



LEVUKA TOWN COUNCIL

Annual Report for the Year 2011





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COUNCIL DIRECTORY

LOCATION: Council Office

Bowling Road, Levuka

POSTAL ADDRESS: P.O. Box 70, Levuka

PHONE: 3440014

FAX: 3440288

E-MAIL: lrc@connect.com.fj

BANK: Westpac Banking Corporation

AUDITOR: Auditor General

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VISION

TO UPHOLD THE SIGNIFICANCE OF
LEVUKA'S HERITAGE TO DERIVE
SUSTAINABLE LIVELIHOOD FOR
ALL

MISSION

TO PROMOTE LEVUKA'S ECONOMIC
GROWTH THROUGH IMPROVED
PARTNERSHIPS AND EFFICIENT
SERVICE DELIVERY

VALUES

- ❖ *Honesty* – to demonstrate trust and responsibility
- ❖ *Leadership* – to demonstrate knowledge and vision in the way one does things
- ❖ *Customer Care* – to place the needs of the customer above all else
- ❖ *Transparency* – to be seen to be fair in one's dealings with people and not to be tainted with favoritism
- ❖ *Politeness* – to be respectful of all people and to demonstrate humility and good faith

Levuka Town Council

P.O. Box 70

Levuka, Fiji

E-mail: lrc@connect.com.fj



Phone: 3440014

Fax: 3440288

The Honorable Premila Kumar
Minister for Local Government, Housing & Community Development
Gladstone Road
SUVA

Dear Madam

I have much pleasure in submitting the Levuka Town Council Annual Report for 2011.

The report provides the activities of the Council throughout the year.

The Annual Report 2011 has been prepared in accordance with the provisions of Section 19(1) (a),(b) and (c) of the Local Government Act Cap. 125

Yours sincerely ,

Josese Rakuita
Chief Executive Officer
LEVUKA TOWN COUNCIL

FOREWARD

This year is an important one for Levuka in the sense that UNESCO will have to decide on Levuka's eligibility as a World Heritage nominee. Given that much still needs to be done in the upgrading of facilities in the town, it cannot be done without the cooperation of the Levuka community.

Consultations are necessary to help resolve some of the outstanding issues, the most important for which is the funding. This has long been the drawback of the town. The uncertainties like the economy, the reduction in travel times for both shipping and air services should prompt us to look again at our way of doing things.

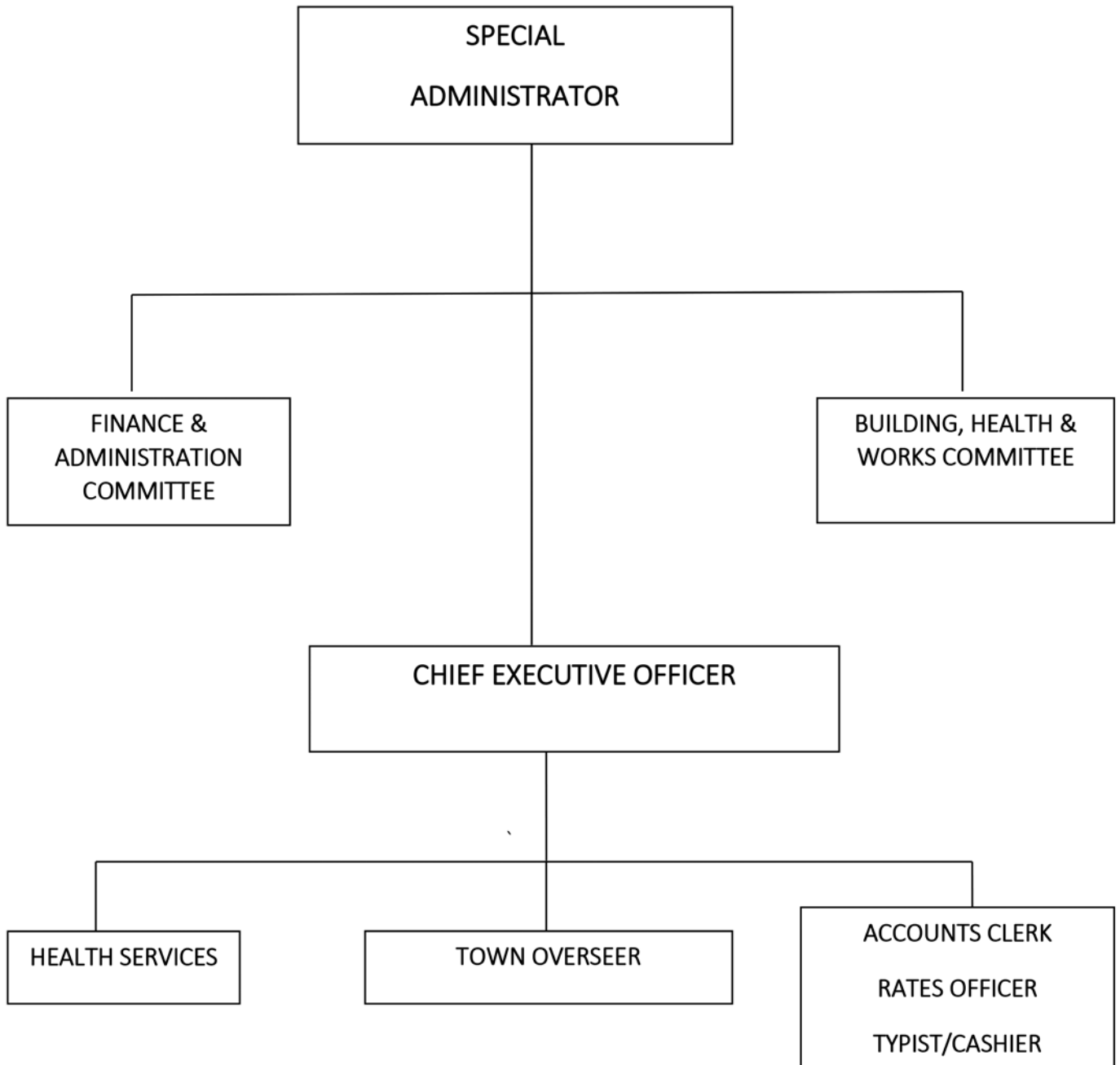
The Council's strategic priorities are: -

- i. To put Levuka on the World Heritage Listing in the next year.
- ii. To continue to maintain a cohesive society that does not compromise its core values or character and respects its past heritage.
- iii. To develop a sustainable economy/environment that addresses unemployment and promotes a sustainable livelihood.
- iv. To develop a sustainable environment that promotes a healthy lifestyle for the people of Levuka.
- v. To maintain and improve the appropriate infrastructure for better living.
- vi. To improve the governance of Levuka.

Levuka prides itself in being the only historic town. The community is very conscious of its cohesiveness and it seeks to be consulted in many issues current or otherwise. It is very aware of its own vulnerability and is sensitive towards the introduction of any major new initiative that may permanently alter the character of the town.

Josese Rakuita
CHIEF EXECUTIVE OFFICER

ORGANISATION STRUCTURE



COUNCIL STAFF

- Mr. Napolioni Masirewa - Special Administrator(Levuka/Nausori)
- Mr. Sailosi Qalilawa - Chief Executive Officer
- Mr. Apenisa Tawake - Accounts Clerk
- Mrs. Leba Aloï - Typist/Cashier
- Mrs. Ema Vakacegu - Rates Officer

ORGANISATION REVIEW

The Council's performance is directly related to the capacity of the staff and the number of people that are in office to execute the programme. Major changes are called for in Levuka to sharpen accountability amongst which is the need to go into accrual accounting sometime into the future. Unfortunately the Council does not have professionally qualified accounting staff to carry forward the momentum training would be required in the long term.

The key areas of need are in accounting and finance, townscape management, heritage management and town planning. These have not been looked into in any great detail because of lack of resources. If there is any area of government support that may be needed it is human resource department. It is a major challenge for Levuka and needs to be seen in its proper perspective.

MEETINGS

Number of meetings held during the year – 16

HIGHLIGHTS DURING THE YEAR

1. Ms. Talei Rokotuibau, Director Town & Country Planning visited Council for the launching of review Levuka Scheme Plan officiated by Mr. Mosese Vunivutu.
2. Upgrading of road at Church Street was done by Public Works Department paid by Council.

HEALTH SERVICES

1. Building Applications

Total Application received: 22

Total Applications Approved: 19

Type of Development	Value
Residential	\$48,200.00
Commercial	\$76,000.00
Civic	\$78,500.00
Others	\$213,600.00
TOTAL	\$416,300.00

2. Land Developments:

❖ Subdivision: Nil

❖ Rezoning: Nil

3. Nuisance Notices Served: Nil

OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



6-8th Floor, Ratu Sukuna House
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File 769/1

8 March 2016

The Chief Executive Officer
Levuka Town Council
P O Box 70
LEVUKA

LEVUKA TOWN COUNCIL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2011

Audited financial statements for the Levuka Town Council for the year ended 31 December 2011 together with my audit report on them are enclosed.

Particulars of the errors and omissions arising from the audit have been forwarded to the management of the Council for their actions.

Yours sincerely

Atunaisa Nadakuitavuki
for AUDITOR GENERAL

Encl.

LEVUKA TOWN COUNCIL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2011

LEVUKA TOWN COUNCIL
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2011

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INDEPENDENT AUDITOR'S REPORT

To the members of Levuka Town Council

I have audited the accompanying financial statements of Levuka Town Council, which comprises the statement of financial position as at 31 December 2011, and the statements of revenue and expenditure, and a summary of significant accounting policies and other explanatory information as set out on Notes 1 to 7.

Management's Responsibility for the Financial Statements

The Special Administrator and management are responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Local Government Act. This responsibility includes: designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on the audit. I have conducted the audit in accordance with International Standards on Auditing. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, I was not able to obtain sufficient appropriate evidence to provide a basis for an audit opinion.

Basis for Disclaimer of Opinion

According to Section 57 of the Local Government Act, Levuka Town Council is required to prepare and present its annual financial statements in accordance with accounting standards approved by the Fiji Institute of Accountants. The Council is yet to comply with the International Financial Reporting Standards for Small and Medium-sized Entities ("IFRS for SMEs"). Accordingly, I am not able to determine effects of adjustments, if any, which may be necessary if the financial statements were prepared under IFRS for SMEs.

Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, I am unable to and do not express an opinion as to whether the financial statements present fairly in accordance with International Financial Reporting Standards for Small and Medium-sized Entities the financial position of Levuka Town Council as at 31 December 2011 and the results of its operations for the year then ended.

Other Matter

There was general lack of internal controls on financial reporting and activities of the Council in 2011 which I have highlighted to both the Council and the Ministry of Local Government in an Audit Memorandum.



Atunaisa Nadakuitavuki
for AUDITOR GENERAL



8 March 2016
Suva, Fiji

LEVUKA TOWN COUNCIL
GENERAL FUND ACCOUNT
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2011

	Notes	2011 \$	2010 \$
Current Assets			
Cash at Bank		-	13,271
VAT Receivable		-	10,882
Total current assets		-	24,153
TOTAL ASSETS		-	24,153
Current Liabilities			
Bank Overdraft	2	17,333	-
VAT Payable	3	6,163	-
Sundry Deposit		4,884	-
Total current liabilities		28,380	-
Non-Current Liabilities			
Conservation Committee Loan	5	5,975	5,975
Total non current liabilities		5,975	5,975
TOTAL LIABILITIES		34,355	5,975
NET ASSETS		(34,355)	18,178
ACCUMULATED FUNDS	6	(34,355)	18,178

The Statement of Financial Position is to be read in conjunction with the notes to and forming part of the financial statements set out in pages 9 - 10.

COUNCIL'S STATEMENT

In our opinion, the Financial Statements have been properly drawn up so as to show a true and fair view of the Levuka Town Council's operations for the year ended 31 December 2011 and of the state of affairs as at that date.



Azam Azmat Khan
Acting Chief Executive Officer

Date: 2/2/16



Ema Taukena
Treasurer

Date: 2/3/16

LEVUKA TOWN COUNCIL
GENERAL FUND ACCOUNT
STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2011

	2011 \$	2010 \$
Revenue		
The revenue for the year was derived from:		
General rates	69,176	97,525
Rates arrears	18,433	-
Grant	13,643	3,500
Building fees	1,558	3,396
Business and trading license	21,659	23,266
Dog release	26	-
Garbage fees	15,975	26,670
Gate takings	857	-
Hall hire	4,264	4,835
Interest	2,479	1,283
Land rent	2,000	-
LICI Commission	13	-
Maintenance of road verges	2,295	2,316
Market fees	3,306	-
Market rent	4,408	3,651
Miscellaneous	2,699	1,550
Other revenues – Unallocated direct deposits	-	4,650
Park and tennis court fees	2,296	1,731
Pavillion rent	558	-
Photocopy and fax charges	3	-
Rugby union	1,878	-
Refund rent	3,526	108
Rent	13	2,134
Taxi and carrier stand fees	6,740	8,445
Truck and machine hire	611	2,764
Total Revenue	178,416	187,824
Expenditure		
The expenditure for the year was incurred on:		
Recurrent		
Audit fees	-	4,300
Bank charges	-	621
Civic Reception	160	3,386
Contractor	-	1,500
Crime Free	270	-
Dog Trapping	24	-
	454	9,807

LEVUKA TOWN COUNCIL
GENERAL FUND ACCOUNT
STATEMENT OF REVENUE AND EXPENDITURE (cont'd)
FOR THE YEAR ENDED 31 DECEMBER 2011

	2011 \$	2010 \$
Expenditure (cont'd)		
The expenditure for the year was incurred on:		
Recurrent (cont'd)		
FNPF contributions	8,009	11,182
Fuel	26	-
Garbage	48,192	30,227
Incidentals	4,624	1,466
Insurance	605	1,542
Legal fees	-	773
Market	7,852	2,059
Miscellaneous	3,620	2,376
Office equipment and stationery	9,860	8,666
Office vehicle	574	-
Park expenses	6,454	1,691
Phone & Fax	1,844	-
Plant & Machinery	5,196	5,551
Repairs and maintenance of property	8,527	4,641
Roads and drains	32,186	4,386
Salary and wages	64,958	75,040
Special Administrator	4,782	5,689
Subscription to Local Government Association	-	350
Rezoning and Town Planning fees	-	68
VAT payments to FRCA	-	9,104
Telephone	2,575	1,950
TPAF Levy	1,136	838
Travelling	5,837	7,683
Walkway and beautification	1,191	-
Total Recurrent Expenditure	218,502	185,089
Capital Works	2,784	39,817
Total Capital Expenditure	2,784	39,817
Total Expenditure	221,286	224,906
Net Deficit for the year	(42,870)	(37,082)
Deficit balance at 1 January	(160,505)	(123,423)
Deficit balance at 31 December	(203,375)	(160,505)

The Statement of Revenue and Expenditure - General Fund is to be read in conjunction with the notes to and forming part of the financial statements set out in pages 9 - 10.

LEVUKA TOWN COUNCIL
 LIGHTING FUND ACCOUNT
 STATEMENT OF REVENUE AND EXPENDITURE
 FOR THE YEAR ENDED 31 DECEMBER 2011

	Notes	2011 \$	2010 \$
Revenue			
The revenue for the year was derived from :			
Lighting rate		20,561	18,227
Total Revenue		<u>20,561</u>	<u>18,227</u>
Expenditure			
The expenditure for the year was incurred on :			
Streetlight – consumption		8,559	2,744
Streetlight – repairs		11,854	9,349
Total Expenditure		<u>20,413</u>	<u>12,093</u>
Net surplus for the year		148	6,134
Surplus balance at 1 January		130,356	124,222
Net surplus as at 31 December		<u>130,504</u>	<u>130,356</u>

The Statement of Revenue and Expenditure - Lighting Fund is to be read in conjunction with the notes to and forming part of the financial statements set out in pages 9 - 10.