



MTA Annual Report
2016-2017





ANNUAL REPORT 2016 - 2017



A prosperous Vanua for a better Fiji

MINISTRY OF ITAUKEI AFFAIRS
NORTH WING ITAUKEI TRUST FUND
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TABLE OF CONTENTS

LETTER TO THE MINISTER	ii
SECTION 1: PERMANENT SECRETARY’S REVIEW	iii
SECTION 2: MINISTRY OVERVIEW	v
1. CORPORATE PROFILE	v
2. DIVISIONAL RESPONSIBILITIES	6
iTaukei Lands and Fisheries Commission	6
ITaukei Institute of Language and Culture	6
Development Services Division.....	7
Corporate Services Division	8
Itaukei Lands Appeals Tribunal.....	8
SECTION 3: MINISTRY ORGANISATIONAL STRUCTURE	10
SECTION 4: PERFORMANCE HIGHLIGHTS BY DIVISIONS	11
1. ITAUKEI LANDS & FISHERIES COMMISSION	11
2. ITAUKEI INSTITUTE OF LANGUAGE AND CULTURE	13
3. DEVELOPMENT SERVICES DIVISION	15
4. CORPORATE SERVICES DIVISION	18
5. ITAUKEI LANDS APPEALS TRIBUNAL	22
SECTION 5: AUDITED FINANCIAL STATEMENT	26

LETTER TO THE MINISTER

Rear Admiral (Retired) Josaia Voreqe Bainimarama
Hon. Minister for iTaukei Affairs
Government Buildings
Suva

Dear Sir,

It is my pleasure to present to you the Ministry of iTaukei Affairs Annual Report for the 2016 – 2017 financial year.

This report has been prepared in accordance with all applicable obligations of the *Financial Management Act 2004*, including subsection 49(1) which requires that you table the report in Parliament.

The report also includes the Ministry's audited financial statements as required under section 50(2) of the *Financial Management Act 2004*.

Yours sincerely

.....
Naipote T. Katonitabua

Permanent Secretary for iTaukei Affairs

SECTION 1: PERMANENT SECRETARY'S REVIEW



I am pleased to present the Ministry of iTaukei Affairs Annual Report 2016 – 2017. In the Ministry of iTaukei Affairs, we are committed to maintaining and improving the wellbeing and good governance of iTaukei communities. Our policies and programs are focused on inspiring change, to the extent that we will affect most Fijians at some point in their lives. Our services and products target local iTaukei communities, but also for the iTaukei diaspora including other Fijian citizens. Significant achievements from the past year include:

Ministry Roadshows

In August 2016 – July 2017, the Ministry facilitated 35 roadshows; fourteen of which were facilitated within the fourteen provinces; rendering services to a total of 17,095 customers. These services included; VKB registration, deletion of names through oath and death certificate, issue of VKB copies, correction of names, and transfer of names (veitokitaki).

Cultural Mapping Program

During the 2016 – 2017 fiscal year, the cultural mapping program (CMP) was successfully completed in the remaining 78 villages in the Nadroga/ Navosa Province. This achievement concludes the completion of CMP exercise in 13 Provinces with one remaining Province (Ba) yet to be undertaken, which would commence in the 2017 – 2018 fiscal year.

Special Revitalization Programs

In 2016 – 2017, three (3) special revival programs (SRPs) were undertaken with one in each Province as follows:

1. Nadroga/ Navosa – Tali iTabekasere in Nabutautau village, Navatusila;
2. Macuata – Tali ibe ni Namuka in Visoqo Village, Namuka; and
3. Tailevu – Refurbishment of Vatanitawake in Bau.

Village by-Laws

A total of twenty (20) public consultations for village by-laws was successfully carried out from August 2016 – July 2017.

Looking forward

In 2017–18, we will strengthen community empowerment through extending our community outreach programs for VKB services and awareness on iTaukei language, culture and revitalization, etc. to iTaukei diaspora abroad. On the same note, we will continue to feature prominently in local roadshows to ensure information kits on Government programs is accessed by every iTaukei. We will also embark on a more proactive approach to sustainable development to create more resilient iTaukei communities to climate change.

It is a privilege to lead a team of dedicated and professional staff who work together to make the Ministry the pre-eminent Ministry in Fiji, serving the iTaukei population.

Naipote Katonitabua
Permanent Secretary for iTaukei Affairs, April 2017

SECTION 2: MINISTRY OVERVIEW

1. CORPORATE PROFILE

The purpose of the Ministry of iTaukei Affairs is to provide the link with other iTaukei Institutions which includes the iTaukei Affairs Board, that directly manages the administration and affairs of the fourteen (14) Provincial Office as stipulated in the iTaukei Affairs Act (Cap 120).

Our core business is to develop, implement and monitor policies and programs for the good governance and wellbeing of the iTaukei.

VISION, MISSION AND VALUES

VISION

A prosperous Vanua for a better Fiji.

MISSION

We will strive to create a prosperous Vanua for a better Fiji through the following:

- (i) Build strong leadership for the Vanua;
- (ii) Develop relevant policies, programmes and legislations;
- (iii) Develop smart partnerships;
- (iv) Coordinate capacity building initiatives; and
- (v) Empower the iTaukei through appropriate institutional framework of governance.

VALUES

- We will uphold and promote the integrity of iTaukei customs and tradition;
- We will be transparent and accountable in the conduct of our business;
- We will free ourselves from all forms of discrimination;
- We will promote respect within the Ministry;
- We will maintain the highest standards of professional integrity;
- We will deliver efficient and friendly service to all our customers;
- We will ensure a safe and pleasant working environment; and
- We will promote and maintain the Ministry as a learning institution.

LEGISLATIONS

Our responsibilities are entrenched in the following legislations:

- iTaukei Affairs Act (Cap 120)
- iTaukei Lands Act (133)
- iTaukei Lands Trust Act (Cap 134)
- iTaukei Development Fund Act (Cap 121)
- iTaukei Trust Fund Act 2004

RESPONSIBLE MINISTER

The Ministry of iTaukei Affairs is responsible to the Hon. Minister, Rear Admiral (Ret) Josai Voreqe Bainimarama, who is also the Prime Minister and Minister of Sugar.

2. DIVISIONAL RESPONSIBILITIES

iTaukei Lands and Fisheries Commission

The iTaukei Lands and Fisheries Commission (TLFC) is a statutory body constituted under the iTaukei Lands Act 1905 and the Fisheries Act 1941; to adjudicate on disputes regarding land ownership, fishing rights and customary chiefly positions. The Commission, is custodian of various significant iTaukei cultural registers for the iTaukei which are maintained and updated from time to time. These registers contain vital records which facilitate the resolution of disputes in relation to their mandated responsibilities; the most significant of these registers is the Vola ni Kawa Bula (VKB); which is related to land ownership. The VKB has been manually kept and continuously updated since the first sitting of the Native Lands Commission in the early 1900. In 2014 work started on digitising the RNL to address the growing demand for greater accessibility.

iTaukei Institute of Language and Culture

The iTaukei Institute of Language and Culture (TILC) was established under a Cabinet Decision, for the collation of an iTaukei Dictionary and for the cultural mapping of iTaukei communities. The Institute is responsible for the provision of policy advice on safeguarding the iTaukei Language and Culture which includes its study, development, promotion and protection.

Services rendered by the TILC include:

- i. Resource Centre on iTaukei literature, books and other printed matter, photographs, audio and visual tapes with detailed indexes on computer, both in English and the iTaukei vernacular to ensure materials are easily accessible;

- ii. Preservation and promotion of the iTaukei vernacular through:
 - a. Weekly Radio Program (Noda Vosa Programs on FBCL);
 - b. Lialiaci Quarterly Publications and publication of information pamphlets and posters;
 - c. Community Awareness Programs covering Schools, Youth Groups and Organizations particularly those for overseas personnel orientation;
 - iii. Assist Provincial Council Offices during the organizing of iTaukei Festivals at Provincial and District level;
 - iv. Advice to other Cultural Stakeholders e.g. Curriculum Advisory Services of the Ministry of Education, Department of Heritage & Arts, Fiji Museum, Fiji Arts Council, National Trust of Fiji on the application/adoption of safeguarding of the iTaukei Language & Culture into their various functions.
 - v. Cultural Mapping Project – an information gathering exercise to facilitate the enactment of a legislation to protect “...indigenous intellectual property rights...”
 - vi. Special Revival Unit (SRU) – to facilitate revitalization programs for Traditional Knowledge and Expression of Culture identified through the cultural mapping exercise;
- TILC also collaborates with stakeholders in the cultural sectors locally and internationally regarding cultural issues to enhance the safeguarding of the intangible and tangible cultural heritage under the UNESCO convention on ICH, ILO convention 169 and UN declaration on the Rights of the Indigenous People. In August 2016, TILC Officials facilitated capacity building workshops for Tongan and Rotuman Officials on the pros and cons of the cultural mapping process.

Development Services Division

The Development Services Division provides policy advice on the social, economic and environmental matters that affect the good governance and wellbeing of the iTaukei. Through its Research and Policy Unit, the Division engages in consultative forums with other iTaukei Institutions, government agencies, CSOs, NGOs and other key stakeholders to ensure that iTaukei interests are considered in key policy issues and programmes that support their overall development.

The Monitoring and Evaluation Unit within the Division, monitors and evaluates projects and programmes, to ensure that they meet the objectives in addition to promoting efficiency and encouraging a performance oriented organization. The Unit ensures that government funded programmes are reported in a timely manner guaranteeing efficiency, accountability and

transparency in the overall achievement. The unit is also tasked with the development of benchmarks to assess organizational performance.

The Division oversees the following programmes; Village Bylaws (VBL); iTaukei Leadership Curriculum, National iTaukei Resource Owners Committee (NTROC) and the development of an iTaukei Contextualized Child Protection programme. The Division is Secretariat to both internal and external forums that oversee development within iTaukei communities.

Corporate Services Division

Corporate Services Division's mission is to provide efficient and effective corporate services, products and advice to other Divisions to enable them to meet their objectives. We will work towards being accessible, consultative, with emphasis on continuous improvement committed to the Ministry's mission to improve the wellbeing of the iTaukei people.

Corporate Services Division is responsible for the provision of corporate services, products and advice including human resource management; accommodation and facilities management; financial management; training and development; information management and technology services; procurement; and logistics.

iTaukei Lands Appeals Tribunal

The iTaukei Lands Appeals Tribunal makes rulings on Appeal cases that challenge the decision of the Commission on land ownership, boundary, fishing rights and customary chiefly titles. Adjudication by the Appeals Tribunal is always final and cannot be challenged in a court of law.

In 2010, Cabinet approved By-Laws for all "Declared iTaukei villages". For this, all settlement boundaries needed to be demarcated before they can be declared as iTaukei villages by the iTaukei Affairs Board. A special project Team was established under the TLFC for this purpose in addition to their on-going task of demarcation and survey of iTaukei land parcels around Fiji that have never been surveyed.

The iTaukei Lands Appeals Tribunal is regulated under the iTaukei Lands Act (Cap 133)/ iTaukei Lands (Amendment) (Appeals Tribunal) Act 1998 (Act No.44 of 1998) to inquire and make final ruling over appeal cases from the decision of the Commission. These appeal cases

include land ownership, boundary, fishing rights and customary chiefly titles. The iTaukei Lands (Amendment) (Appeal Tribunal) Act, 1998 states that the decision of the Appeals Tribunal are to be final and conclusive and cannot be challenged in a court of law.

SECTION 4: PERFORMANCE HIGHLIGHTS BY DIVISIONS

1. ITAUKEI LANDS & FISHERIES COMMISSION

The iTaukei Lands & Fisheries Commission (TLFC) is legislated under the iTaukei Lands Act in 1905, and mandated with the following fiduciary obligations:

1. Safeguarding and maintenance of iTaukei cultural registers;
2. Adjudicate on disputes related to iTaukei Lands & Fisheries ownership and traditional leadership;
3. Management and maintenance of the iVola ni Kawa Bula (VKB)
4. Demarcation and surveying of all un-surveyed iTaukei Lands as well as iTaukei village boundaries.

Vanua Unit

This Unit is entrusted with the maintenance of all iTaukei Lands & Fisheries records and the adjudication on issues related to iTaukei Lands & Fisheries ownership and traditional leadership titles.

Outlined below are the highlights and achievements of the Vanua Unit for the year 2016 - 2017:

Sub Output	Target	Annual Achievement
Partnership in Development with Stakeholders	12	13
A well-coordinated and effective change programs 1.Representation in Roadshows, Public Consultations and Talk Back shows.	40	7 [All Units]
Encourage partnerships between TLTB, Landowners and government to encourage better utilization of land	FNPF – 30 Immigration - 30	FNPF – 47 Immigration - 24
Waiver of Fishing Rights	10	33
Informal enquiry conducted into disputes	35	34
Research	10	23
Typing of tribal statement (Tukutuku Raraba or TTR) and Evidence Book	60	Awaiting institutional strengthening
Indexing of records	10	Awaiting institutional strengthening
Scanning of records	20	Awaiting institutional strengthening
Customary titles confirmed	80	132
Verification and amendment of Register of iTaukei Lands (RTL)	20	25
New RTL issued for Schedule A& B land.	5	None
Validation of extinct Mataqali	5	1
Notification of extinct Mataqali and Agnate descendants	5	

Reversion of extinct Tokatoka and Agnate descendants land	5	3
Accessibility to TLFC records	200	365
Strengthen Traditional Leadership Awareness	30	19

Management of the iVola ni Kawa Bula (VKB) Unit

The management of the VKB registers is to ensure that records are kept accurately as reported during the registrations of LOUs and any other duly approved alterations thereafter.

Apart from the usual registration and deletion of names, the TLFC also facilitates the transfer of names within the VKB, Verification of LOU names for TLTB, FEA, HA, Land use reform from the Ministry of Lands and issuing of VKB copies and Green Certificates to Land Owning Unit members.

The summary of the activities for the financial year 2016-2017 is tabulated below:

VKB REPORT SUMMARY 2016-2017 - BY PROVINCE

Province	Enquiries	Birth Entries			Deletion		VKB Copies	VKB	TLTB		FEA	HA	Land Use
		Counter	Mail	O/Birth	Counter	EB			Deed	De-Reserved			
Ba	343	498	233	23	60	193	140	200	44	60	122	0	0
Bua	173	195	95	14	3	780	66	68	20	6	6	0	0
Cakau	213	598	375	12	6	467	117	129	23	12	4	0	0
Kadavu	171	385	11	22	11	372	358	96	3	5	1	0	1
Lau	250	370	7	36	24	172	93	147	5	4	0	1	0
Lomaiviti	991	282	1	25	14	172	508	99	5	2	2	0	0
Macuata	178	244	397	3	30	117	253	91	36	16	3	0	0
Nadroga	200	692	223	14	25	318	517	159	58	63	32	0	1
Naitasiri	258	820	3	10	26	287	182	151	33	23	180	0	0
Namosi	109	151	0	2	7	0	48	31	4	2	4	0	0
Ra	1417	492	13	2	16	687	549	81	52	32	1	0	2
Rewa	182	225	0	17	8	20	479	138	11	11	20	0	0
Serua	163	156	4	1	12	27	86	28	8	15	2	0	0
Tailevu	332	434	24	39	40	180	151	242	66	31	30	0	1
TOTAL	4980	5542	1386	220	282	3792	3547	1660	368	282	407	1	5

Computerisation of VKB Unit

As of 31st December 2016, TLFC digitized **12047** Tokatoka and **672,978** members in VKB registry and added **42,424** new members using iTaukei application. In relation to Agnate descendants; 901 tokatoka were Tokatoka and **15,083** members in Agnate registry.

Prior to 2016; services related to the VKB were decentralised and piloted in five Provincial Council officers namely Tailevu, Rewa, Lau, Serua and Namosi. Plans were already in place to roll out new staff to all 14 Provincial Councils officers.

No.	Registration Type	Number of Count 2015	Number of Count 2016
1	Total Number of Tokatoka Digitized	11970	12047
2	Total Number of Members Digitized	651420	672978
3	Total Members added using ITaukei Application	16753	42424
4	Total Number of Agnate Tokatoka Digitized	688	901
5	Total Number of Agnate Members Digitized	10106	15083

Project Unit - Demarcation and Survey of Unsurveyed iTaukei Lands & Village Demarcation

In relation to its adjudication role, the Commission is tasked with carrying out a survey of unsurveyed iTaukei Land. This process is done in partnership with landowners; and is a form of empowering the communities to familiarise themselves with their land boundaries. Most of these areas are isolated; and ease of access is a challenge, this greatly affects the rapidity of the exercise.

The Project Unit, is also responsible for the demarcation of iTaukei villages; the objective of this exercise is to assist with development and the provision of necessary infrastructural and utility development within villages. It is also worth noting that this exercise, will dictate the boundaries with regard to the application of the Village Bylaws.

The quota for 2016 and the achievements on this front is tabled below:

Output	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Percentage Achieved (%)
Demarcation of Un-surveyed Land	25,000m	9260.23m	1500m	9270m	4681.07m	24711.3m	98.85
Survey of Unsurveyed Land	25,000m	9260.23m	1500m	1300m	8593.09	20653.32m	82.61
Demarcation of Village Boundaries	85	19	0	19	0	38	44.71

2. ITAUKEI INSTITUTE OF LANGUAGE AND CULTURE

The highlights and achievements of TILC for the year are as follows:

- i. The Culture Mapping Programme for Nadroga/Navosa was completed in the 78 villages remaining;
- ii. 3 Special Revitalization Programme initiatives were successfully carried out:

- a. Tali iTabekasere: Nabutautau, Navatusila, Nadroga/Navosa;
- b. Tali ibe ni Namuka: Visoqo, Namuka, Macuata; and
- c. Refurbishment of Vatanitawake, Bau, Bau, Tailevu.

To further hasten the cultural mapping exercise, in January 2017, ten (10) Project Officers were engaged; eight (8) were assigned to transcribing of audio collated over the years from the CMP exercise. This saw the transcribing of 274 audio materials.

Two of the ten additional staff mentioned earlier, were assigned for the review of the iVolavosa Vakaviti or the Fijian Monolingual Dictionary which enabled the addition of 1019 words, which is awaiting endorsement by the iTaukei Language Committee. The review of the Fijian Dictionary, with the aim to publish its second edition needs to be authorized by the Language Committee which has been able to be convened during the year.

The financial year; was also dedicated to strengthening and expanding, its existing networking with various stakeholders, a number of collaborations are listed below:-

- a. Curriculum Advisory Services under the Ministry of Education for earning materials to be used in schools;
- b. Advice given for the development of the Child Protection Manual;
- c. Facilitated at the UNESCO ICH Nomination Workshop with Department of Heritage & Arts;
- d. Participated at the workshop on Integrating Indigenous & local Knowledge in human health decision making & planning to meet SDG 3 & enhance planetary in Fiji;
- e. Participated at the Fiji National Cultural Policy Consultation;
- f. Provide awareness at the Roman Catholic Archdiocese of Suva Justice and Development Commission Seminar; and
- g. Participated at the Ministry of Education facilitated Careers Expo conducted in various schools in the Lau Province.

A reflection and acknowledgement of the iTaukei and individual skills present within the Division; is the appointment of a junior officer Mr Konisi Ravonokula as part of the Fiji delegation, to the United Nation's Ocean Conference.

Whilst, the Institute has continues to maintain a momentum with its responsibilities; acknowledging the need for maintaining a cohesive productive team; integrated in their responsibilities are organise team building activities, attending to social events (e.g. Monthly birthday tea parties, collections for funerals etc), TILC equipment and OHS issues ad service improvement. During the year, the committee monitors fruit intake every Wednesdays and the purchase of a green T-shirt for the Institute’s sportswear during the Ministry’s wellness program on Wednesday afternoons. These committees are:-

- 1) Social Committee – Solesolevaki
- 2) Service Improvement – Veiqaravi Uasivi
- 3) IMO – Inventory Monitoring & OHS Committee

The table below summarizes TILC’s achievements for the financial year August 2016 to July 2017:

No.	Activity	Remarks
1	Cultural Mapping Program	Nadroga/Navosa Province completed, with the 78 remaining villages mapped
2	Special Revitalization Program	Three (3) SRPs conducted as follows: a. Tali iTabekasere: Nabutautau, Navatusila, Nadroga/Navosa; b. Tali ibe ni Namuka: Visoqo, Namuka, Macuata; and c. Refurbishment of Vatanitawake, Bau, Bau, Tailevu.
3	Transcribing of CMP audio recording	Transcribed 274 audio materials collated over the years from Culture Mapping Program
4	Review of the iVolavosa or Fijian Monolingual Dictionary	Review dictionary which enabled the addition of 1019 words, awaiting endorsement by the iTaukei Language Committee and aims to publish second edition.

3. DEVELOPMENT SERVICES DIVISION

These are the highlights of the activities undertaken by the Division for 2016 – 2017.

Portfolio Leadership, Policy Advice and Secretariat Support

As required by the Portfolio Leadership sub-output, Development Division provided the following 18 Parliament submissions and Parliament presentations as Ministerial Assignment with the Annual Corporate Plan target of 4. Regarding monitoring and compliance, the division prepared and submitted 12 monthly reports for Senior Management Board reporting, prepared, submitted and obtained management endorsement a summary template for press release of budgeted programs. For Chapter 6, Part A, Section 123 (g) (13/1), the division met with the ministry’s heads of section, managers and Senior Administrative Tribunal to include the

summary template to budgeted activities to be part of Senior Management Board reports, alignment of Business Plans to Annual Corporate Plan 2016 – 2017 by Manager Monitoring and Evaluation Unit and Senior Administrative Officer (Monitoring). The Monitoring Unit also presented at the induction workshop on the performance accountability framework on Friday 27th of January, 2017. The Division also prepared and submitted 36 briefs and policy papers.

In reviewing and streamlining organisational structure, the division presented to the World Bank consultants for restructure and realignment of units. In the process, the division reviewed 12 Job Descriptions for the existing positions in the division, together with the 12 Job Evaluation Forms to Civil Reform Unit.

In strengthening partnership in development with stakeholders, the division engaged in 244 meetings, workshops, and consultations with stakeholders.

In monitoring the performance of the various projects of the ministry, through financial accounting and management, the Division prepared and submitted 4 Quarterly QPPR reports to Ministry of Economy and furthermore, prepared and submitted the Ministry's Public Sector Investment Programme (PSIP) to Strategic Planning Office.

iTaukei Institutions Empowered

To improve performance at Provincial, Tikina and Village Levels, through quarterly feedback reports on Village by Law during Provincial Council meetings, 14 consultations were carried out in the various 14 provinces and urban areas as well.

In ensuring a well-coordinated and effective change programme, the Division prepared reports to capture quarterly feedback reports on Public Consultations and iTaukei Roadshow programmes that will be reflected as part of the ministry's Annual Report 2016. Furthermore, there was a review exercise on the design of the new MTA brochures where Government Services that can be accessed by the iTaukei's communities can be included with the newly adopted vision and mission.

Child Protection

For monitoring and evaluation of Child Protection Awareness conducted at Provincial Level, a workshop was conducted at the Grand Pacific Hotel, as the first phase of reviewing the Child Protection Contextualised package.

Summary

The Table below stipulated and summarizes the achievements highlights of the division for financial year 2016 – 2017.

Strategies	Key Performance Indicators	ACP Targets	Targets Achieved
OUTPUT 1: PORTFOLIO LEADERSHIP, POLICY ADVICE & SECRETARIAT SUPPORT			
Sub Output 1.1 Portfolio Advise	Ministerial Assignment (43/2014)	4	18 Parliament submissions and presentations
	Monitoring & Compliance	4	12 DSD Monthly Reports for SMB
	Cabinet Papers (briefs, policy papers etc.)	4	36 briefs and policy papers
Sub Output 1.2 Review & Streamline Organisational Structure	Restructured/Realigned Units	4	Presentation to the World Bank Consultants
	Revised Staff & Position Movements	4	12 JDs reviewed 12 Job Evaluation Forms submitted to Civil Service Reform
Sub Output 1.3 Partnership in development with stakeholders	Quarterly reports of stakeholder consultations	4	244 meetings, workshops, and consultations with stakeholders
Sub Output 1.5 Financial Accounting & Management	Performance Projects Review (QPPR)	4	4 Quarterly QPPR reports submitted to MOE
	Public Sector Investment Programmes (PSIP)	4	Submitted 1 PSIP to Strategic Planning Office
OUTPUT 2: ITAUKEI INSTITUTIONS EMPOWERED			
Sub Output 2.1 Improve performance at Provincial ,Tikina & Village Levels	Quarterly feedback reports on Village By Law during Provincial Council meetings.	4	20 consultations in 14 provinces and urban centres
Sub Output 2.2 A well-coordinated & effective change programme	Quarterly feedback reports on Public Consultations & iTaukei Roadshow programmes	4	Reports captured and included Public Consultations and Roadshows to be part of Annual Report 2016 components Review/design MTA new Brochures to include: • Government services that can be accessed by iTaukei communities • New Vision and Mission for inclusion
OUTPUT 3: CHILD PROTECTION			
Monitoring & Evaluation of Child Protection Awareness conducted at Provincial Level	Revised contextualised package	4	Conducted a workshop to complete the first phase of Child Protection Contextualised package review

4. CORPORATE SERVICES DIVISION

Permanent Secretary's Performance Assessment Framework

The activities undertaken regarding Permanent Secretary's Performance Assessment Framework through the number of briefs submitted to Minister, the Division prepared and submitted 1 Financial Report and 19 commission papers. There were 5 internal circulars also issued namely, Recuperation Leave Management, Disaster Preparedness 2016-2017 Cyclone Season, Red Alert on late arrival & early departure, Honorarium Allowance and Extra Marital affairs.

Quality Policy Provided

To provide quality policy advice, the Division 6 new policies were developed; Recruitment & Selection Policy, IT Disaster Recovery Plan, Registry Management, Fixed Asset Manual, Whistleblowing Policy and Honorarium Policy. The Division also reviewed 8 existing policies namely; Finance Manual, IT Policy, Training Policy, OHS Policy, Leave Policy, Transport Policy, Risk Management Policy and HR Manual.

Secretariat Support

In providing secretariat support, 12 Divisional monthly reports were prepared and submitted, 151 meetings of various committees were facilitated internally and externally. There were 13 submissions provided for the Senior Management Board meetings. The Division also provided 19 promulgation of appointment and 40 Expression of Interest.

Public Relations & Community Engagements

To ensure information is disseminated through public outreach programs; 20 Provincial Council Roadshows were conducted, 12 Roadshows, and 4 Government Roadshow.

Conduct a skills audit and provide professional development & training opportunities

To coordinate external workshops and training provided by tertiary institutions and other training providers, the Division conducted 23 trainings and 8 in house trainings.

CSD Restructure and Realignment of Functions and Activities

To ensure proper assessment and timely response to aggrieved customers, the 11 complaints were addressed with necessary changes made in processes by reviewing the business processes and carrying out a review and restructure of the Division.

Ensure Proper Assessment and Timely Response to Aggrieved Customers

In efforts to increase the number of women representatives in the internal committee the division had 6 women representatives for the MTA Social Club, 2 for OHS, 4 EEA, 3 BOS, 6 FBEA and 5 for QCC/5s.

Computerisation of the iTaukei Project

To provide computerisation of the iTaukei Institute Language and Culture project, there were 4 hard drives provided for the Network Attached Storage to TILC, however, one hard drive developed faulty problems. The faulty hard drive was replaced in December, but the vendor has misplaced the rack for the hard drives.

Staff Development

Regarding staff development through effective HR Planning and Development, the Division facilitated the Open Merit Recruitment and Selection and Human Resources Forum. The Division also managed to revise the existing Training Policy to enhance Agency Learning & Development Plan.

Adherence to Services Charter

To adhere to the Service Charter of the Ministry, the Division completed the formulation, implementation, monitoring and reviewing of Agency Services Charter.

Implementation of the Service Excellence Framework

In accordance to its role for promoting excellence within the organisation; the Ministry continued to participate in the Fiji Business Excellence Awards. The Division; within the financial year implements a number of initiatives and collates a submission through the FBEA process, in order to be externally assessed on its efforts. Nevertheless; as part of this initiative; a MTA Awards is facilitated by the Division.

Effective Business Progress Re-engineering

In documenting and reviewing of business processes for improved performance substantially, the division reviewed existing Standard Operating Procedures, 3 reports were prepared and submitted- 1 appointment of members, 2 monthly reports and 5 meetings to ensure effective implementation of improvement tools (Quality Circle/5S), to ensure effective implementation Occupational Health & Safety, the division prepared and submitted 3 reports and conducted 8

meetings. For effective implementation of Energy Efficiency Audit & Telephone monitoring, the division conducted 5 meetings and conducted 1 site visit.

Planning & Management of Budget Compliance

The Division formulated and submitted the Budget Proposal 2017 – 2018. Also 6 requests to incur expenditures were processed and facilitated as TAB Grant with 2 grant agreement and 4 acquittals. To control expenditure of public money 12 monthly reports were provided and submitted and 4 financial briefs submitted to the Minister. Regarding payroll of established and Government Wage Earners 26 reports were provided for the established and 52 for Government Wage Earners.

Financial Performance Compliance

The Division prepared and submitted 12 monthly performance reports.

Assets Management

The annual physical stocktake conducted by the division, 2 Board of Survey Reports were prepared and submitted and 6 meetings conducted. Regarding transport management in facilitating daily transport requests, vehicle returns, and fuel cards usage, 12 monthly reports were prepared and submitted.

Audit Compliance

To facilitate the implementation of the Audit report recommendation (Internal & OAG reports), the Division received 2 Annual Financial Statement.

Procurement Compliance

The Division managed to formulate an Annual Procurement Plan for 2016 – 2017.

Promote innovation and best practice on Public Service delivery

In providing a conducive environment for healthy and motivated Workforce, the Division appointed OHS representatives within the Divisions and conduct health screens. CSD Social Committee members were appointed to coordinate improvement initiatives through established taskforces and to accommodate for the provision of Corporate Social responsibility, the Divisions participate in the Wednesday Wellness Program, Pink October contributions and cleaning up along foreshore in Nasese and organise volleyball and aerobics sessions.

The table summarises the achievements and highlights of CSD for the financial year 2016-2017.

Strategies	Activities	BP Targets	Targets Achieved	Remarks
Permanent Secretary's Performance Assessment Framework	Number of briefs submitted to Minister	4	20	<ul style="list-style-type: none"> • 1 Financial Report • 19 Commission papers
Quality Policy Advice Provided	Develop New Policies	8	6	Recruitment & Selection Policy IT Disaster Recovery Plan Registry Management Fixed Asset Manual Whistleblowing Policy Honorarium Policy
Secretariat Support	Complied Divisional monthly report for Senior Management Board Meetings	12	12	August 2016 - July 2017
	Facilitate submission of SMB meeting	15	13	Update of the EEA Committee, Diploma in Vernacular, Quality Circle & Five (5)'s update 2016, Late Arrival Analysis 2016, MTA Leave Analysis 2016, Disciplinary Committee update (2013 -2016), Outreach Information kit, Honorarium Allowance, MTA FBEA committee update, MTA OHS committee update, MTA SEA, 5'S & QC EEA & Social committee update, 1st Quarter Opinion Survey report, Zero tolerance on Extra marital affairs,
Ensure proper assessment and timely response to aggrieved customers	Number of complaint received	12	11	Monthly report
Public Relations & Community Engagements	Information dissemination through Public outreach program	14	36	<ul style="list-style-type: none"> • 20 PC/Roadshow • 12 Roadshow • 4 Govt. Roadshow
Staff Development	Effective HR Planning & Development	2	2	<ul style="list-style-type: none"> • OMRS • HR Forum
Implementation of the Service Excellence Framework	Advancing towards best in class organisations through the adoption of the Ministry Excellence principle	1	1	<ul style="list-style-type: none"> • 1 Desktop submission • Attending FBEA Awards 2017 • 1 MTA Awards Night

Financial Performance Compliance	Performance Reporting	12	12	Monthly report
Audit Compliance	Facilitate the implementation of the Audit report recommendation (Internal & OAG reports)	2	2	Received final Annual Financial Statement (AFS)
Procurement Compliance	Formulation Annual Procurement Plan 4 APP	1	1	
Promote innovation and best practice on Public Service delivery	Provide a conducive environment for healthy and motivated Workforce	2	2	<ul style="list-style-type: none"> • Appointment of OHS reps • Health Screening

5. ITAUKEI LANDS APPEALS TRIBUNAL

The iTaukei Lands Appeal Tribunal is regulated under the iTaukei Lands Act (Cap 133)/iTaukei Lands (Amendment) (Appeals Tribunal) Act 1998 (Act No.44 of 1998) to inquire and make final ruling over appeal cases from the decision of the Commission.

These appeal cases include land ownership, boundary, fishing rights and customary chiefly titles. The iTaukei Lands (Amendment) (Appeal Tribunal) Act, 1998 states that the decision of the Appeals Tribunal is conclusive and cannot be challenged in a court of law.

Quality Policy Advice

Three (3) briefs were submitted to the Minister for iTaukei Affairs. These were briefs on the:

- (i) Appointment of Tribunal Members;
- (ii) Tribunal's Ruling Final Decision for the Vunivalu of Natewa; and
- (iii) Expression of Interest for Tribunal Members.

2 Discussion Papers tabled at the Senior Management Board Meetings;

- (i) Appointment for Tribunal Members through Expression of Interests,
- (ii) Vakacoko Vanua Paper.

There were 18 iLalakai Articles published;

1. Veiliutaki Vakavanua
2. Duabulu / Duabau

3. Bula ni Lialiaci
4. Bibi ni Bose Vanua
5. Bibi ni Tavi Vakaturaga ni Koro
6. Duidui ni Sevu kei na Tavo (Vakadidike ni TVTV)
7. Nodra Dodonu na Gone
8. Draki Veisau & Wasawasa
9. Na Veivakaturagataki
10. Na Koronivuli ni Vuli Tara e Nadave
11. Cau ni Matabose ni Veika Vakaitaukei
12. Cau ni Matabose ni Qele Maroroi
13. Cau ni Tabacakacaka iTaukei – Mataveilewai ni Kudru
14. Bose ni Yasana o Ra
15. Tabana ni Vosa kei na iTovo Vakaviti
16. Me Tabu na Vanua
17. Vakacoko Vanua ni Oti na Veileti
18. Tawa na iTutu

Performance Assessment and Evaluation Programmes

For the financial year, there were 8 internal meetings, 15 external meetings and 6 visits to the office. Additional Responsibility includes 4 iTaukei Speeches, 4 Provincial Meeting Awareness and 3 Translations.

Review & Streamline Organisational Structure

There were 16 Weekly Reports, 12 Monthly Reports and 2 Bi- Annual Reports.

Effective Appeals Tribunal

The Appeals Tribunal attended to the appeal on the traditional title of Vunivalu of Natewa. The Tribunal made it's ruling in favour of the Respondent Ratu Iferemi Buaserau as the rightful holder of the Vunivalu of Natewa. The annual target was two dispute cases but the Tribunal manage to attend to the only existing appeal case for 2016 - 2017, it is also worth noting that there were no Judicial Reviews on any rulings made by Tribunal.

Appeal Date	Case	Tribunal's Decision	Tribunal Members
16/06/2016	Turaga ni Mataqali, Turaga ni Yavusa Sovatabua/Vunivalu Natewa.	Appellant: Ratu Rakuita Vakalalabure Respondent: Ratu Iferemi Buaserau. <u>Hearing</u> The case hearing commenced on the 14 th of December, 2016. <u>Final Verdict</u> The final verdict was delivered on the 18 th of January, 2017 in favour of Ratu Iferemi Bausearau. The Commission's decision was upheld and Case closed.	<u>Chairman:</u> Mr Aminiasi Katonivualiku (Retired Magistrate) <u>Members:</u> 1. Ratu Inoke Seru 2. Ratu Inoke Tuidelaibatiki

YEAR	APPELED (TLAT)	DECISION MADE (TLAT)	JUDICIAL REVIEW (HIGH COURT)
2011	10	7	0
2012	1	11	1
2013	2	4	2
2014	1	6	2
2015	0	2	1
2016 - 2017	1	1	0

Judicial Review

The High Court of Fiji Ruled the following two Judicial Review:

- i. The State – v – iTaukei Lands Appeal Tribunal. Poate Ratu and Nikotimo Driu: Lautoka High Court Action NO 003 of 2014/L. The Final Court Order:
 - (a) A declaration that the Respondent failed to consider the relevant consideration that the removal of Nikotimo Driu's name from the Mataqali Sauvana was a decision under Section 10 (2) of the iTaukei Lands Act and not within its jurisdiction and it therefore exceeded jurisdiction in hearing the appeal against the removal or striking out of his name from Mataqali Sauvana Vola ni Kawa Bula.

- ii. Semi Tawadokai v iTaukei Lands Appeal Tribunal & Attorney General of Fiji: Judicial Review No.5 of 2014/S. The Final Court Order on 31st May 2016;
 - (a) The Judicial Review application is struck off.
 - (b) Cost is summarily assessed at \$2000.00.

The office of the iTaukei Land and Appeals Tribunal would like to thank the Minister for iTaukei Affairs and the Permanent Secretary for their continuous support, the Commissioners (TLFC) for the tireless efforts in trying to bring about peace and prosperity to the Vanua and all staffs that contributed to a successful 2016 -2017 financial year.

SECTION 5: AUDITED FINANCIAL STATEMENT

OFFICE OF THE AUDITOR GENERAL
Excellence in Public Sector Auditing

 6-8th Floor, Ratu Sukuna House
2-10 McArthur St
P. O. Box 2214, Government Buildings
Suva, Fiji

Telephone: (679) 330 9032
Fax: (679) 330 3812
E-mail: info@auditorgeneral.gov.fj
Website: <http://www.oag.gov.fj>

File: 346

30 April 2018

The Honourable Josaia Voreqe Bainimarama
Minister of iTaukei Affairs
Government Buildings, New Wing
SUVA

Dear Honourable Bainimarama

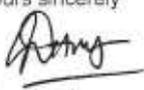


MINISTRY OF ITAUKEI AFFAIRS
AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017

The audited financial statements for the Ministry of iTaukei Affairs for the year ended 31 July 2017 together with my audit report on them are enclosed.

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

Yours sincerely


Ajay Nand
AUDITOR-GENERAL

*SAO /
lets discuss*

cc: Mr. Naipote Katonitabua, The Permanent Secretary, Ministry of iTaukei Affairs

Encl.

MINISTRY OF I-TAUKEI AFFAIRS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2017

MINISTRY OF I-TAUKEI AFFAIRS

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT.....	3
MANAGEMENT CERTIFICATE.....	5
STATEMENT OF RECEIPTS AND EXPENDITURE.....	6
APPROPRIATION STATEMENT.....	7
STATEMENT OF LOSSES.....	8
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS.....	9

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INDEPENDENT AUDITOR'S REPORT

MINISTRY OF ITAUKEI AFFAIRS

I have audited the financial statements of the Ministry of iTaukei Affairs, which comprises the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the year ended 31 July 2017, and the notes to the financial statements including a summary of significant accounting policies.

In my opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.

Basis for Opinion

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are described in the *Auditor's Responsibilities* paragraph of my report. I am independent of the Ministry in accordance with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Management's Responsibilities for the Financial Statements

The management of the Ministry of iTaukei Affairs are responsible for the preparation of the financial statements in accordance with the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016, and for such internal control as the management determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibilities

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

As part of an audit in accordance with ISA, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

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

Auditor's Responsibilities (continued)

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Ministry's internal control.
- Evaluate the appropriateness of accounting policies used and related disclosures made by the Ministry of iTaukei Affairs.

I communicate with the Ministry of iTaukei Affairs regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Ajay Nand
AUDITOR-GENERAL



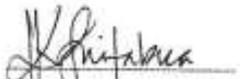
Suva, Fiji
30 April 2018

MINISTRY OF I-TAUKEI AFFAIRS

MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 JULY 2017

We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of the Ministry of i-Taukei Affairs for the year ended 31 July 2017; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.



Mr. Naipote Katonitabua
Permanent Secretary

Date: 24/4/2018



Ms. Loraini Lagi
Acting Senior Accounts Officer

Date: 24/04/2018

MINISTRY OF I-TAUKEI AFFAIRS

STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 JULY 2017

	Notes	12 months 2017 (\$)	7 months 2016 (\$)
RECEIPTS			
State Revenue			
Operating Revenue		2,596	2,125
Bond Recovery		0	15,842
Total State Revenue		<u>2,596</u>	<u>17,967</u>
Agency Revenue			
Other Revenue & Surplus		13,183	1,604
Total Agency Revenue		<u>13,183</u>	<u>1,604</u>
TOTAL RECEIPTS		<u>15,779</u>	<u>19,571</u>
EXPENDITURE			
Established Staff		2,491,844	1,275,161
Government Wage Earners		164,287	98,642
Travel & Communication		162,715	56,793
Maintenance & Operations		375,974	155,490
Purchase of Goods & Services		214,262	105,788
Operating Grants & Transfers		6,545,900	3,272,351
Special Expenditure		739,619	603,858
Total Operating Expenditure		<u>10,694,601</u>	<u>5,568,083</u>
Capital Grants & Transfers		636,546	389,586
Total Capital Expenditure		<u>636,546</u>	<u>389,586</u>
Value Added Tax		113,159	75,922
TOTAL EXPENDITURE	3	<u>11,444,306</u>	<u>6,033,591</u>

MINISTRY OF I-TAUKEI AFFAIRS

APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 JULY 2017

SEG	Item	Budget Estimate (\$)	Appropriation Changes (\$) Note 4	Revised Estimate (\$) a	Actual Expenditure (\$) b	Carry-Over (\$)	Lapsed Appropriation (\$) (a-b)
	Operating Expenditure						
1	Established Staff	2,757,142	(247,220)	2,509,922	2,491,844	—	18,078
2	Government Wage Earners	114,400	50,000	164,400	164,287	—	113
3	Travel & Communication	100,212	63,220	163,432	162,715	—	717
4	Maintenance & Operations	275,500	103,800	379,300	375,974	—	3,326
5	Purchase of Goods & Services	154,000	61,200	215,200	214,262	—	938
6	Operating Grants & Transfers	6,545,900	-	6,545,900	6,545,900	—	-
7	Special Expenditure	770,608	20,000	790,608	739,619	—	50,989
	Total Operating Expenditure	10,717,762	51,000	10,768,762	10,694,601	—	74,161
	Capital Expenditure						
10	Capital Grants & Transfers	688,798	(51,000)	637,798	636,546	—	1,252
	Total Capital Expenditure	688,798	(51,000)	637,798	636,546	—	1,252
13	Value Added Tax	113,300	-	113,300	113,159	—	141
	TOTAL EXPENDITURE	11,519,860	-	11,519,860	11,444,306	—	75,554

MINISTRY OF I-TAUKEI AFFAIRS

**STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 JULY 2017**

Loss of Money

The Ministry of *i-Taukei* Affairs did not record loss of money for the year ended 31 July 2017.

Loss of Revenue

The Ministry of *i-Taukei* Affairs did not record loss of revenue for the year ended 31 July 2017.

Loss (other than money)

There was no loss of fixed asset recorded for the year ended 31 July 2017. However, following the Ministry's Board of Survey items worth \$28,597 was approved by the Ministry of Economy to be written off.

Category	Cost (\$)
Office Equipment	16,465
Furniture & Fixings	11,947
Computer Hardware	185
Total	28,597

MINISTRY OF iTAUKEI AFFAIRS

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2017**

NOTE 1: REPORTING ENTITY

The Ministry of iTaukei Affairs is responsible for developing, implementing and monitoring policies and programs for the good governance and wellbeing of the iTaukei people. The Ministry's core function is to provide the link between Government and various institutions that govern the affairs of the iTaukei. The Ministry is responsible for ensuring that these institutions are efficient and effective in service delivery and accountable and transparent in serving the interests of the iTaukei people.

The Ministry is custodian of various cultural registers that detail iTaukei land ownership, customary fishing grounds, village boundaries and traditional titles, including the Vola ni Kawa Bula, known as the VKB. The Ministry conducts survey of iTaukei land and fishing boundaries, including the formalisation of iTaukei villages through the village demarcation project. The Ministry is entrusted with preserving and promoting iTaukei culture for present and future generations.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting / Presentation

In accordance with Government accounting policies, the financial statements of the Ministry of iTaukei Affairs 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 and the requirements of Section 71(1) of the Finance Instruction 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trade and Manufacturing Accounts.

(b) Accounting for Value Added Tax (VAT)

All income and expenses are VAT exclusive. The Ministry on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Economy. VAT input on the other hand is claimed on payments made to the suppliers and sub-contractors for expenses incurred.

The VAT payment as per the statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue & Customs Services (FRCS). Actual amount paid to FRCS during the year represent the difference between VAT Output and VAT Input.

(c) Comparative Figures

The Ministry changed its reporting period from 1 August to 31 July as per the Ministry of Economy circular number 04/16 due to a change in the whole of government reporting period.

Hence, the 2016 financial reporting period is for 7 months effective from 1 January 2016 to 31 July 2016. In comparison, the 2017 financial reporting period is for 12 months effective from 1 August 2016 to 31 July 2017. This was provided for in the Financial Management (Amendment) Act 2016.

MINISTRY OF I-TAUKEI AFFAIRS

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2017

NOTE 2: STATEMENT OF ACCOUNTING POLICIES (continued...)

(d) Revenue Recognition

Revenue is recognised when actual cash are received by the Ministry.

NOTE 3: SIGNIFICANT VARIATIONS

The financial year end for Government was changed from 31 December to 31 July in accordance with the Financial Management (Amendment) Act. The financial statements for the year ended 2017 is for a 12-month whereas the financial period for 2016 reflect transactions for a seven-month period, thus the significant variances with the comparative balances are noted.

NOTE 4: APPROPRIATION CHANGES

There were no redeployments of the Ministry's funds during the year. Other movements were made through virements as follows:

Virement No.	From	To	Amount (\$)
MTA 01/17	SEG 1	SEG 2	40,000
MTA 02/17	SEG 1	SEG 5	20,000
MTA 03/17	SEG 1	SEG 3	37,220
MTA 04/17	SEG 1	SEG 4	30,000
MTA 05/17	SEG 1	SEG 5	40,000
MTA 07/17	SEG 1	SEG 4	30,000
MTA 08/17	SEG 1	SEGs 4 & 7	50,000
MTA 10/17	SEG 7	SEG 4	5,000
MTA 12/17	SEG 10	SEG 2	10,000
MTA 15/17	SEG 10	SEG 3	17,000
MTA 16/17	SEG 10	SEG 4	24,000
MTA 17/17	SEG 7	SEG 3	5,000
MTA 18/17	SEG 4	SEG 3	4,000
MTA 21/17	SEG 4	SEG 5	1,200

