporate Services Department undertook the following major activities under its respective units:

3.1.1 Executive Support Group (ESG)

1. Launch of the MOF Logo, Official Uniform, Back- Up Resumption Site and Annual Corporate Plan

MOF launched its Official Logo, Uniform, BRS and ACP on the 27th of March, 2013 at the Holiday Inn, Suva. The ceremony was opened and launched by the Minister of Finance, Mr. Josaia Voreqe Bainimarama.

2. 2013 Service Excellence Award Achievement

MOF for the first time attained the "Prize Award" at the PSC

SEA Awards Night.

MOF was awarded "Commitment" in 2010 – 2011 and "Achievement" in 2012.

3. Duty Concession Application

In 2013, a total of 174 applications were accommodated under the

Section 10 Duty Concession provision by the Minister.

This includes 86 applications for Standing Section 10 approval approved by Minister at the Budget Announcement and 88 applications on Ad-Hoc basis. Relative to 2012, a rise by 30% was recorded for the duty

concession applications emanating from an increase by 79% from Standing and a decrease by 17% from Ad-Hoc approvals. This illustrates that there is an increase in the takers of Government policies introduced to priority sectors covered under the Standing Section 10 list. Majority of the approval was granted to the Agriculture, Fisheries and Forests sector. Most of the ad-hoc concession approval comprised of Government projects and donated items.

Section 10 Provision	2012	2013	2014 (Jan-Apr)	Average	12v13 (% Inc)
Standing	18	86	37	52	79%
Ad-Hoc	103	88	25	96	-17%
TOTAL	121	174	62		30%

The table on the left illustrates the number of Section 10 approvals given for 2012 and 2013.

Permanent Secretary with World Bank Executive Director on his visit to Fiji



4. *MOF Policy Committee*

In 2013, a total of 15 policy papers were presented to the Committee. This includes:

- Advance Payment Policy;
- ODA Policy Framework;
- Review of Government Guarantee Policy;
- SLG 84 Reporting Guideline;
- Transport Policy;
- Determination of Performance Bond Policy;
- Guide to Repairs & Maintenance of Govt. Quarters;
- Selection Criteria for Appointment or Promotion in MOF;
- Internship Policy;
- OHS Policy;
- MOF Vehicle Usage Policy;
- VAT on Aid-Funded Project Policy;
- Guide to Disposal of Government Plant. Equipment and Inventories;
- Privatization Policy;
- Splitting Contracts.

These policies have been endorsed and currently under review.

5. *World Bank Tour and Reports*

In 2013, the ESG facilitated the Executive Director, Mr. Sundaran Annamalai, Fiji visit from the 8th- 10th July, 2013.

Dr. Annamalai attended meetings with Reserve Bank of Fiji, Ministry of Finance, Fiji Electricity Authority, SFCCO,

NDMO, Dept. of Energy, and the Embassy of Malaysia. The logistical arrangement of the visit was facilitated by the ESG Team. Subsequently, a report on the *"Ease of Doing Business in Fiji"* by the World Bank was released for verification with relevant stakeholders spearheaded with the ESG Team. There was consultation done with relevant officials from FRCA, SCC, Dept. of Rural and Maritime Safety, Dept. of Justice, Immigration, Investment Fiji and Registrar of Companies, to study and comment on the process outlined in the report and amend it for any changes in the procedures.

6. *Government Road shows and Awareness Program*

In 2013, MOF engaged in a number of Road shows, Career Expo and Awareness Programs including:

- Keyasi Roadshow;
- Government Centre Display;
- Natewa Government Road Show; and
- USP Career Expo.

7. *ADB- Country Diagnostic Study*

A team of ADB official engaged with MOF, as representative of Government, on the 3 day workshop of the Fiji: Country Diagnostic Report at the University of the South Pacific from the 5th of March 2013. Participants from the following ministries and depts. were invited:

- Ministry of Strategic Planning, National Development & Statistics;
- Prime Minister's Office;
- Ministry of Industry & Trade;
- Department of Fisheries and Forests;
- Department of Agriculture;
- Ministry of Women & Social Welfare;
- Ministry for Works, Transport and Public Utilities;
- Office of the Auditor General;
- Ministry of Health;
- Ministry of Public Enterprise, Civil Aviation & Tourism;
- Fiji Bureau of Statistics;
- Fiji Revenue & Custom Authority;
- Ministry of Local Government, Urban Development, Housing & Environment;
- Ministry of Provincial Development and National Disaster Management.

8. *MOF Table 5 Taskforce*

The Committee first meeting was done in 2013 comprising of representative of officers from Corporate Services, Budget Division, FMIS, IAGG, Treasury, DCFMU and FPO. There was an TOR for the Committee in the monitoring and assessment of the Table 5 of the MOF Deliverables and Output. All Mins/Depts adopted the Table 5 in their ACP in which MOF is tasked to assess compliance monitoring.

3.1.2 Human Resource Unit

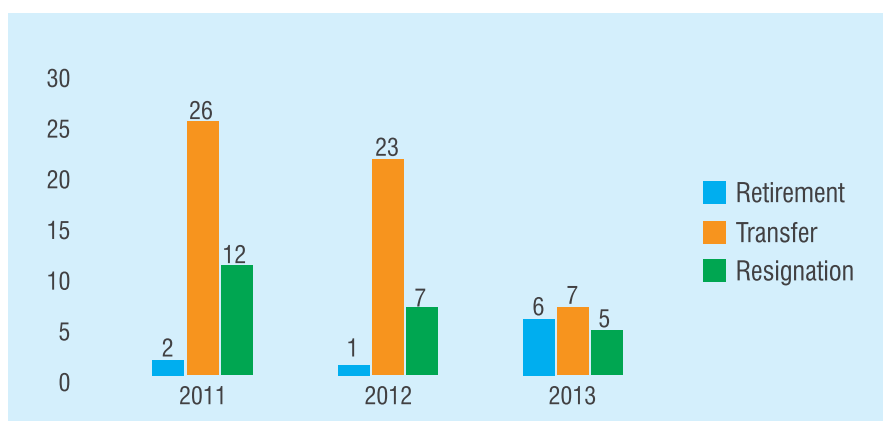
1. Summary

Summarized below are the total number of promotions, transfers, resignations, retirements, transfers, temporary appointments, and leave (including absence returns) processed in 2013.

Staff Matters	Total Processed
Flying Minutes	127
Resignation	5
Retirement	6
Transfer	7
Contract of Promotion	16
Contract of Service	20
Temporary Relieving Appointments	29
Attachments	22
Leave Without Pay	2
Leave Processed	3658
Late Arrival	553

2. Staff Turnover (2011-2013)

	2011	2012	2013
Retirement	2	1	6
Transfer	26	23	7
Resignation	12	7	5



Graphic Illustration of Table Above on staff turnover.



*Acting Deputy Secretary
Administration as MC for the 2014
Budget Address*

3. Leave Processed – 2013

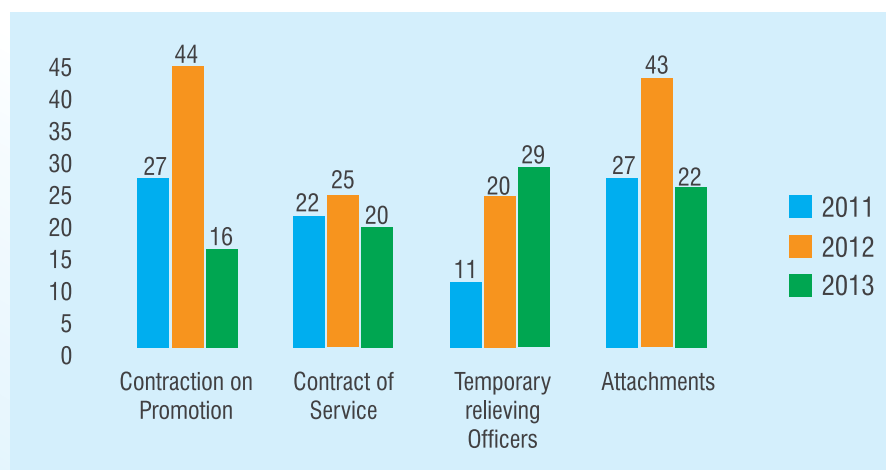
Annual Leave	1987
Sick Leave with Sick Sheet	584
Sick Leave without Sick Sheet	767
Bereavement Leave	320
Total	3658

Policy Output for 2013

- Internship Policy;
- Recruitment and Selection Policy; and
- Leave Policy.

4. Promotion & Appointments (2011-2013)

	2011	2012	2013
Contraction on Promotion	27	44	16
Contract of Service	22	25	20
Temporary Relieving Officers	11	20	29
Attachments	27	43	20
Total	87	132	87



*Graphic Illustration of
Table Above*

3.1.3 Vehicle Management Unit

In 2008, Cabinet approved the leasing of Government vehicles for a period of 4 years and a mileage of 150,000km.

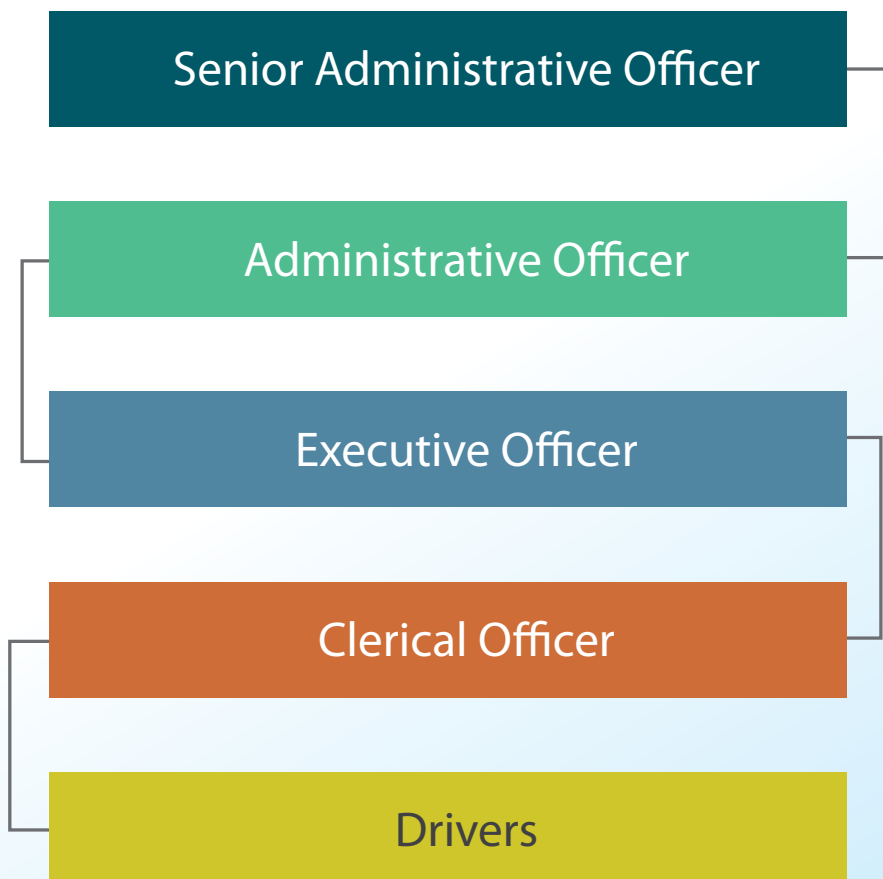
Following that in April 2009, Cabinet agreed to implement the fuelcard system across Government to strengthen the control mechanisms and reduce the costs involved in relation to the purchase of fuel and oil.

1. *Vehicle Control Unit*

Year 2013, has been another fruitful year for the Unit and this may not have been possible

without the contribution of the following staff of VCU. The table below shows the makeup of staff in the unit.

Post	No. of Post	Incumbent
Senior Administrative Officer	1	Seremaia Seru
Administrative Officer	1	Karen Talemaivavalagi (Acting)
Executive Officer	1	Emori Tokalau (Acting)
Clerical Officer	1	Fane Tulele (T/Relieving)
Driver for PS Finance	1	Semisi Vulivosa
Pool Drivers	4	Leone Salele
		Avinesh Prasad
		Jagdishwar Lal
		Josaia Nakete



2. *The Unit's organization chart as at 31/12/13 is as follows:*

3. Major Responsibilities of the Unit area:

- a) Provision of motor services support to all Divisions/Sections of the Ministry;
- b) Facilitating and monitoring the implementation of the Master Agreement/Contract on leasing of government vehicle.
- c) Monitoring the introduction of fuel cards for use in all government ministries and departments;
- d) Dealing with matters relating to compliance with vehicle policy and Transport Rules & Instructions;
- e) Facilitating requests to meet transport needs of VIP's and national events;
- f) Implementing decisions arising from Vehicle Accident Reports;
- g) Maintain data base for government vehicles; and
- h) Contributing to formulation and revision of vehicle policy.

4. Vehicle Policy

The Ministry of Finance is guided by the recent Transport Policy 2013 for purchase of vehicles, replacement policy for Minister's, Ambassadors and

Ministerial vehicles. When buying/leasing new replacement vehicles, ministries and departments are required to board and auction their old vehicles.

5. Purchase of Vehicles

In 2013, a sum of \$500,000 was allocated for purchasing new vehicles centrally controlled by the Ministry of Finance. A total of 13 new vehicles were purchased in 2013 APPENDIX B has these details also indicating the separate allocations in which these vehicles were purchased.

6. Lease Vehicles

A total number of 98 vehicles were released to government in 2013 under the leasing arrangement. A detailed summary is reflected at Appendix D where the leasing cost is calculated from the date of delivery to Min/Depts.

Furthermore, a sum of \$9.8m was allocated in the 2013 revised budget, and a sum of \$5,590,792 was the actual expenditure for 2013 which was paid for the total 443 vehicles being leased under the current Leasing Arrangement.

7. Fuel Cards

A total of 47 fuel cards were issued to Min/Depts. However, 1305 cards were distributed to Ministries and Departments with

the total cost of \$8.4million. With the rebates offered by the Total Fiji Limited on the fuel card system, a savings of \$352,762.69 was noted in 2013.

8. Accident

A total of 113 government vehicle accidents were reported in 2013 with the estimated cost of damages amounting to \$340,979.30. APPENDIX F have details of these accidents.

9. Statue Barred Cases

This year the Unit recorded only one case being statue barred by the Office of the Solicitor General with virtue of the provisions of Section 4 (1) (a) of the Limitation Act Cap 35 where the cost of damages amounted to \$7785.00.

10. Complaints

A total of 7 complaints were recorded for the year 2013 hence most of them were received through hotline from members of the public to lodge complaints against misuse of government vehicles. All complaints were investigated and drivers found responsible were disciplined.

11. Surcharge Cases

A total of 29 cases were recorded for the year 2013 with the surcharge costs amounting to \$102,597.75

3.1.4 Training Unit

1. Introduction

The purpose of this report is to highlight on training activities undertaken in 2013. These activities include coordinating or facilitating;

- a. Short Courses (Overseas, Local & In House workshop)
- b. In Service Training (Local/Overseas)
- c. Service Exams

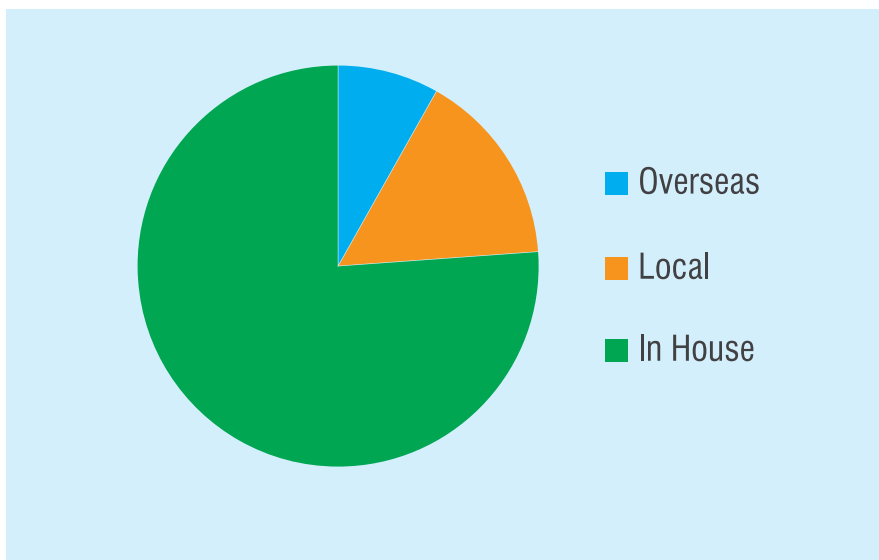
2. Background

A total of 632 MoF officers attended different modes of courses in 2013. There were 51 staff that attended overseas courses/meeting/workshop, 100 officers enrolled for local courses while 481 attended in house workshops conducted at the ministry.

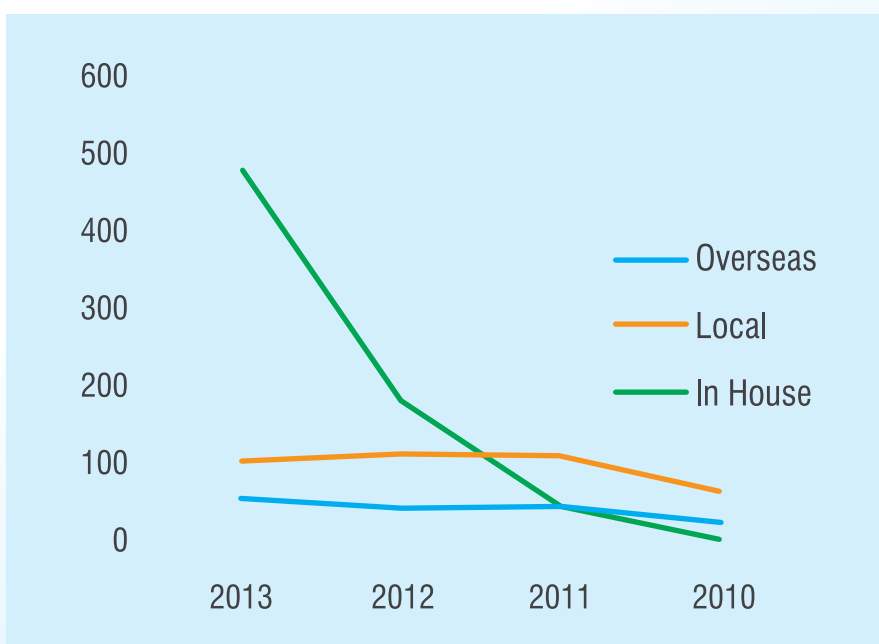
The table below with graphical illustration reflects the above (total courses attended) with comparison to the earlier years of 2010, 2011 and 2012.

Types of Courses	2013	2012	2011	2010
Overseas	51	39	46	20
Local	100	105	108	62
In House	481	181	41	No records
Total	632	329	192	82

a. 2013 – Graphical Overview



b. Graphical comparison 2010 - 2013



A total of 37 officers initially attended Diploma, Degree and post graduate programs at overseas and local institutions since January. From these 37 staff, 18 were studying on fulltime mode (15 local & 3 overseas) while 19 officers were attending lectures and tutorials on a part time basis at their respective institutions. Additionally 13 officers managed to complete their program as at end of 2013.

The unit continues with its in house training with 34 workshop facilitated or coordinated from the 30 initially planned.

Furthermore, 24 officers from the Ministry participated in the Services Examination conducted 2013. Appended as I, II, III, IV and V are copies of;

- Overseas course register for 2013
- Local Course Register for 2013
- In House course register for 2013
- IST register and
- Service Exams result analysis

3. Short courses/seminars/meeting (Overseas)

A total of 51 officers attended courses abroad through invitation and nomination from partners and other stakeholders including Peoples Republic of China, IMF, PFTAC, ADB to name a few. Most invitation were fully funded programs while other workshop were co-funded with the Fiji Government through the Overseas Travel Vote administered by the Public Service Commission or respective Training vote from within the ministry.

The year 2013 recorded an increase in officers attending to courses abroad in comparison with the past 4 years. It indicates the level of consultation and scope of work undertaken by the ministry in collaboration with partners and stakeholders. Subsequently the increasing attendance overseas also raise the workload for training staff in;

- a. Facilitating official release from the Public Service Commission
- b. Request for funding through Overseas Travel Vote
- c. Request for Diplomatic note where necessary
- d. Air Travel arrangement
- e. Assist in disbursement of advances and allowances

An integral process for such travel includes the submission of *Back to Office Report* for officers attending training whether locally or abroad. There have been significant improvement noted on reports received at the unit in this regard. The challenge for now continues to be the follow up on implementation of key learning points and outcomes of training attended as per training needs initially identified.

4. Short Courses (Local)

Staff of the ministry continue to attend courses with local training providers and other Organizations including FNU, FRCA, USP etc. The 100 officers that attended local courses among others, participated at professional institutions like the Fiji Institute of Accountants and Fiji Internal Auditors Conference.

5. In House workshop

A total of 34 workshops were coordinated/facilitated by the Training Unit for 2013. Apart from generic courses undertaken at the Ministry, the training unit changed its approach of conducting awareness with the use of conference rooms of sections and

unit other than inviting them to the Training room at level 5. This was based from experiences in past years in which turnout and responses to request weren't favorable as expected.

Workshops that were conducted comprises of;

- a. Induction (2)
- b. Introduction to Corruption (FICAC)
- c. OHS I & II (Ministry of Labor)
- d. Basic First Aid Kit (Red Cross)
- e. Fire Warden training (NFA)
- f. PICPA (4)
- g. Customer Services (2)
- h. MS Word/Excel (2)
- i. Disaster Management (1)
- j. Corporate Governance (1)
- k. APA awareness (4 session)
- l. SEA awareness (10 session)
- m. ACP (January – 2013 ACP, December – 2014 ACP, 2 session)

6. Service Exams

The results captured from those that attempted the Services Examination in the later part of 2013 showed vast improvement from earlier results received since 2012. With the compulsory passing of the "H" exam as per Prime Minister's directive through PSC circular 56/2013, the results has enormously improved with failures may proved to reason enough for non confirmation or non extension of temporary or existing work contracts.

From the 24 officers of the ministry that attempted the Services exam for 2013, 18 managed to pass the required marks. This indicates the overall pass rate of 75% for 2013. Additionally, the results continued to confirm that some of these officers (passed/failed) are still failing the Finance part of the papers.

7. IST (Full Time/Part Time – Overseas/Local)

A total of 17 staff were on study leave with pay in 2013 with 4 of-ficers attending universities abroad while others were attending local institution. As at end of 2013, 12 officers managed to successfully complete their respective programs.

8. SFCCO Targets

The overall target for 2013 as articulated in the ACP stands at 200 officers to be trained for the whole Ministry of Finance. The overall officers that either attended Overseas, Local and in house courses and seminars totaled 632 based on records with the Training unit. It indicates that there were 3 times the numbers required to be trained achieved by the Ministry.

9. 2014 Outlook

The unit will continue to focus on implementation of key learning points from training attended to by officers from the Ministry. This will ensure the value for money factor or return on investment realized from training attended by officers from the Ministry with Impact visualized from all levels of the Ministry (Organizational, Occupational & Individual).

3.1.5 Office Services Unit

The Office Services Unit comes under the direct supervision of the Manager General Administration (M/GA). The Unit is made up of four (4) officers. Under the M/GA there is a Senior Administrative Officer (SAO), an Administrative Officer (AO) and a Clerical Officer (CO) who is also the telephone operator.

The IT unit of the Ministry also come under the direct supervision of Manager (GA).

The Units core role is to process Board of Survey (BOS) submissions for whole of Government for items below \$50,000 which are submitted to the Permanent Secretary for Finance for his clearance.

The Unit also facilitates procurement for Corporate Services Department as well as items for the benefit of the whole Ministry.

3.1.6 Information Technology Unit (ITU)

1. Role

The IT Unit is responsible for providing local area network support, user support, personal computer hardware/ software support and advice on technical related issues to approximately 200 staff of Ministry of Finance. The Unit is also responsible in providing administrative and technical support to the Finance Servers, FMIS application, the FMIS Servers and all FMIS users across Government. The Unit provides IT training to users on Microsoft Application software's either in group or one to one basis when ever requested. IT plays a critical role in the functioning of the ministry and allows interaction, communication and flow of information to other parties.

2. Staffing

The Unit comprises of three IT posts namely Systems Analyst, Assistant Programmer and Computer Operator. Systems Analyst post is held by Mr. Mohammed Faiyaz, Assistant Programmer's post is held by Ms. Fipe Rabo and the Computer Operator post is held by Mr. Viliame Delailakeba. Currently Ms. Fipe Rabo is on fulltime study leave for three years

in Malaysia under i-Taukei Affairs Scholarship. Mr. Viliame Delailakeba is currently acting in her position as Assistant Programmer and the Management recruited Mr. Apisai Sausaubitu as a Temporary Computer Operator. The Unit also allows IT Attaché's from various tertiary institutions to complete their practical attachments under the Unit's staff supervision.

3. Outputs

Outlined below are some of outputs delivered during the year:

4. 2014 Budget

IT Unit provided technical support to the Budget Team during the preparation of 2014 Budget from the initial stages up to the printing of the 2014 Budget Estimates. The Excel Worksheets were prepared with necessary changes done prior to baseline input.

5. FMIS Server/Application and User Support.

The IT Unit plays a critical role in supporting the FMIS system. This includes server maintenance, creating new and updating user accounts and profiles, work unit sets and troubleshooting connectivity and access rights issues. Tasks

involve Server backups and liaising with ITC on major network and server related issues. The IT Unit also supports the FMIS clients across Government. The Unit was also involved with the Policy Unit in developing the FMIS User Access Policy.

New Purchase/ Replacement of PC's, Laptop's, Printers and Photocopiers.

IT Unit obtained quotes and ITC recommendation for the purchase of Photocopiers for Training Unit and FPO – Walubay. The Unit also replaced old Computers, Laptops and Printers using the approved ITC Tender in order to replace old/ faulty equipment for various divisions.

Ministry of Finance Website
(www.finance.gov.fj)

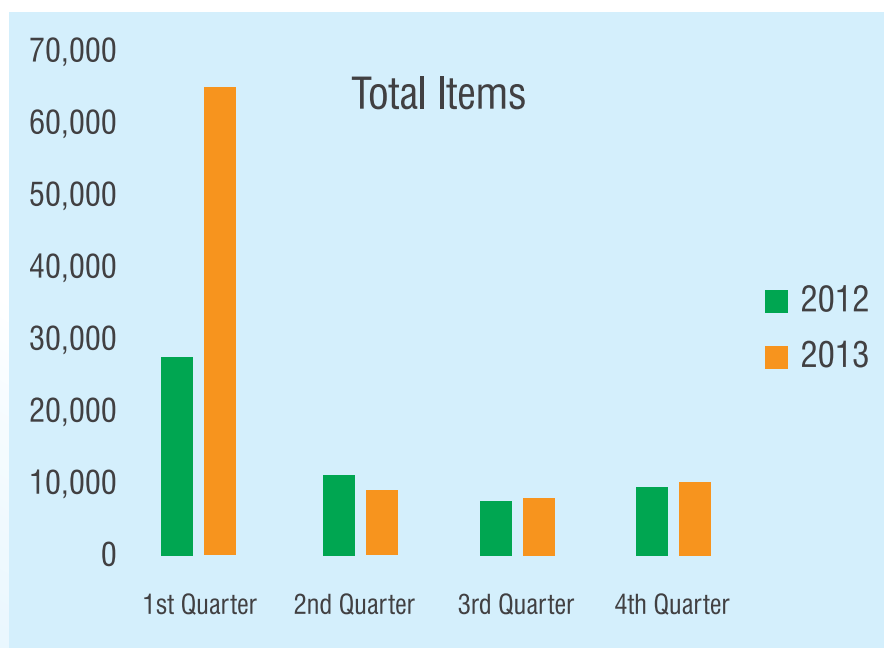
IT Unit is responsible for updating the Ministries website on a regular basis. Updates are done as and when required.

6. In-House IT Training

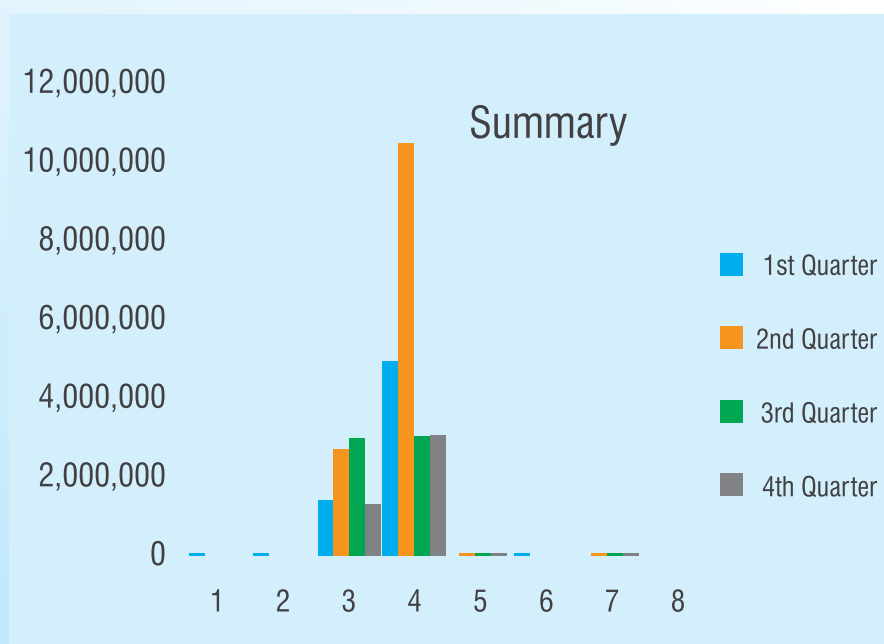
IT Unit conducted practical based basic to intermediate level Microsoft Word and Microsoft Excel training to the Office Staff. The training was done in the third quarter.

The quarterly BOS report for 2013 is summarized in the table below.

Quarterly	Total Items	2013	T/Write Off	2013	Surplus	2013	Deficits	2013
1st Quarter	27,800	65,653	1,404,682.55	4,958,876	1,319.23	63,486.45	0	862.95
2nd Quarter	11,576	9,137	2,707,480.10	10,495,729	75,281.62	5,601.80	75,281.62	4,661.90
3rd Quarter	7,786	7,786	3,019,275.27	3,059,481	36,829.50	2,327.99	23,208.89	9,291.48
4th Quarter	9,655	10,302	1,353,308.00	3,065,158	76,618.50	4,649.01	28,264.34	7,049.00



The first graph below illustrates a comparison of the quantity of total items submitted for BOS write off for 2012 and 2013.



The second graph illustrates the summary of the quarterly value of the items comparing 2012 and 2013.

3.2 FIJI PROCUREMENT OFFICE

The Fiji Procurement Office came into operation on the 1st of August 2010. The Office is responsible for regulating and administering the procurement of goods, services or works for the whole of Government. This includes the formulation of procurement policies and processes, facilitating the tender process, facilitating clearance of goods purchased from overseas and conducting procurement compliance audits.

The achievements for 2013 include:-

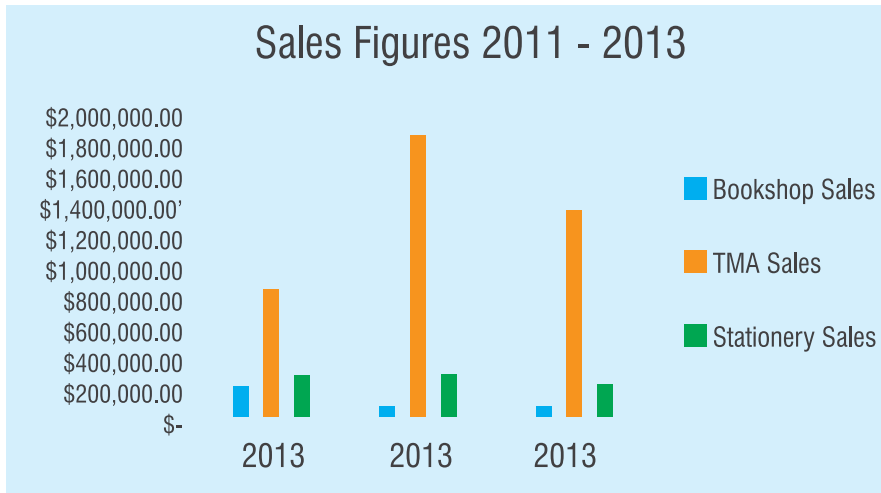
	2013 ACHIEVEMENTS
1	1292 Clearances at the total value of \$45,996,120.44 made for WoG
2	46.90% reduction in storage amount from \$45,689.25 to \$24,266.91
3	Completion of 5 capital projects
4	Conducting of: (a) 9 Procurement Compliance Audit (b) 4 Special Investigation
5	Referrals made: (a) 3 to FICAC (b) 7 for Surcharge action
6	20 Procurement related training conducted
7	Request for reclassification of Policy Officer from (SC) to accounting cadre (AC) approved
8	Formulation and Implementation of (a) Determinants of Performance Bond Policy (b) Guide to Urgent Minimal Repairs & Maintenance of Govt. Quarters (c) Splitting of Contract; and (d) Guide to Disposal of Plant, Equipment & Inventories
9	171 Tenders Called and 1 EOI
10	198 GTB papers processed and approved
11	400 TEC Meetings Attended
12	3 Auctions carried out
13	62 Request for Waivers
14	23 Request for Retrospective Approvals



FPO staff ushering guests at the Walu Bay yard during the opening of the National Logistics Cluster Coordinating Centre

3.3 GOVERNMENT PRINTING & STATIONERY DEPARTMENT (GSPD)

1. Financial Performance



Sales types	2011	2012	2013
Bookshop sales	200,000	69,262	59,472
TMA sales	804,566	1,818,183	1,329,216
Stationery sales	274,272	295,607	237,567
Total	1,278,842	2,183,052	1,626,255

GSPD Trading Performance 2011 - 2013

2011	2012	2013 (unaudited)
\$ (35,106.87)	\$ 757,371.21	\$ (2,031,842.09)

2. 2013 Staff Establishment/ Staff Movements

Establishment	Number of Staff
Approved staff Establishment	110
Establish	82
Government Wage Earners	28
Total Staff	86
Retirement	2
Termination	1
Training Aboard (Sun Yet Sen University (China)	1

The reduction in the Departments trading performance during the last three years could be attributed to the following factors:

1. Traditional jobs for GSPD being contracted out by government ministries and departments to other printers.
2. GSPD not keeping up to par with changes in printing technology
3. Closure of bookshop located at Walu Bay in 2012.
4. Continuous break down of machines and delays in repairing them since engineers are based overseas.

The department's TMA operates on a ceiling of \$500,000. In 2013 \$373,017.33 was paid back to the consolidated fund account maintained by Ministry of Finance.

The GSPD working committee consisting of management from Ministry of finance and PSC continued to oversee the restructure/reform process of the Department. Consequently, vacant posts were not filled up but instead capable staffs were identified to act on these vacant positions.

3. Capital Purchase.

The table below shows the new machines acquired.

The Department acquired four new machines in 2013 for the Binding section. These new machines have eliminated a lot of manual labor thus increasing productivity and efficiency.

No.	Sales types	Quantity	Total cost
1	Fuji brand- computer to plate machine (CTP)	1	\$ 239,512.05
2	Dulox – Booklet maker	1	\$ 271,228.34
3	Gatherer Machine	1	\$ 82,264.51
4	Perfect Binding machine	1	\$ 280,148.23
5	Total		\$873,153.13



Government Printing staff at the Uniform launch at Holiday Inn

3.4 INTERNAL AUDIT AND GOOD GOVERNANCE

1. Introduction

As another year passes, the IAGG division continues to find itself struggling to meet its strategic objectives outlined in its 2013 Business plan in a very challenging economic environment with its limited resources. In 2013, the division continually focused on its role and proactively work with ministries/departments management to navigate the risks and provide assurance that existing internal controls and processes are in place and optimized for effective and efficient risk mitigation. The division was not only responsible for the provision of internal audit and special investigation services, but it was also responsible for internal control analysis/review of government new initiatives/projects and surcharge services; as outlined in

the 2010 Finance Instruction Part 11 and 13, and Finance Management Act 2004.

Although the division's director position was vacant for the whole of 2013, the Division has 41 approved posts headed by acting director and managed by three principal internal audit/accounts officer with the supervisory assistance of eight senior audit/accounts officer. The division is also consists of thirteen (13) auditors/account officers, eleven (11) senior examiner of accounts/AAO, four (4) clerical officers and one secretary. The division appointed an auditor, three temporary senior examiners of accounts and three temporary clerical officers to relieve officers who were acting on higher positions. However, staff turnover

was the main challenges experienced by the division in 2013 which resulted to the resignation of two (2) staff and three (3) staff was transferred, retired and suspended.

This section of the annual report will highlight the achievements of each units of the IAGG division in year 2013; whereby assistance was provided to government ministries/departments' management to identify and address significant risks facing their various entities and drive efficiencies to make the best use of their limited resources in these challenging times. Furthermore, we will demonstrate the accountability of the IAGG division with statistical information on the utilization of our resources and other performance metrics.

2. The Three Units' Achievement Trend

There were fluctuations in the number of normal audit reports produced by the division for the past five years with slight increase on special investigations and financial control reviews of government new projects/ initiatives. A total of forty one (41) normal audit reports were produced in 2013 however, thirty nine (39) ministries/departments were audited by the twenty seven (27) staff of the internal audit unit while the remaining three reports contains the audit conducted at three (3) overseas Fiji missions.

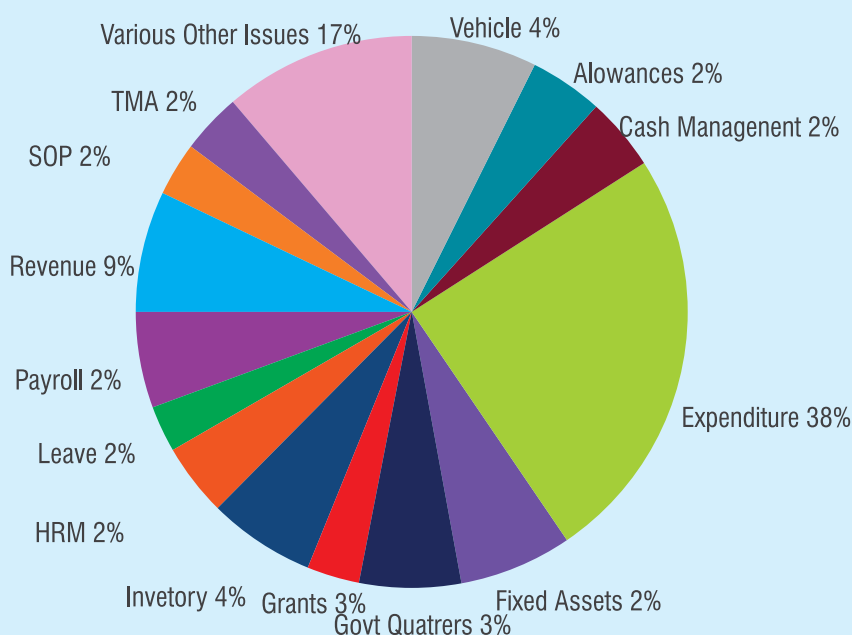
In 2013, twenty one (21) special investigation requests were received and carried out by the division. These were directly requested by various Permanent Secretaries, Board Chairman of State Owned Entities, and senior executive management of various ministries/ departments. Four of these special audit/ investigations were conducted by the two (2) normal audit teams

while seventeen (17) special investigations were conducted by the five (5) staff of the special investigation unit. The staff of the unit at times also part of the combined investigation team for PMO, PSC and MOF; which exclusive of the twenty one (21) investigations undertaken by the unit. In addition, the unit also conducted three normal audits on the three overseas Fiji mission namely; the Fiji Embassy in South Korea, the Permanent Mission of Fiji to the United Nations and the Fiji Embassy in Washington DC.

Out of the twenty one (21) special investigations conducted in 2013; four (4) investigations were referred to police by the various departments' as it contains some degree of criminal elements while the remaining seventeen (17) investigations were basically disciplinary and surcharge cases taken up by the various departments' that requested the investigations.

Since its inception [Financial Control unit] in 2010, the unit was commissioned to review internal control systems and processes of government new initiatives/ projects. Figure 1 above highlights that the unit of three staff was able to achieve its output of seven project reviews in 2013. However, the unit was tasked to compile repetitive audit issues reported in OAG reports and Internal Audit (IA) reports. As of to date; the unit had compiled and analysed fourteen (14) IA reports of the thirty nine (39) IA reports that were produced in 2013. For the fourteen (14) reports analyzed so far, it is noted that there were two hundred and thirty audit issues reported and classified under fifteen categories as shown in the figure 1.1 below:

Figure 1.1: Repetitive Internal Audit Issues



3. Surcharge/Compliance Unit.

Surcharge/compliance unit is responsible for facilitating surcharge proceedings against offending officers in respect of losses to Government as mandated in 2004 Financial Management Act [Part 10 Division 2 Section 67 – 71] and 2010 Finance Instructions [Legal Notice No.125: Part 11 Section 62 - 66 FI 2010 - 62-(1) (2)].

4. Number of New Surcharge Cases Implemented Yearly

Statistics of new surcharge cases implemented; for the past ten (10) years with the total number of six hundred and ninety two (692) cases amounting to \$1,813,477.50 is tabulated in figure 2 below. Fluctuation in the trend of recoveries of surcharge has been noted yearly however, there is a slight increase in the number of

surcharge from various ministries/ department for the year 2011 and 2012. This was due to the huge number of surcharge on vehicle accident cases which is now being referred and handled by the unit. The fluctuation in the trend of new cases can be an indication of surcharge being totally recovered from officers and deductions were ceased appropriately or new surcharge cases being implemented.

Figure 2: No. of new surcharge cases implemented Yearly

Year	Amount	No. of Surcharge Cases
2004	\$ 325,795.31	94
2005	\$ 67,789.19	45
2006	\$ 187,460.69	80
2007	\$ 215,188.31	67
2008	\$ 108,651.10	73
2009	\$ 183,407.31	59
2010	\$ 94,394.94	47
2011	\$ 249,749.20	77
2012	\$ 203,395.00	84
2013	\$ 177,646.45	66
Total	\$ 1,813,477.50	692

5. Surcharge Total Recovery

Recoveries of loss are enforced on identified officers responsible for the loss. From the graph on figure 3 below shows that a total of \$90,162.60 was the total recovery for 2013. Out of the total recoveries for the past ten (10) years amounting to \$748,689.17, the year 2004 has a majority of recoveries which amounts to \$113,065.16. Total yearly recoveries fluctuate since 2005 until 2010. However, a slight increase in recoveries was noted from 2011 until last year and this is due to the increase in number of vehicle accidents reported by various ministries /departments and also the review made to in-

crease the salary deduction amount for those officers who are near to their retirement age. The fluctuation in the trend of recoveries when there is reduction; this can be an indication of surcharge being totally recovered from officers and deductions were ceased appropriately.

Figure 3: Surcharge Recovery ToDate



6. Surcharge Irrecoverable Cases

Irrecoverable surcharge cases is the main challenge currently faced by the unit. Figure 4 which is the chart below; shows that approximately sixty one (61%) percent of the total surcharge irrecoverable cases are two to five years old which is equivalent to a monetary value of \$322,822.52. Thirty two (32%) percent of the Irrecoverable cases are

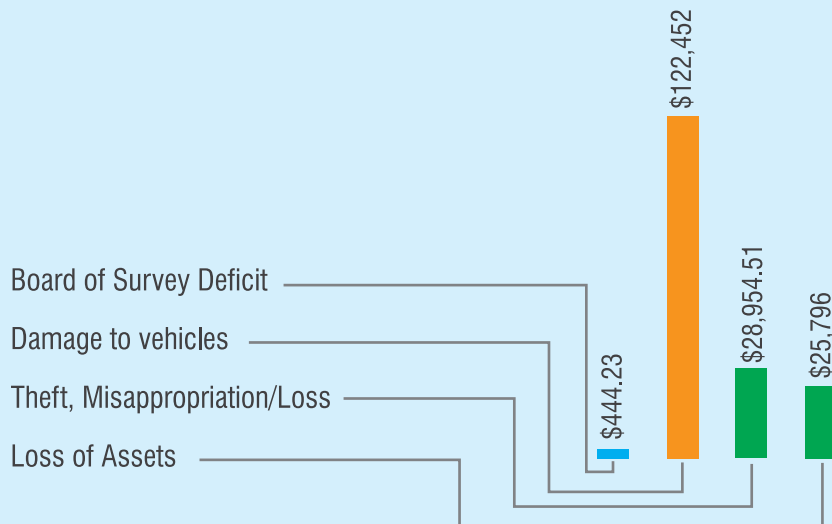
more than five years [amounting to \$170,853.05] while seven percent (7%) of the irrecoverable cases are one to two years old which amounts to \$36,499.72. The total amount of surcharge irrecoverable cases is \$531,470.29. This was caused by the compulsory retirement act that came into force in 2009 in addition to officers who resigned, terminated and deceased.

PSF arriving at the Budget address venue



7. Types of Surcharge for the year 2013

Figure 5: Types of Surcharge



Further analysis was made to determine the types of surcharge in the year 2013; hence figure 5 below depicts the four (4) categories of surcharge cases.

From the graph above, the highest loss of which 68.93% of the total surcharge for the year 2013 falls in the category of damage of vehicles whereby the second highest of loss of which 16.30% of the total surcharge in 2013 falls in the category of theft and misappropriation. However, the lowest category of loss is on board of survey deficit. Furthermore, category loss of assets includes loss of laptop, camera and official mobile phones.

8. Public Accounts Committee [PAC]

The Ministry of Finance as the steward for government finances is also represented in the Public Accounts Committee meeting as Finance Advisor. Ministry of Finance is represented through the IAGG office attended sixty eight (68) PAC meeting in 2013.

9. Training

Seventeen (17) officers from the division continued to further their studies towards their degree and post-graduate diploma in 2013. Four of these officers were sent on study leave with full salary while thirteen staff studied on part-time basis in various tertiary institutions. However, there were eight (8) local Seminars & Workshops were held whereby sixty seven (67) of our staff attended, while two officers of the division attended two (2) overseas short course/conferences last year. As for record, the division had conducted three (3) awareness training to the following ministries and departments in 2013:

- Corporate Service division of the Ministry of Finance;
- Middle managers of government ministries and departments;
- Local Authorities including most administrators of the cities and town councils around Fiji.

4.0 AUDITED FINANCIAL STATEMENT

The audited financial statement for year ending 31/12/2013 is attached as Appendix 1.

5.0 CONCLUSION

The year 2013 was a rewarding and also challenging year for the Ministry. The focus was on change management and improvement of services as it headed towards 2014. This was initiated by the wider

consultation done in preparing the 2014 Annual Corporate Plan and the designing of the ACP cycle with the preparation of improvement strategies to be implemented in 2014. In 2014, the Ministry shall

strive to improve on shortfalls and continue to offer maximum deliverance in output for the purpose of achieving a prosperous Fiji for all.



MINISTRY OF FINANCE

FINANCIAL REPORT

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File Ref: 120

30 May 2014

Rear Admiral Josaia Voreqe Bainimarama
The Prime Minister and Minister for Finance
Ministry of Finance
Ro Laiabalavu House
SUVA

Dear Rear Admiral Bainimarama

MINISTRY OF FINANCE
AGENCY FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

The audited agency financial statements of the Ministry of Finance for the year ended 31 December 2013, together with my audit report on them are enclosed.

Particulars of errors and omission arising from the audit have been forwarded to the Ministry for their necessary action.

Yours sincerely

Tevita Bolanavanua
Auditor General

cc: Mr. Filimone Waqabaca, Permanent Secretary for Finance

Encl.

(ii)



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**MINISTRY OF FINANCE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013**

INDEPENDENT AUDIT REPORT

Scope

I have audited the special purpose financial statements which have been prepared under the cash basis accounting and notes thereon of the Ministry of Finance for the year ended 31 December 2013, as set out on pages 3 to 28. The financial statements comprise the following:

- (i) Statement of Receipts and Expenditure;
- (ii) Appropriation Statements;
- (iii) Trading and Manufacturing Account;
- (iv) Statement of Losses; and
- (v) Statement of Receipts and Payments – Trust Fund Account.

The Ministry of Finance is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

My responsibility is to express an opinion on these special purpose financial statements based on my audit.

My audit was conducted in accordance with the International Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies stated in Note 2 and the Financial Management Act 2004, so as to present a view which is consistent with my understanding of the financial performance of the Ministry of Finance for the year ended 31 December 2013.

The audit opinion expressed in this report has been formed on the above basis.

Qualification

Trading and Manufacturing Account (TMA)

Records to substantiate \$4.9 million for the surplus capital transferred to Operating Fund Account and \$13.0 million as TMA accumulated surplus were lacking for the TMA operated by the Government Printing & Stationery Department and the Fiji Procurement Office in *schedule 11*. Similarly, records to substantiate accounts payable of \$0.59 million and account receivable balance of \$2.9 million reflected in TMA Balance Sheet in *schedule 11* were not provided for audit.

(iii)

Qualified Audit Opinion

In my opinion,

- a) except for the matters referred to in the qualification paragraphs, the financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Ministry of Finance for the year ended 31 December 2013; and
- b) the financial statements give the information required by the Financial Management Act 2004 in the manner so required.

Without further qualifying the opinion expressed above, attention is drawn to the following matters:

Head 50

In the absence of a guideline for salary payments paid from *Head 50*, the correctness of the payment of Cabinet Ministers salary paid from *Head 50* totaling \$1.7 million could not be substantiated. In addition, the contract documents detailing the terms and conditions for the salary of Cabinet Ministers were not made available for audit purposes.

Head 51

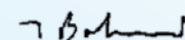
Expenditure totaling \$6.1 million was disbursed by the Ministry of Finance under *Head 51* for pension payments facilitated by the Judicial Department, Prime Minister's Office and Fiji Military Forces. In the absence of a guideline for the acquittal report to be provided by these paying agencies under *Head 51*, the correctness of the amounts utilized cannot be verified.

Drawings – Head 4

The reconciliation statement for 3 Drawings account totaling \$11,826,435 for the Ministry was not provided for audit. As a result, the Drawing Account balance as at 31 December 2013 totaling \$15,654,488 as reflected in *Note 13* and the expenditure amounts in the Statement of Receipts and Expenditure accounts could either be under or overstated.

Revolving Fund Account (RFA)

The Revolving Fund Account balance as at 31 December 2013 totalled \$470,438 (*Note 12*) includes unsubstantiated amounts of \$423,405 that was not provided for audit.



Tevita Bolanavanua
Auditor-General

30 May 2014
Suva, Fiji



MINISTRY OF FINANCE**Page 2****INTRODUCTION**

Under Section 28 (i) of the Financial Management Act 2004, the Permanent Secretary of each agency is responsible for the preparation of annual reports and financial statements of the agency. Further, the Minister is responsible for tabling their respective agency financial report of each year to Cabinet as stipulated under Section 49 of the Financial Management Act 2004.

The Agency Financial Statement of Ministry of Finance for the financial year ending 31 December 2013 comprises the following heads of appropriation:

- (i) Head 4 - Ministry of Finance, Government Printing & Stationery Department (GPSD), Government Procurement Office (GPO) and Information Technology and Computing Services (ITCS).
- (ii) Head 50 - Miscellaneous Services;
- (iii) Head 51 - Pensions, Gratuities and Compassionate Allowances; and
- (iv) Head 52 - Charges on Account of Public Debt.

The data reflected in the respective Financial Statements are extracted from the data captured from the Financial Management Information System which is centrally maintained by the Ministry of Finance.

The figures reflect a true and fair view of the financial status of the Ministry of Finance for the twelve months ending 31 December 2013.

MANAGEMENT CERTIFICATE

We certify that these financial statements:

- (a) Fairly reflect the financial performance of the Ministry of Finance and its financial position for the financial year ending 31 December 2013; and
- (b) Have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.



Mr. Filimone Waqabaca
Permanent Secretary
Ministry of Finance



Mr. Necani Lagicere
Chief Accountant

28/05/14

Date:

26/05/14

Date:

MINISTRY OF FINANCE

Page 3

STATEMENT OF RECEIPTS AND EXPENDITURE
AS AT 31 DECEMBER 2013
HEAD 4

Schedule 1

	Note	31 December 2013 \$	31 December 2012 \$
RECEIPTS			
State Revenue:			
Operating Revenue	3(a)	1,980,377,938	1,803,273,912
Investment Revenue	b	59,301,569	86,039,204
Borrowing Revenue	c	172,822,000	192,190,335
Total State Revenue		2,212,501,507	2,081,503,451
Agency Revenue:			
Board Member Fee		142,701	158,454
Miscellaneous Revenue	d	3,634,006	1,543,217
Sales of Publications	e	86,975	355,697
Total Agency Revenue		3,863,682	2,057,368
TOTAL REVENUE		2,216,365,189	2,083,560,819
EXPENDITURE			
Operating Expenditure:			
Established Staff	f	9,252,677	8,635,623
Government Wage Earners		573,628	563,278
Travel & Communications	g	1,594,679	1,528,853
Maintenance & Operations	h	2,675,850	2,546,816
Purchase of Goods & Services	i	5,473,937	5,090,773
Operating Grants & Transfers	j	46,381,640	43,881,645
Special Expenditure		2,874	14,309
Total Operating Expenditure		65,955,286	62,261,298
Capital Expenditure:			
Capital Construction	k		258,616
Capital Purchase	l	720,511	1,192,291
Capital Grants and Transfers	m	1,000,000	2,800,000
Total Capital Expenditure		1,979,127	3,992,291
Value Added Tax		1,460,807	938,888
TOTAL EXPENDITURE		69,395,220	67,192,477

MINISTRY OF FINANCE

Page 4

STATEMENT OF RECEIPTS AND EXPENDITURE
AS AT 31 DECEMBER 2013

Schedule 2

HEAD 50

	Note	31 December 2013 \$	31 December 2012 \$
EXPENDITURE			
Operating Expenditure:			
01 Established Staff	4(a)	2,149,734	2,234,540
03 Travel & Communications	(b)	1,880,356	1,975,824
05 Purchase of Goods & Services	(c)	3,082,674	1,869,189
06 Operating Grants & Transfers	(d)	11,726,815	11,248,900
07 Special Expenditures	(e)	5,472,386	4,914,064
Total Operating Costs		24,311,965	22,242,517
Capital Expenditure:			
08 Capital Construction	(f)		200,000
09 Capital Purchases	(g)	11,057,666	7,358,135
10 Capital Grants and Transfers	(h)	45,819,484	101,151,762
Total Capital Expenditure		56,877,150	108,709,897
13 Value Added Tax		3,045,764	2,450,804
TOTAL EXPENDITURE		84,234,878	133,403,217

MINISTRY OF FINANCE

Page 5

STATEMENT OF RECEIPTS AND EXPENDITURE
AS AT 31 DECEMBER 2013

Schedule 3

HEAD 51

	Note	31 December 2013 \$	31 December 2012 \$
EXPENDITURE			
Operating Costs:			
Pensions	5(a)	25,892,292	27,059,293
Gratuities	(b)	1,061,235	1,204,758
Compassionate Allowances	(c)	8,385,446	8,107,071
Total Operating Costs		35,338,974	36,371,123
TOTAL EXPENDITURE		35,338,974	36,371,123

MINISTRY OF FINANCE

Page 6

STATEMENT OF RECEIPTS AND EXPENDITURE
AS AT 31 DECEMBER 2013

Schedule 4

HEAD 52

	Note	31 December 2013 \$	31 December 2012 \$
EXPENDITURE			
Operating Expenditure:			
Financial Charges on Public Debt - Misc Payment	6 (a)	967,595	1,003,298
Financial Charges on Public Debt - Overseas Loan	(b)	71,628,964	65,538,656
Financial Charges on Public Debt - Domestic Loan	(c)	367,174,356	443,802,849
Total Operating Expenditure		439,770,915	510,344,803
Value Added Tax		---	---
TOTAL EXPENDITURE		439,770,915	510,344,803

MINISTRY OF FINANCE

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APPROPRIATION STATEMENT
AS AT 31 DECEMBER 2013

Schedule 5

SEG	Item	Budget Estimate	Appropriation Changes	Revised Budget	Actual Expenditure	Carry - Over	Lapsed Appropriation
		\$	\$	\$	\$	\$	\$
Operation Costs:							
01	Established Staff	10,551,781	(92,717)	10,459,064	9,252,677	---	1,206,387
02	Government Wage Earners	581,317	25,393	606,710	573,628	---	33,082
03	Travel & Communications	1,637,409	(676)	1,636,733	1,594,679	---	42,054
04	Maintenance & Operations	3,341,104	32,834	3,373,938	2,675,850	---	698,088
05	Purchase of Goods & Services	6,702,551	(846,624)	5,855,927	5,473,937	---	381,990
06	Operating Grants & Transfers	46,381,640	---	46,381,640	46,381,640	---	0
07	Special Expenditures	1,655,000	(11,000)	1,644,000	2,874	---	1,641,126
Total Operation Costs		70,850,802	(892,790)	69,958,012	65,955,286	---	4,002,726
Capital Expenditure:							
08	Capital Construction	350,000	---	350,000	258,616	---	91,385
09	Capital Purchases	2,997,801	(2,062,220)	935,581	720,511	---	215,070
10	Capital Grants & Transfers	1,000,000	---	1,000,000	1,000,000	---	0
Total Capital Expenditure		4,347,801	(2,062,220)	2,285,581	1,979,127	---	306,455
13	Value Added Tax	2,502,700	(443,252)	2,059,448	1,460,807	---	598,641
TOTAL EXPENDITURE		77,701,303	(3,398,262)	74,303,041	69,395,220	---	4,907,822

Appropriation Changes explained in Note 7.

MINISTRY OF FINANCE

Page 8

TRADING & MANUFACTURING ACCOUNT
AS AT 31 DECEMBER 2013

Schedule 6

MANUFACTURING ACCOUNT	31 December 2013 \$	31 December 2012 \$
Raw Materials (01/01/13)	820,547	873,049
Add: Purchases	1,003,223	1,007,597
	<u>1,823,770</u>	<u>1,880,646</u>
Less: Raw Materials (01/01/13)	1,158,751	820,547
Raw Materials Used	665,019	1,060,099
Add: Work in Progress (01/01/13)	---	---
Direct Costs	2,289,988	27,836
Direct Labour	331,907	89,420
Less: Work in Progress (31/12/13)	---	---
Cost of Manufactured Goods Transferred to Trading A/C	3,286,914	1,177,355

MINISTRY OF FINANCE

Page 9

TRADING & MANUFACTURING ACCOUNT
AS AT 31 DECEMBER 2013

Schedule 7

TRADING ACCOUNT	31 December 2013 \$	31 December 2012 \$
Sales	3,202,136	3,445,512
Stock of Finished Goods (01/01/13)	3,352,273	3,340,409
Add: Cost of Manufactured Goods	3,286,914	1,177,356
	<u>6,639,187</u>	<u>4,517,765</u>
Less: Stock of Finished Goods (31/12/13)	724,080	3,352,273
Cost of Finished Goods Sold	5,915,107	1,165,492
Gross Profit/Loss Transferred to P & L Account	<u>(2,712,971)</u>	<u>2,280,020</u>

MINISTRY OF FINANCE

Page 10

TRADING & MANUFACTURING ACCOUNT
AS AT 31 DECEMBER 2013

Schedule 8

PROFIT AND LOSS STATEMENT

31 December
2013
\$31 December
2012
\$

Income

Gross Profit/(Loss) transferred from Trading Account	(2,712,971)	2,280,020
--	-------------	-----------

Expenses

Travel & Communication	4,679	2,549
Maintenance & Operations	482,059	655,195
Other Expenses	211,062	68,450
Value Added Tax	4,017	0
Total Expenses	701,816	726,193

Net Profit/ (Loss)

(3,414,787)

1,553,827

MINISTRY OF FINANCE

Page 11

TRADING & MANUFACTURING ACCOUNT
AS AT 31 DECEMBER 2013

Schedule 9

BALANCE SHEET

31 December
2013
\$31 December
2012
\$

Liabilities

Accounts Payable
Deposits & Deductions597,668
20,173552,955
28,435**TOTAL LIABILITIES****617,841****581,390**TMA Surplus Capital Retnd T C/F
TMA Accumulated Surplus/Deficit4,919,470
(13,069,044)4,699,380
(15,065,915)**TOTAL EQUITY****(8,149,574)****(10,366,535)****TOTAL LIABILITIES & EQUITY****(7,531,733)****(9,785,145)**

Current Assets

Bank
Raw Materials
Finished Goods
Accounts Receivables2,484,273
1,158,751
724,080
2,981,7752,756,441
820,547
3,352,273
3,005,884**TOTAL NET ASSETS****7,348,879****9,935,145**

MINISTRY OF FINANCE

Page 12

STATEMENT OF LOSSES
AS AT 31 DECEMBER 2013

Schedule 10

The Ministry in 2013, recorded no loss of cash or revenue. However, following the annual Board of Survey a total of \$509,471.00 was written off.

Department	BOS #	Amount(\$)	Date Approved	Item
FPO Lautoka	18/3/2013	\$900.00	12/3/2013	Swivel Chairs
FPO Lautoka	19/3/2013	\$1,500.00	12/3/2013	Dell computer, CPU/17" Computer Key Board
Admin	81/5/2013	\$39,800.00	13/5/2013	Nissan Registration: GM804 Model:Sunny Engine No.GA13639283
Admin	269/5/2013	\$360.00	20/5/2013	Toshiba Electric Hot Pot: PLK-GF33 3.3L
Admin	269/5/2013	\$320.00	20/5/2013	Power Mate 16" stand fan Model:SP40 Voltage 230-240V
Admin	269/5/2013	\$50.00	20/5/2013	Power Mate 16" Table Fan Model:FT1601 Voltage 240V
FPO Suva	270/5/2013	\$800.00	20/5/2013	Monitor DELL E178BPC Serial-CN-OWR97964180-77b-OLNA
Pension	271/5/2013	\$400.00	20/5/2013	Lexmark Printer: Model-X342N Serial-102722FE11
FMIS	272/5/2013	\$1,300.00	20/5/2013	GBC-Docubind-P200 Binding Machine
FMIS	272/5/2013	\$700.00	20/5/2013	Mobile Phone: Nokia 1200 Code No-0570397
Salaries	273/5/2013	\$30.00	20/5/2013	Executive Chairs
Salaries	273/5/2013	\$2,660.00	20/5/2013	Secretarial Chairs
Salaries	274/5/2013	\$300.00	20/5/2013	Stand Fan 16"40cm Voltage 220v Frequency 50 Hz Watts 45w
Salaries	274/5/2013	\$90.00	20/5/2013	Evernal - Stand Fan Model-FT1602 Voltage 230-240V
Salaries	274/5/2013	\$270.00	20/5/2013	Power Mate 16" stand fan Model:SP40 Voltage 230-240V
FPO Lautoka	274/5/2013	\$4,000.00	28/6/2013	Sharp Digital Photocopy AR-M207
Finance	12/7/2013	\$1,800.00	19/7/2013	Mosel: CS-SC180GH +CU-SC-181 KH S/N:INDOOR 0156100
Finance	16/17/2013	\$900.00	19/7/2013	CPU IBM Model Netvista S/N -KEAT 27H
Finance	16/17/2013	\$900.00	19/7/2013	CPU IBM Model Netvista S/N -99xy800
Finance	17/7/2013	\$800.00	19/7/2013	HP Laser Jet2420 dn series printer
Finance	18/7/2013	\$1,400.00	19/7/2013	Executive High Black Chair
Finance	19/7/2013	\$900.00	19/7/2013	Blackberry Bold 9700 IMEI3542030418959 218BC644
Finance	20/7/2013	\$600.00	19/7/2013	Executive High Black Chair
Finance	21/7/2013	\$2,000.00	19/7/2013	Executive High Black Chair
Treasury	52/7/2013	\$1,400.00	23/7/2013	Book Shelves
Treasury	52/7/2013	\$150.00	23/7/2013	Office Table
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ophiplex s/n:10121223520
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM s/n:8305-51A
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ophiplex 00045-661-490-957
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM X08-73060
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM NOM-018
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ophiplex X08- 73013
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM 8305-B2A
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ohiplex X08-73013
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM MTM8305-B2A
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU DELL OPhplex X08-48024
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	CPU Compaq X0621573
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM X08-73060
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM X1060256
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	CPU Compaq PO2K745
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBMX08-73060
FPO Suva	1/8/2013	\$1,000.00	5/8/2013	CPU PC Company 50765
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBMX08703060
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBMX0848024
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM X 0848024
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ophplex X08- 73013

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The Ministry in 2013, recorded no loss of cash or revenue. However, following the annual Board of Survey a total of \$509,471.00 was written off.

Department	BOS #	Amount(\$)	Date Approved	Item
FPO Lautoka	18/3/2013	\$900.00	12/3/2013	Swivel Chairs
FPO Lautoka	19/3/2013	\$1,500.00	12/3/2013	Dell computer, CPU/17" Computer Key Board
Admin	81/5/2013	\$39,800.00	13/5/2013	Nissan Registration: GM804 Model:Sunny Engine No.GA13639283
Admin	269/5/2013	\$360.00	20/5/2013	Toshiba Electric Hot Pot: PLK-GF33 3.3L
Admin	269/5/2013	\$320.00	20/5/2013	Power Mate 16" stand fan Model:SP40 Voltage 230-240V
Admin	269/5/2013	\$50.00	20/5/2013	Power Mate 16" Table Fan Model:FT1601 Voltage 240V
FPO Suva	270/5/2013	\$800.00	20/5/2013	Monitor DELL E178BPC Serial-CN-OWR97964180-77b-OLNA
Pension	271/5/2013	\$400.00	20/5/2013	Lexmark Printer: Model-X342N Serial-102722FE11
FMIS	272/5/2013	\$1,300.00	20/5/2013	GBC-Docubind-P200 Binding Machine
FMIS	272/5/2013	\$700.00	20/5/2013	Mobile Phone: Nokia 1200 Code No-0570397
Salaries	273/5/2013	\$30.00	20/5/2013	Executive Chairs
Salaries	273/5/2013	\$2,660.00	20/5/2013	Secretarial Chairs
Salaries	274/5/2013	\$300.00	20/5/2013	Stand Fan 16"40cm Voltage 220v Frequency 50 Hz Watts 45w
Salaries	274/5/2013	\$90.00	20/5/2013	Evernal - Stand Fan Model-FT1602 Voltage 230-240V
Salaries	274/5/2013	\$270.00	20/5/2013	Power Mate 16" stand fan Model:SP40 Voltage 230-240V
FPO Lautoka	274/5/2013	\$4,000.00	28/6/2013	Sharp Digital Photocopy AR-M207
Finance	12/7/2013	\$1,800.00	19/7/2013	Mosel: CS-SC180GH +CU-SC-181 KH S/N:INDOOR 0156100
Finance	16/17/2013	\$900.00	19/7/2013	CPU IBM Model Netvista S/N -KEAT 27H
Finance	16/17/2013	\$900.00	19/7/2013	CPU IBM Model Netvista S/N -99xy800
Finance	17/7/2013	\$800.00	19/7/2013	HP Laser Jet2420 dn series printer
Finance	18/7/2013	\$1,400.00	19/7/2013	Executive High Black Chair
Finance	19/7/2013	\$900.00	19/7/2013	Blackberry Bold 9700 IMEI3542030418959 218BC644
Finance	20/7/2013	\$600.00	19/7/2013	Executive High Black Chair
Finance	21/7/2013	\$2,000.00	19/7/2013	Executive High Black Chair
Treasury	52/7/2013	\$1,400.00	23/7/2013	Book Shelves
Treasury	52/7/2013	\$150.00	23/7/2013	Office Table
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ophiplex s/n:10121223520
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM s/n:8305-51A
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ophiplex 00045-661-490-957
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM X08-73060
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM NOM-018
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ophiplex X08- 73013
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM 8305-B2A
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ohiplex X08-73013
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM MTM8305-B2A
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU DELL OPhplex X08-48024
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	CPU Compaq X0621573
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM X08-73060
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM X1060256
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	CPU Compaq P02K745
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBMX08-73060
FPO Suva	1/8/2013	\$1,000.00	5/8/2013	CPU PC Company 50765
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBMX08703060
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBMX0848024
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM X 0848024
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU Dell Ophiplex X08- 73013

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The Ministry in 2013, recorded no loss of cash or revenue. However, following the annual Board of Survey a total of \$509,471.00 was written off.

Department	BOS #	Amount(\$)	Date Approved	Item
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM 830551A KEAT29X
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU Dell Ophiplex 00045-152-331
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU Dell Ophiplex 087013
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU Dell Ophiplex0621567
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM PAMOF04200504
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	CPU IBM X08-73060
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	CPU IBM 90-BMXX6
FPO Suva	1/8/2013	\$1,000.00	5/8/2013	CPU Compaq X0848024
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU SUPER 36 H910CJ40212
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU DELUX PACIFI 20401
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU DELL 673L51
FPO Suva	1/8/2013	\$1,000.00	5/8/2013	CPU IBM99GATFA
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM 99GATF8
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	TUBRO
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU DELL GX 240 6V JB615
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU DELL CCVSIJIS
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU DELL X08-73013
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU IBM KEAY53C
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU DELL X0873013
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU -IBM X0873060
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU DELL X0873013
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	CPU DELL X08-7303136
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM X-08-73060
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	CPU DELUX PAMOF04200502
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM -LENOVA L3A5139
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM -LENOVA L3A5710
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM -LENOVA L3A596
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	IBM -LENOVA L34707
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU- Dell Optiplex GX755FD2ZIS
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU- Dell Optiplex GX240 000-19-066-882
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	CPU COMPAQN119 H215JYGZ0383
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	CPU IBM NETVISTA KEAT30R
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	CPU IBM NETVISTA 99XYS40
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	CPU LENOVO L3A7507
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU LENOVO L3A5151
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU HP COMPAQ AUB4340518
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU LENOVO L3A4407
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM L3AH305
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	CPU IBM KEAT29M
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM 8191LMQ
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	CPU IBM KEAT26W
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	CPU- Dell Optiplex 94SFIS
FPO Suva	1/8/2013	\$1,600.00	5/8/2013	CPU IBM 8305-B2A
FPO Suva	1/8/2013	\$1,800.00	5/8/2013	CPU DELL 4MJB1S
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	CPU 030551A- KEAT27G
FPO Suva	1/8/2013	\$1,000.00	5/8/2013	CPU DELL

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The Ministry in 2013, recorded no loss of cash or revenue. However, following the annual Board of Survey a total of \$509,471.00 was written off.

Department	BOS #	Amount(\$)	Date Approved	Item
FPO Suva	1/8/2013	\$1,000.00	5/8/2013	CPU IBM CN33001H
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	CPU HP
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL REV A0030JM
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL REV A003087
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor MY- 0749CW
FPO Suva	1/8/2013	\$790.00	5/8/2013	Monitor HP CNN43300B5
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-TGA80
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-TF234
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23- DCAHO
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor 23A79
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor -IBM VY288
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor- DELL MY-0749CW46632-24F
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor -DELL MY-0749CW46632-915R
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor-IBM 23TF 236
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor-IBM 23-VYW63
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor-IBM 23-LFGWS
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor- COMPAQ 320CP76TA601
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ CNC4060MV8
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 906BF26TA629
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 915B26TA316
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor- DELL 82TV
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor COMPAQ-144BM26MB080
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor DELL 80A
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL 81RG
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor LOGIX 95R014555
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL 81RG
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ-144BM26MB074
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL 80T9
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23VYW63
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL 90W6
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL 80CD
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-VYW81
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-VYW83
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-TGP42
FPO Suva	1/8/2013	\$720.00	5/8/2013	Monitor MICRON YA009906140086
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23VYWL053
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-VYX03
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-TGH95
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 144BM26MB083
FPO Suva	1/8/2013	\$790.00	5/8/2013	Monitor HP CNF201090
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23TGF14
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23 FAFG9
FPO Suva	1/8/2013	\$720.00	5/8/2013	Monitor VELTA BN6032CG00748V
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 66-C7416
FPO Suva	1/8/2013	\$710.00	5/8/2013	Monitor DIGITAL 7C50413416
FPO Suva	1/8/2013	\$710.00	5/8/2013	Monitor DIGITAL 1K82710693

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The Ministry in 2013, recorded no loss of cash or revenue. However, following the annual Board of Survey a total of \$509,471.00 was written off.

Department	BOS #	Amount(\$)	Date Approved	Item
FPO Suva	1/8/2013	\$710.00	5/8/2013	Monitor DIGITAL 1K82709887
FPO Suva	1/8/2013	\$720.00	5/8/2013	Monitor MICRON 610077R10277373
FPO Suva	1/8/2013	\$710.00	5/8/2013	Monitor DIGITAL 1K82710699
FPO Suva	1/8/2013	\$720.00	5/8/2013	Monitor MICRO 92RMD5R11
FPO Suva	1/8/2013	\$710.00	5/8/2013	Monitor DIGITAL A1A2201082
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 915BF216TC169
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 915BF26TC167
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 55-KHATB
FPO Suva	1/8/2013	\$720.00	5/8/2013	Monitor MICRON YA00906140073
FPO Suva	1/8/2013	\$710.00	5/8/2013	Monitor DIGITAL 98549K0060
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 55KHAHY
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 8270F26CA017
FPO Suva	1/8/2013	\$710.00	5/8/2013	Monitor DIGITAL 1K82710603
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL 80AB
FPO Suva	1/8/2013	\$720.00	5/8/2013	Monitor MICRON MNN001086
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 910BFT26TG329
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23TGP25
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 55-KHARW
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23LHK38
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 66FP761
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 7BMLB000035
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 950BB48HOXA7
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 116BM26NB07
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 915BF26TCA294
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-ATY72
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM VI60601
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-LFGW5
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-FAGR2
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM IS6332PCSVI60633
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-VYX02
FPO Suva	1/8/2013	\$610.00	5/8/2013	Monitor KTC70020
FPO Suva	1/8/2013	\$640.00	5/8/2013	Monitor ACER ES711020224/80071EED02
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL 9134
FPO Suva	1/8/2013	\$640.00	5/8/2013	Monitor ACER ES711020224/80091FAE002
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DELL 773C
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor REVA00
FPO Suva	1/8/2013	\$630.00	5/8/2013	Monitor LOGIC 88R018825
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23CXW12
FPO Suva	1/8/2013	\$790.00	5/8/2013	Monitor DELL B41R
FPO Suva	1/8/2013	\$790.00	5/8/2013	Monitor DELL OH92764180N
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-TFZ33
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor DELL MY-074CW-46632-24980H3
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor HP CNN5090F7K
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor HP CNC4240J0L
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor IBM 23- VYW55
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-TFZ18

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Department	BOS #	Amount(\$)	Date Approved	Item
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM 23-VYW270
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor HP CN488KSAOMP
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor DELL CN-0H9297-64180-65G-3IMU
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor HP COMPAQLE 1911 CNK0360B88
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor DELL 0749CW MY-0749CW-46632
FPO Suva	1/8/2013	\$710.00	5/8/2013	Monitor IBM 66-FT429
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor DCXBC-11Y1K8271092
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor COMPAQ 144BM26MB073
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor ACER 1130162P53516
FPO Suva	1/8/2013	\$760.00	5/8/2013	Monitor IBM23 VYW48
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor COMPAQ BM090
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor COMPAQ 312M26VAB09
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor IBM 23-TFZ30
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor COMPAQ CNN4330080
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor DELL 23VYW36
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor IBM REV-A00
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor C X BV HY A02
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor IBM 23VYV62
FPO Suva	1/8/2013	\$780.00	5/8/2013	Monitor IBM 23-TF 232
FPO Suva	1/8/2013	\$790.00	5/8/2013	Monitor IBM 23-TGP53
FPO Suva	1/8/2013	\$750.00	5/8/2013	Monitor IBM 55-KHAPC
FPO Suva	1/8/2013	\$720.00	5/8/2013	Monitor IBM 23-TFZ27
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor COMPAQ MY-0749CW46632
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor MY-0749CW-46632-249-80SQ N/A
FPO Suva	1/8/2013	\$740.00	5/8/2013	Monitor AUB4304K5
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	Printer Brother MFC 5840 CN22-240V
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	Printer HP LASERJET 1200
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	Printer HP LASERJETSG7R017901
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	Printer SAMSUNG SCX-4216F/XSA
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	Printer HP Laser 6P
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	Printer HP
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	Printer 1320 CNCJG70919
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	Printer 1320
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	Printer HP SGKGC56992
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	BROTHER (FAX) E63449G7-3039201
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	HP SGKG358662
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	HP CNCJM31306
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	HP SGCF0011319
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	B1AY0001QM
FPO Suva	1/8/2013	\$1,200.00	5/8/2013	BROTHER (FAX)
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	IBM 900X6M
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	IBM 90B2AR5
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	IBM 9000X7R
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	IBM 9068N3
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	HP SGH 7390B97
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	IBM 6269F

MINISTRY OF FINANCE

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STATEMENT OF LOSSES
AS AT 31 DECEMBER 2013

Schedule 10

The Ministry in 2013, recorded no loss of cash or revenue. However, following the annual Board of Survey a total of \$509,471.00 was written off.

Department	BOS #	Amount(\$)	Date Approved	Item
FPO Suva	1/8/2013	\$1,400.00	5/8/2013	IBM 9081XB4
FPO Suva	1/8/2013	\$1,300.00	5/8/2013	HP
FPO Suva	1/8/2013	\$1,500.00	5/8/2013	HP 6P SGCM002045
FPO Suva	1/8/2013	\$8,500.00	5/8/2013	Payroll Printer Digital LG04 PLUS
FPO Suva	1/8/2013	\$8,500.00	5/8/2013	Payroll Printer DIGITAL LG08 PLUS
FPO Suva	1/8/2013	\$8,500.00	5/8/2013	Payroll Printer HP Laserjet 1200 Series CNCRF06233
FPO Suva	1/8/2013	\$8,500.00	5/8/2013	Payroll Printer DIGITAL XLSERVER TA642034757
FPO Suva	1/8/2013	\$8,500.00	5/8/2013	Payroll Printer COMPAQ 382C702
FPO Suva	1/8/2013	\$8,500.00	5/8/2013	Payroll Printer DIGITAL XL6000 TA721P3349
FPO Suva	1/8/2013	\$8,500.00	5/8/2013	Payroll Printer PANASONIC DP 4510JDG2SR000
FPO Suva	1/8/2013	\$750.00	5/8/2013	Power Supply HP SGKGC51122
FPO Suva	1/8/2013	\$760.00	5/8/2013	Power Supply HPCNJK68500
FPO Suva	1/8/2013	\$750.00	5/8/2013	Power Supply HPCNC4C05939
FPO Suva	1/8/2013	\$750.00	5/8/2013	Power Supply HPCNC1X19270
FPO Suva	1/8/2013	\$750.00	5/8/2013	Power Supply HP CGCMR01945
FPO Suva	1/8/2013	\$620.00	5/8/2013	Power Supply PANASONIC 9129420010
FPO Suva	1/8/2013	\$620.00	5/8/2013	Power Supply PANASONIC 9442B00423
FPO Suva	1/8/2013	\$620.00	5/8/2013	Power Supply PANASONIC 1CPA1L0066
Administration	7/9/2013	\$800.00	6/8/2013	Four Drawer Filing Cabinet
Finance	7/9/2013	\$800.00	10/9/2013	CPU. Brand # Acer Aspire. s/n 72300795
Finance	7/9/2013	\$400.00	10/9/2013	Monitor. Brand # Acer Aspire. s/n ETL770C11274000924062
Treasury	52/9/2013	\$1,200.00	26/9/2013	HP Scanjet. Model: Scanjet 2400 s/n: CN756SR065
FPO Lautoka	59/9/2013	\$200.00	30/9/2013	HP Office Jet J3608 Model # CN051D522N/CB070A (RH 01)
Administration	73/10/2013	\$2,200.00	18/10/2013	4 Way Work Station
Administration	73/10/2013	\$600.00	18/10/2013	Executive Swivel Chairs
Administration	73/10/2013	\$600.00	18/10/2013	Computers Monitor Dell E773c s/n- CN-OH9297-64180-622-3060
Administration	73/10/2013	\$1,400.00	18/10/2013	Computers CPU Dell Optiplex170L S/N -555VF1S
Administration	73/10/2013	\$700.00	18/10/2013	Computers Monitor HP 7540 S/N-CN5260VSJ
Administration	73/10/2013	\$1,500.00	18/10/2013	Computers Compaq EVO s/n -H216JYGZ0014
FPO Suva	74/10/2013	\$800.00	18/10/2013	Executive Swivel Chairs
FPO Suva	74/10/2013	\$100.00	18/10/2013	Visitors Chair
Administration	67/11/2013	\$1,500.00	21/11/2013	Monitor -HP7540 S/N:CNN6071R9B CPU:-Net Vista s/n: 99XY 17
Administration	67/11/2013	\$1,500.00	21/11/2013	Monitor -Lenovo 197wAS/N:VIAF652 CPU:-HPP Compaqs/n:aud 61700GD
Administration	67/11/2013	\$1,500.00	21/11/2013	Monitor -Dell Optiplex 210L S/N:22SKIS CPU:-HP 7540 s/n: CNN6071RB9
Administration	67/11/2013	\$1,500.00	21/11/2013	Monitor -DELL Optiplex GX 520 L S/N:BCVSJIS CPU:-IBM s/n: 23-VYW43
Administration	67/11/2013	\$1,500.00	21/11/2013	Monitor -HP Compaq S/N:AUD 61700GC CPU:-HP s/n: CNN54520KN
Administration	67/11/2013	\$1,500.00	21/11/2013	Monitor -HP Compaq S/N:AUD 8500093 CPU:-Dell- s/n: CNC82NXTW
Administration	67/11/2013	\$1,500.00	21/11/2013	Monitor -HP Compaq 7540 S/N:CNN545KK CPU:-Dell s/n: HWJP61S
Administration	67/11/2013	\$1,500.00	21/11/2013	Monitor -Lenovo S/N:L3A7833 CPU:-HPL1910 s/n: CNK91002RM
Salaries	68/11/2013	\$3,600.00	21/11/2013	4- Way Workstation
Salaries	68/11/2013	\$1,000.00	21/11/2013	Book Shelve with doors
Salaries	68/11/2013	\$700.00	21/11/2013	Book Shelve (open)
Salaries	41/12/2013	\$1,500.00	9/12/2013	Dell Monitor MY-0-P82164-7306-566-BINQ Dell Ophilex 380 s/n: 245vf1s
Salaries	41/12/2013	\$1,500.00	9/12/2013	Dell Monitor CN-0-MO5SF-74261-89R 18LU Dell Ophilex 380 3f52zis
Salaries	41/12/2013	\$1,500.00	9/12/2013	Dell CN -OU274R-64180-08G-08XS Dell Ophilex 380 7NDWY1S
Salaries	41/12/2013	\$1,500.00	9/12/2013	Dell CN - OU27416418004440ftlibm 324414

MINISTRY OF FINANCE

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STATEMENT OF LOSSES
AS AT 31 DECEMBER 2013

Schedule 10

The Ministry in 2013, recorded no loss of cash or revenue. However, following the annual Board of Survey a total of \$509,471.00 was written off.

Department	BOS #	Amount(\$)	Date Approved	Item
FPO Suva	42/12/2013	\$1,600.00	9/12/2013	Dell 170 L s/n: 9CHWHIS
FPO Suva	42/12/2013	\$1,600.00	9/12/2013	Dell 775 s/n: 4Q9NSIS
FPO Suva	42/12/2013	\$1,600.00	9/12/2013	Dell GX 520 s/n: 2Q9N15IS
FPO Suva	42/12/2013	\$1,600.00	9/12/2013	Dell GX 520 s/n: FYFLIS
FPO Suva	42/12/2013	\$1,600.00	9/12/2013	Dell 755 s/n: 79PX1S
FPO Suva	42/12/2013	\$1,600.00	9/12/2013	IBM Lenovo S/N: I3A7504
FPO Suva	42/12/2013	\$1,600.00	9/12/2013	IBM Lenovo S/N: 99GAT00
FPO Lautoka	43/12/2013	\$40,500.00	9/12/2013	Vehicle Reg # GM 831 Model: Isuzu 3Tonne Engine # -4HFI703499
		\$509,471.00		

MINISTRY OF FINANCE

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TRUST ACCOUNT

Schedule 11

STATEMENT OF RECEIPTS AND PAYMENTS

AS AT 31 DECEMBER 2013

	31 December 2013	31 December 2012
	\$	\$
Opening Balance	10,748,700	9,147,931
Receipts		
Receipts from Bonds	5,968,560	6,235,864
Trust Receipts		
Total Receipts	5,968,560	6,235,864
Payments		
Payments of Performance Bonds	6,925,048	4,635,095
Trust Payments		
Total Payments	6,925,048	4,635,095
Closing Balance	9,792,212	10,748,700

MINISTRY OF FINANCE

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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

Schedule 12

NOTE 1: REPORTING ENTITY

The primary role of Ministry of Finance is to support the Government in the efficient and effective management of the National economy consistent with the achievement of the Government's vision for the Nation. To achieve this, the Ministry ensures that prudent public financial policies and practices are in place in order to maintain financial and macro-economic stability. Also, the Ministry plays a vital role in spearheading the public financial management reforms that will help the Government improve the delivery of public goods and services, thereby contributing to raising economic growth and ultimately improving living standards of all citizens of Fiji.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting/Presentation

In accordance with Government accounting policies, the financial statements of the Ministry of Finance is prepared on cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act 2004 and the requirements of Section 82(1) of the Financial Instructions 2010. The preparation and presentation of a statement of Assets and Liabilities is not required under the current Government policies.

(b) Consolidation of Accounts

The financial statements consolidate the financial statements of Ministry of Finance, Information Technology and Computing Services, Government Printing & Stationery Department, and Government Procurement Office as stated in the year 2012 Appropriation Promulgation or Annual Appropriation Act. .

(c) Revenue Recognition

Revenue is recognised when it is received by the Ministry / Department. The major sources of income are Income Tax, Customs Import Duties, Value Added Tax, Land Transport Authority Fees, Departure Tax, Fiscal Duty, Dividend and the current remittance of water rates charges to the Ministry of Finance by the Water Authority of Fiji.

(d) Accounting for Value Added Tax (VAT)

All income is inclusive of VAT while the expenses are VAT exclusive. With effect from September 2009, the Ministry is to remit to FRCA, VAT on all fees and charges on revenue collected. The Ministry on a monthly basis takes out VAT output on total money budgeted for their expenditure. VAT input on the other hand is claimed on payments made to the suppliers and sub-contractors for expenses incurred.

The VAT payments as per the statement of financial operation relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to FRCA. Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.

NOTE 3: SIGNIFICANT VARIATIONS**Page 22**

- (a) The increase in operating revenue is attributed to the increase in the collections of indirect taxes.
- (b) The decrease in the investing revenue is attributed to the non-returns in 2013 for returns that were received in 2012 from Rewa Dairy (\$10m), Fiji Ships (\$5.9m), KTFZ (\$1.1m), (\$8.0m), PSC TMA (\$2.0m), Printing TMA (\$617,000) and also the decrease in return from Supplies TMA from \$8m in 2012 to \$0.8m in 2013. There was also a return of \$9m from FINTEL in 2013.
- (c) The decrease in borrowing revenue is due to the reduction of both domestic and overseas loans in 2013.
- (d) There was an increase in miscellaneous revenue in 2013.
- (e) There was a decrease in revenue collected by the Government Printing & Stationery department in 2013.
- (f) The increase in expenditure is attributed to the salary increase with effect from January 2013..
- (g) The increase in Travel & Communication is due to the increase in TFL lease line paid by ITC and also increase in the conducting of internal audits.
- (h) The increase in expenditure in year 2013 is a result of the increased cost of refurbishment of ITC offices at Domain, FNU, Commissioner Norther, Western and Central which also directly increased power supply there.
- (i) The increase in expenditure relates to payment of two major software licenses to Oracle and Microsoft. FMIS Training also increased in 2013.
- (j) Increase in operating grant to FRCA.
- (k) Increase is due to the purchase of hardware Infrastructure upgrades by ITC for nodal sites.
- (l) The decrease is due to the reduction in purchase by ITC.
- (m) Decrease in capital grant to FRCA.

NOTE 4: SIGNIFICANT VARIATIONS**Page 23**

- (a) The decrease is a result of the resignation of the Minister for Local Government.
- (b) The decrease in travel and communications expenditure is a result of the decrease in the overseas travel in respect of Ministers
- (c) The increase in purchase of goods and services was due to the payment to Oracle and Microsoft for licensing.
- (d) The increase is attributed to the increase in FICAC grant.
- (e) The increase in the expenditure is a result of the payment for LTA legal expenses.
- (f) Decrease in payment as a result of the non requirement for further payments which were made in 2012 for the construction of mess hall for RFMF.
- (g) The increase is a result of the increase in UNAMI (\$1.0m) and UNDOF support (\$2.0m) for RFMF.
- (h) The decrease is attributed to the non repetition of the 2012 payment for the Denarau Bridge and also the payment for Housing Authority payment to Exim Bank.

NOTE 5: SIGNIFICANT VARIATIONS**Page 24**

- (a) Expenditure decreased due to the decrease in RFMF re engagements and also through deletions of the payments on grounds of death or non-receipt of life certificates.
- (b) Expenditure decreased as there were fewer payments for Prisons while no payments were made for Forestry.
- (c) Expenditure increased due to payment of past years COLA arrears. New payments for Widows & Orphans were also paid COLA.

NOTE 6 SIGNIFICANT VARIATIONS

- (a) The expenditure declined due to the decrease in interest payments made for Ways & Means and also registry fees.
- (b) The increase in expenditure was a result of more interest paid on external loans.
- (c) The decrease is due to the 2012 early redemption of expensive bonds nominal amount of \$50m. This was not repeated in 2013.

NOTE 7**SIGNIFICANT VARIATIONS****Page 25**

The transfer of funds for the Ministry are as follows:

- (a) \$92,717 is net transfers out from Standard Expenditure Group (SEG) 1 (established staff) to various SEGs.
- (b) \$25,393 is net transfers into Standard Expenditure Group (SEG) 2 (Government Wage Earners) from various SEGs.
- (c) \$676 is net transfers out from SEG 3 (Travel & Communications) to various SEGs.
- (d) \$32,834 is net transfers into SEG 4 (Maintenance & Operations) from various SEGs.
- (e) \$846,624 is net transfers out of SEG 5 (Purchase of Goods & Services) through virement and redeployment.
- (f) \$11,000 is net transfers out from SEG 7 (Special Expenditure) to various SEGs.
- (g) \$2,062,220 is net transfers out of SEG 9 (Capital Purchase) through virement and redeployment.
- (h) \$443,252 is net transfers out of SEG 13 (Value Added Tax) through redeployment.



NOTES

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Lined area for notes.

