



RAKIRAKI TOWN COUNCIL

Annual Report For the Year Ended January - July 2020



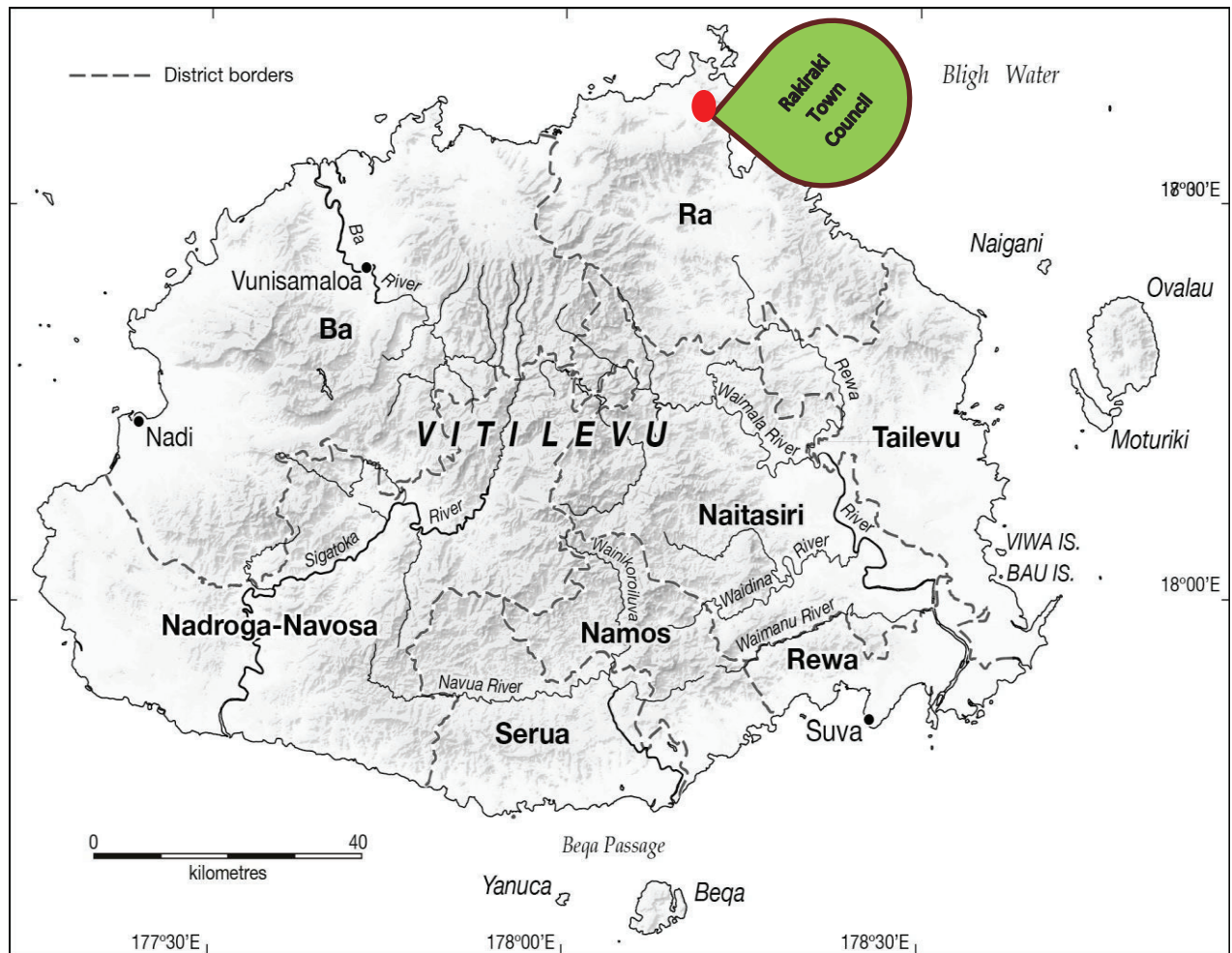
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PARLIAMENT OF FIJI

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Where is the Rakiraki Town Council?



Our Office:

Main Office:

Vaileka House
Ground Flr
Korotale Rd
Main street, Rakiraki Town

WELCOME AND INTRODUCTION TO RAKIRAKI TOWN COUNCIL'S ANNUAL REPORT FOR JAN-JULY 2020

Welcome to Rakiraki Town Council Annual Report. Council is committed to transparent reporting and accountability to the community.

This Annual Report provides the Rakiraki Town Council with information about Council's operations and performance during the financial year, and meets all obligations under (Section 19 – Local Government Act Cap 125)

VISION

The Rakiraki Town is a well-planned, healthy, safe and secure community with a strong community identity and sense of place. It is a full service, economically sustaining town where people can affordably live, work, shop and recreate.

It has an integrated open space, rivers, mountains and parks system that provide opportunities for residents to enjoy the natural resources of the community as well as quality, up to date infrastructure and facilities. The architecture and streetscape design provide for a small town, pedestrian oriented ambience. Neighborhood centers provide parks, shopping and community gathering opportunities in an appropriate mix and scale that promotes a feeling of community and connectedness.

Rakiraki has an active, educated and involved citizenry who provide invaluable resources to the town through their spirit of volunteerism and civic participation.

MISSION

The town of Rakiraki mission is to create and sustain our community vitality and quality of life by:

- i. Planning well for our Town's future while preserving the traditions of our past;
- ii. Instilling a sense of belonging and connection within our community
- iii. Safeguarding our community;
- iv. Providing adequate and quality community facilities and services and programs;
- v. Ensuring the economic health and fiscal stability of the Town;
- vi. Balancing economic development with the social values, traditions and needs of the community;
- vii. Developing positive relations with our citizens, businesses and partners and promoting community involvement;

Providing opportunities for citizens to enjoy and participate in educational, cultural and artistic VALUES

OUR VALUES

Continuous improvement

- We encourage and support innovation and creativity
- We commit to driving continuous improvement
- We constantly review what we do
- We embrace and respond to change as it occurs
- We strive to deliver the best possible outcomes

Recognition

- We recognize and encourage the contributions of others
- We actively support and promote our colleagues
- We acknowledge and reward employees exceeding performance expectations
- We celebrate success

Accountability

- We work in an open and transparent manner and follow through on commitments
- We take responsibility for our personal decisions and actions
- We adhere to policies and procedures
- We make the best use of our time and resources
- We all take responsibility for the way we treat each other

Fairness

- We show respect when speaking to and about others
- We build trusting and productive relationships
- We deal with others fairly and consistently
- We actively listen and respond appropriately
- We respect all people and celebrate our diversity

Teamwork

- We help each other to achieve organizational goals
- We involve team members in solving problems and decision-making
- We encourage everyone's contribution to the team
- We communicate clearly, openly and respectfully
- We provide positive, constructive and timely feedback

Role and Responsibilities of the Council

The council is responsible for the formulation and implementation of town Bylaws and planning policies. To achieve this, the Council defines the core business and responsibilities for 2019 as follows:

- a) Corporate services
 - i. Implementation of policy decisions for the overall administration of the council's budgeting, planning, Financial and accounting control and managing human resources.
- b) Local Government
 - i. Implementation and evaluation of the performance of council and stakeholders for good governance of economic activities. Acts and regulations implementation.
- c) Commercial Vehicles
 - i. Provision of stands for public transportation and access of the public.
- d) Market Operation
 - i. Administer the provision of market services with specific emphasis on quality of products and regularized standards and infrastructure.
- e) Women Vendors Overnight Accommodation
 - i. Manage, coordinate and monitor the economic empowerment of women in line with the UN Women Partner Improving Market project and UNDP PC Millennium Market objectives.
- f) Investment
 - i. Partner with investment Fiji for profile marketing of Rakiraki to Local and overseas investors.
- g) Commercialization
 - i. Public Private Partnership/sole operations for additional revenue generations.

SPECIAL ADMINISTRATORS MESSAGE

Rakiraki Town Council had a very challenging year with Tropical Cyclone Harold and Tropical Cyclone Tino strike Fiji causing major floodings in Rakiraki. In the same year, the Corona virus outbreak worldwide subjected people to isolation, loss of jobs and financial difficulties. Rakiraki Town was not spared as there were similar cases noted. However, with stringent measures, the Rakiraki Town Council avoided laying off any of its workers. In addition, the Council received Government grants to sustain its operations.

I am impressed with the performance of the Council and would like to take this opportunity to acknowledge and appreciate the effort of the executives, staff and workers.

Luke Mataciwa

**Chair- Special Administrator
Rakiraki and Tavua Town Councils.**

INTRODUCTION

1.0 HISTORY

Rakiraki town boasts a number of historic sites and buildings. It has the first sugar mill in Fiji, the first Hindu Temple when the Fijians of Indian descent first settled in Fiji. It has the first primary school Established in western division; it has burial ground of the last cannibal “Udreudre”



1.1 ESTABLISHMENT

The Town of Rakiraki was legally declared on Thursday July 1 2010. The Public Service Commission approved the use of an office space in the government rented complex at Vaileka House where official operations commenced on Monday 6th July 2010.

1.2 POPULATION

It has about 6952 residents were recorded from 2000 Census .Rakiraki is an ideal town where people from various ethnic backgrounds have settled and have lived harmoniously and have prospered with their hard work and dedication. Total of 9 schools, 3 secondary schools & 6 primary schools.

1.3 WEATHER

Rakiraki is renowned for its fantastic weather with beautiful sunny days and clear blue skies all the year round. The two seasons annually May to September is cool and dry and October to April the hot and wet. Humidity is usually low even though the temperature is high. The average warm temperature is 30^oc.

1.4 LOCATION

Rakiraki Town is situated in the western side of Viti Levu, the largest island of Fiji. The town is surrounded by mountains of the Nakauvadra Ranges which provides the natural forests, rivers and streams with rich flora and fauna. A breathe of fresh air every time you walk out into the open surroundings.

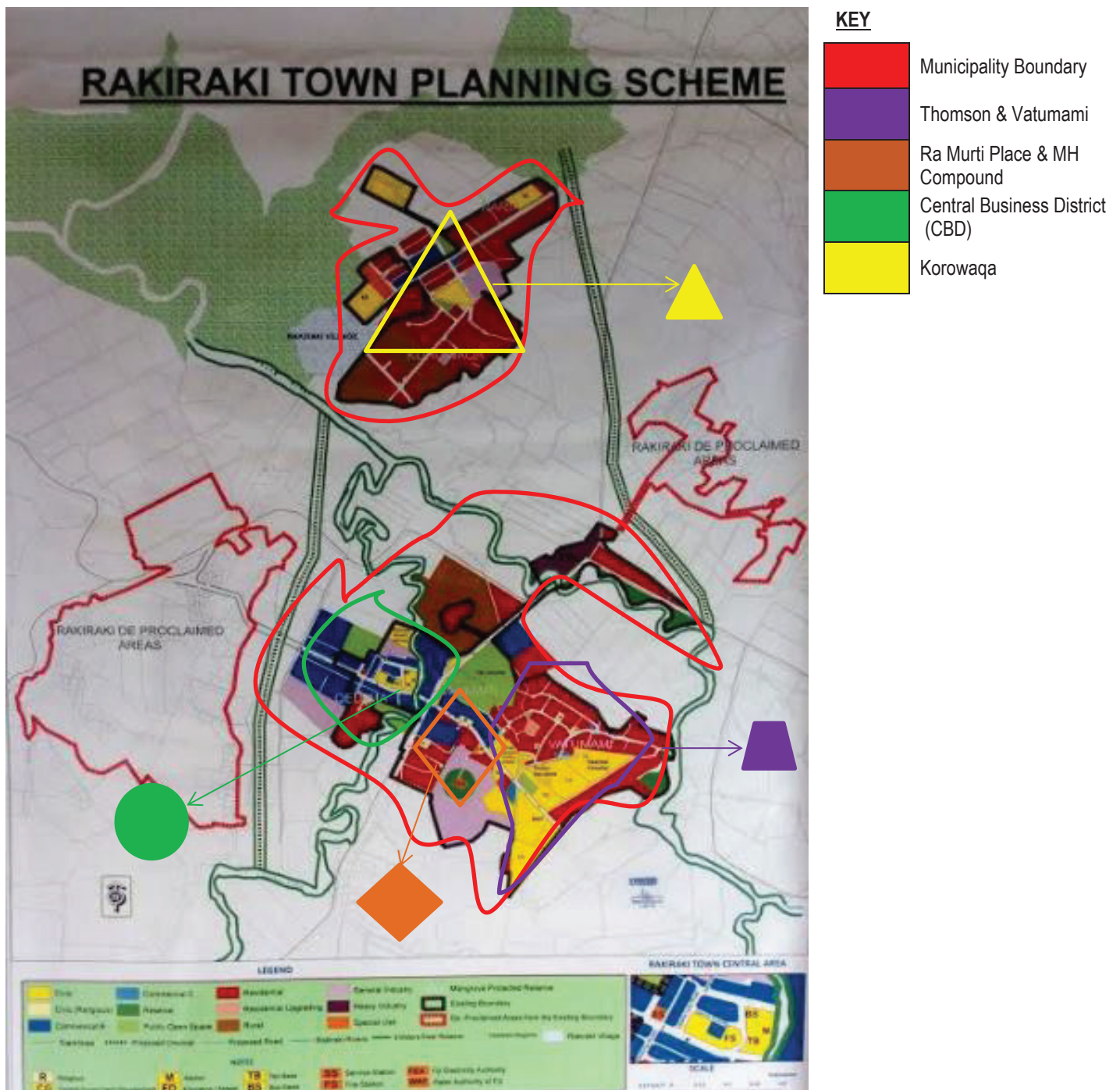
Rakiraki town is surrounded by preserved acreage of open space, mountains and rivers which provides recreational opportunities as well as contributes to high quality of life for residents. The mountain ranges and rivers and streams provide opportunities for walking trails, forest tracking and hiking.

Rakiraki town is within reasonable commuting distances to other major towns and cities in Fiji.

The Rakiraki Town Council Area is divided into five electoral wards:

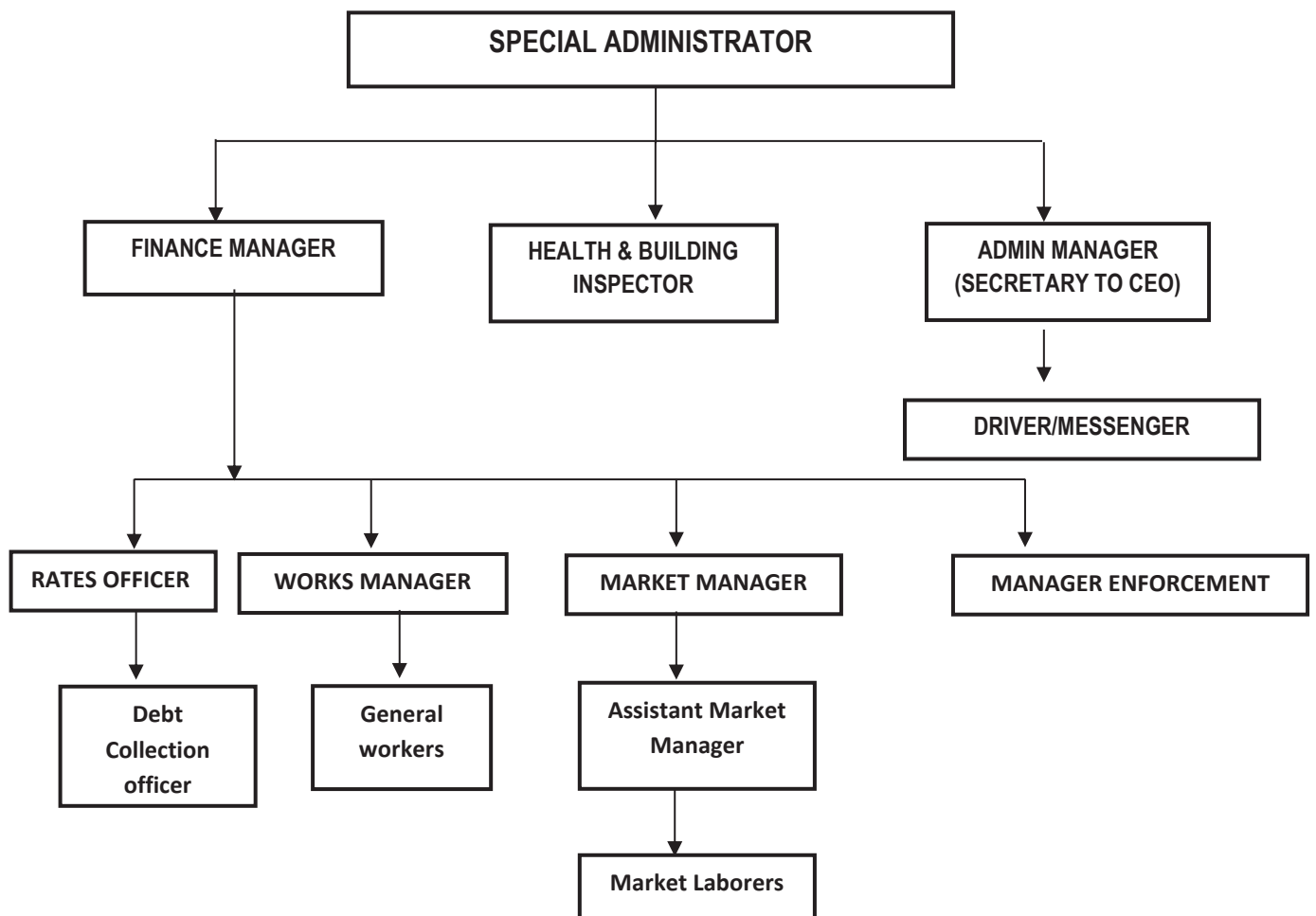
1. Thomson & Vatumami
2. Ra Murti Place & MH Compound
3. Central Business District (CBD)
4. Korowaqa

Rakiraki Town Council is committed to the principles of access and equity. We are continually working towards improving equal access to our services and facilities to all who live in, work in and visit the area.



RAKIRAKI TOWN COUNCIL - ORGANISATION STRUCTURE

JAN -JUL 2020



HIGHLIGHTS FOR JAN- JULY 2020

1.0 MARKET OPENING

June 2nd, 2020 – The people of Ra celebrated the official opening of the new Rakiraki Market by Prime Minister, Rear Admiral (RET) Josaia Voreqe Bainimarama.

The new structure is a great example of the partnership between the Government of Fiji, and the Australian Government through the Markets for Change project implemented by UN Women. The new market is Category 5 cyclone-resilient and includes a 40-bed accommodation center for rural women vendors to stay overnight, improving their personal security and the safety of their produce.

The opening of the new Rakiraki market demonstrates the Governments of Fiji and Australia's commitment to rebuilding after the devastation caused by TC Winston. In 2016, the people of Rakiraki were left without a market to sell their produce and rural women were left without an accommodation center when the entire market was destroyed. Rakiraki now has a state-of-the-art municipal market together with the rural women's accommodation center and a resource/training center. The new Rakiraki market is also accessible to people with disabilities.



PLANTING OF TREES



Government Department have worked together to Plant trees within the Central Business District



FLEA MARKET

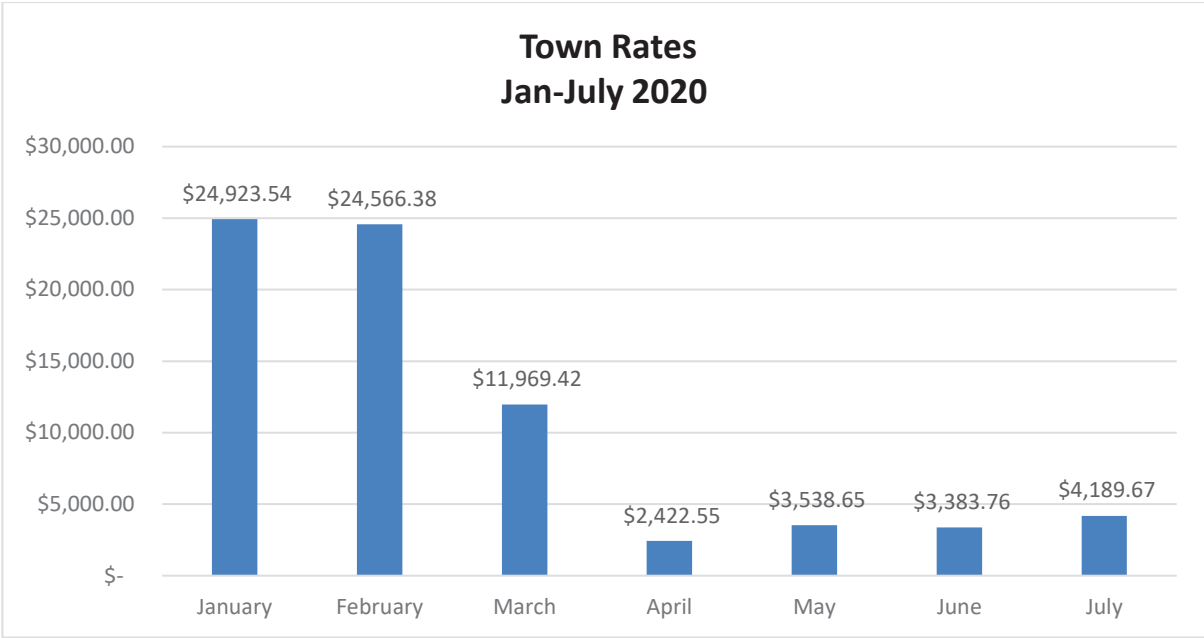




ADMINISTRATION & FINANCE

TOWN RATES

Month	Amount Collected (\$)
January	\$ 24,923.54
February	\$ 24,566.38
March	\$ 11,969.42
April	\$ 2,422.55
May	\$ 3,538.65
June	\$ 3,383.76
July	\$ 4,189.67
Total	\$ 74,993.97



HOUSE TO HOUSE VISIT (RATE PAYERS)

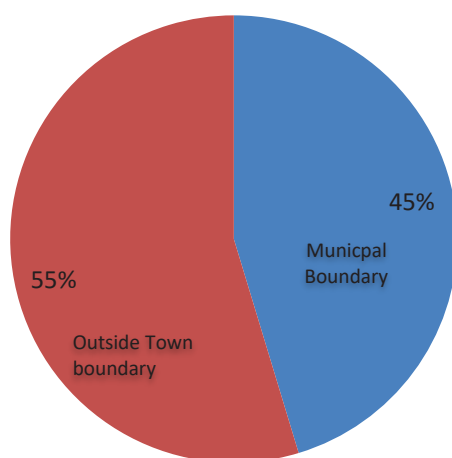


5.1 Garbage Fees

The Council levied garbage fees of \$25.05 per bin per annum; this is the rate that was being levied by the Rural Local Authority when operations were transferred to the Council of 28th September 2010. Garbage collection is provided by the Council (Compactor Truck was donated by the Government in July 2015)

Area	Total Fees Collected
Municipal Boundary	\$ 7,163.23
Outside the Municipal Boundary(Including Hotels & resorts)	\$ 8,643.35
Total Garbage collection	\$ 15,806.58

Garbage Fees 2020



5.2 Business License Fees

The Business License survey team recorded Three Hundred and Seventy Two (389) businesses in town boundary. A total of 389 renewed as at 31st July 2020.

Breakdown of Business Nature

No.of Business House	220
No.of Commercial License Vehicle	125
Micro Small Businesses	44

5.3 Commercial Vehicle Base Fees

Rakiraki consist of 4 modes of commercial base services which are as highlighted.

No	Types of Bases	No.of Base stand	Name of Base Stand	No.of Base Permit
1	Taxi Base	2	1. Rakiraki Market 2. Ra Hospital stand	74 9
2	Carrier Base	1	1. Rakiraki Carrier Stand	44
3	Mini Bus Base	1	1. Rakiraki Mini Bus stand	7
4	LC Loading/Off Loading stands	1	1. Rakiraki Market stand	36
5	Bus Bays	1	1. Rakiraki Bus stand	4

Municipal Market Fees

Market Fees have not been reviewed since the operation were transferred from the Ra Rural Local Authority on the 28th September 2010. Current fees are still maintained :

- | | | | |
|------|--|---|----------------------------|
| i. | Outside ground space (without tables) | - | 25 cents per block |
| ii. | Inside stall (with tables) | - | 85 cents per space per day |
| iii. | Lock up shops | - | \$150 dollars per month |
| iv. | Kava stall | - | \$2.30 per day |
| v. | Refreshment Bar | - | \$206 per month |
| vi. | Fish market | - | 10 cents per kg |

Total No. of Market vendors (2020) : 166 (109 females / 57 males)

RECURRENT REVENUES & EXPENDITURES

The total recurrent revenue and expenditure of the council for the year ending July 31, 2020 were as follows: -

RAKIRAKI TOWN COUNCIL								
STATEMENT OF INCOME AND EXPENDITURE (JAN-JUL 2020)								
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Total
Revenues								
Business License	\$ 28,473.55	\$ 6,026.01	\$ 6,921.51	\$ 307.85	\$ 1,327.63	\$ 1,401.64	\$ 1,050.49	\$ 45,508.68
Market Fees/ Referrals	\$ 3,398.55	\$ 3,822.60	\$ 5,264.70	\$ 2,781.90	\$ 1,320.00	\$ 1,572.60	\$ 8,208.35	\$ 26,368.70
Commercial Vehicle base fees	\$ 8,598.20	\$ 3,291.60	\$ 1,943.50	\$ 1,378.45	\$ 7,886.68	\$ 1,294.40	\$ 1,729.78	\$ 26,122.61
Garbage Fees	\$ 11,783.04	\$ 2,270.93	\$ 2,750.75	\$ 501.00	\$ 493.50	\$ 1,378.27	\$ 576.19	\$ 19,753.68
Town Rates	\$ 24,923.54	\$ 24,566.38	\$ 11,969.42	\$ 2,422.55	\$ 3,538.65	\$ 3,383.76	\$ 4,189.67	\$ 74,993.97
Toilet Fees	\$ 1,764.70	\$ 1,249.20	\$ 1,468.00	\$ 1,789.80	\$ 1,912.20	\$ 2,407.20	\$ 2,517.80	\$ 13,108.90
Processing Fees	\$ 3,313.60	\$ 915.60	\$ 1,177.20	\$ 327.00	\$ 719.40	\$ 392.40	\$ 588.60	\$ 7,433.80
Litter Fines	\$ -	\$ -	\$ 40.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 80.00
Illegal Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ 700.60	\$ 350.60	\$ 200.60	\$ 500.60	\$ 701.20	\$ 350.60	\$ 1,400.60	\$ 4,204.80
Permit Fees	\$ 423.90	\$ 276.85	\$ 158.95	\$ 150.30	\$ 290.55	\$ 627.25	\$ 5,241.70	\$ 7,169.50
Car Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,114.20	\$ 1,800.00	\$ 2,914.20
Building Fees	\$ 186.04	\$ 1,068.64	\$ 359.69	\$ 14.50	\$ 776.06	\$ 804.17	\$ 635.20	\$ 3,844.30
Misc (Photocopy)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.20	\$ -	\$ 1.20
Table Hire - Flea Market	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85.00	\$ 85.00
Administration Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertisement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vat Refund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Compost Bins	\$ 60.00	\$ 90.00	\$ 90.00	\$ -	\$ -	\$ -	\$ 90.00	\$ 330.00
Total Revenues Collected	\$ 83,625.72	\$ 43,928.41	\$ 32,344.32	\$ 10,213.95	\$ 18,965.87	\$ 14,727.69	\$ 28,113.38	\$ 231,919.34
Expenses								
Office Expense	\$ 55.00	\$ 75.00	\$ 355.00	\$ 184.00	\$ 105.00	\$ 55.00	\$ 55.00	\$ 884.00
Staff Wages	\$ 15,863.00	\$ 14,391.20	\$ 18,529.50	\$ 15,814.45	\$ 14,516.00	\$ 14,101.50	\$ 18,942.20	\$ 112,157.85
FNPF	\$ 6,480.45	\$ 3,108.19	\$ 3,024.42	\$ 3,753.56	\$ 1,778.43	\$ 1,587.88	\$ 1,946.45	\$ 21,679.38
Vodafone (Group ph)	\$ 2,038.92	\$ -	\$ -		\$ 1,995.62	\$ 1,237.22	\$ -	\$ 5,271.76
Telecom	\$ 32.54	\$ 37.54	\$ 37.54	\$ 28.91	\$ 37.39	\$ 42.74	\$ 45.39	\$ 262.05
Petty Cash	\$ 194.90	\$ 384.75	\$ 352.65	\$ 387.05	\$ 190.10	\$ 199.20	\$ 196.00	\$ 1,904.65
Fiji Electricity Authority	\$ 1,314.47	\$ 911.44	\$ 870.35	\$ 1,060.88	\$ 301.13	\$ 3,484.53	\$ 1,410.97	\$ 9,353.77
Printing & Stationary	\$ 1,089.00	\$ 45.00	\$ 1,738.80	\$ 827.55	\$ 205.00	\$ 356.72	\$ 480.00	\$ 4,742.07
General Maintenance	\$ -	\$ 3,387.05	\$ 252.35	\$ 1,156.55	\$ -	\$ 45.20	\$ 2,420.31	\$ 7,261.46
Servicing Council Vehicle	\$ 3,820.15	\$ -	\$ -	\$ -	\$ 1,384.59	\$ 516.00	\$ -	\$ 5,720.74
Fuel - Council Vehicle - FW 171	\$ -	\$ 745.38	\$ -	\$ 646.30	\$ 58.00	\$ 853.54	\$ -	\$ 2,303.22
Fuel - Council Vehicle - IL 135	\$ -	\$ 1,257.20	\$ -	\$ 1,121.10	\$ -	\$ 725.58	\$ -	\$ 3,103.88
Fuel - HT 720 Tulsi	\$ -	\$ 267.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267.56
SA's Vehicle Fuel - IC 774	\$ -	\$ -	\$ -	\$ 177.32	\$ -	\$ 500.09	\$ -	\$ 677.41
Insurance	\$ 544.05	\$ 241.80	\$ 360.17	\$ 656.42	\$ 525.14	\$ 525.14	\$ 656.42	\$ 3,509.14
Workshop/Meeting	\$ 474.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 474.00
Toilet Exp	\$ 1,140.00	\$ 425.00	\$ -	\$ 2,030.00	\$ -	\$ -	\$ 1,100.00	\$ 4,695.00
Water Bill	\$ 4,859.64	\$ -	\$ -	\$ -	\$ 225.78	\$ -	\$ 1,391.78	\$ 6,477.20
Town & Country Planning	\$ -	\$ 254.10	\$ 1,344.39	\$ 336.88	\$ 348.79	\$ 1,155.87	\$ 644.30	\$ 4,084.33
Refund	\$ -	\$ -	\$ -	\$ 19.37	\$ -	\$ -	\$ -	\$ 19.37
Advertisement	\$ 219.09	\$ 988.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,207.80
Garbage Exp	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800.00
Labors Safety Wears	\$ -	\$ -	\$ -	\$ 1,258.24	\$ -	\$ 817.74	\$ 1,084.52	\$ 3,160.50
FNU Levy	\$ -	\$ -	\$ 1,040.73		\$ -	\$ -	\$ -	\$ 1,040.73
Grass Cutting (Premix)	\$ -	\$ 101.80	\$ -	\$ 201.40	\$ -	\$ 314.40	\$ -	\$ 617.60
General/ Market Exp.	\$ 5,381.65	\$ 2,761.48	\$ -	\$ -	\$ -	\$ 658.00	\$ -	\$ 8,801.13
SA's Claim	\$ -	\$ 4,142.00	\$ -	\$ 2,071.00	\$ 2,066.00	\$ 4,132.00	\$ 4,132.00	\$ 16,543.00
CEO's Additional Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting Fees	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 900.00	\$ 300.00	\$ 2,200.00
Post Fiji - Rental Fees 2020	\$ 19.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19.43
Fiji Day Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rakiraki Carnival 2019 Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
Total Expenses Collected	\$ 44,326.29	\$ 34,525.20	\$ 27,905.90	\$ 31,730.98	\$ 23,736.97	\$ 32,208.35	\$ 35,305.34	\$ 229,739.03
Surplus/ Deficit	\$ 39,299.43	\$ 9,403.21	\$ 4,438.42	\$ (21,517.03)	\$ (4,771.10)	\$ (17,480.66)	\$ (7,191.96)	\$ 2,180.31

PUBLIC HEALTH & ENVIRONMENT

1.1 Licenses /Registration of Premises

Types of Business	No. of Licenses
Hotels/Guest Houses	2
Restaurant	15
Refreshment Bars	3
Supermarket	5
Retail Shop	11
Retail Shop/Supermarket with Liquor License	3
Bake House	3
Butcher Shop	3
Hairdresser/Barbershop/Chiropodists	14
Billiard Tables/Amusement Centre	4billiard/1 amusement center
Night Club	1
Hawkers	4
Juice Operators	5
Fish Retail	4
Food Processing	1
Total	79

HAWKERS:

Types of Business	No. of License
Mobile Food Hawkers	4
Food Container/Takeaway	8
Sweet Cart	6
Juice Operators	8
Total	26

SUMMARY OF INSPECTION

Type of Inspection		Nos. Existing	Total Inspection	Total Re-Inspection	Total
1.	House to House Inspection of district	8	2	2	10
2.	Investigation of Complaint nuisance, food etc.	9	32	32	41
3.	Hotels, Guest Houses or Private Hotels	2	0	0	2
4.	Hairdresser	14	0	0	14
5.	Restaurant, Refreshment Bars, Takeaway	26	26	26	26
6.	Food Shops, Food Stores, Supermarket	16	16	16	16
7.	Bake House	3	2	2	3
8.	Butcher Shop	3	3	3	3
9.	Food Kitchen	23	15	15	23
10.	Food Vehicle & Cart & Food Stall	16	6	6	16
11.	Food Processing Factories	1	-	-	1
12.	Bulk Stores	4	4	4	4
13.	Hawkers for License	4	-	-	4
14.	Schools & Kindergartens	7	-	-	7
15.	Dance Halls & Night Club	1	-	-	1
16.	Billiard Rooms	4	-	-	4
17.	Public Conveniences	2	-	-	2
18.	Street Drain	-	-	-	-
19.	Total	143	106	106	177

SUMMARY OF SANITARY IMPROVEMENTS, ETC.

Improvement Works		Ordered	Completed	Total
1.	Repairs, cleansing or improvement to drains	1	Completed	3
2.	Repairs, cleansing of bathroom/washing place			
3.	Repairs to rubble drain and soakage pit	8	4	8
5.	Removal of accumulation of refuse/litter others	2	Completed	
6.	Clearing of overgrowth of weeds and long grass	4	Completed	
7.	Abatement of mosquito breeding	6	Completed	
8.	Abatement of nuisance from poultry	2	Completed	
9.	Repairs ,cleansing or improvements to restaurant or refreshment Bar	10	Completed	18
10.	Repairs and cleaning or improvements to food stores, supermarkets and market	13	Completed	29
11	repairs, cleansing or improvements to bake house	3	Completed	3
12	Repairs and Cleansing of Food Kitchen	10	Completed	23
13	Cleansing or improvement to school and kind..	-	-	
14.	Public Conveniences-cleansing/Repairs	2	-	
16.	Total	64	4	84

WRITTEN NOTICES ETC.ISSUED

Number of intimation notices issued	9
Number of poultry and animal notices issued	1
Number of notices in letter forms issued	2
Number of Litter Notices Issued	1
Number of Summons Served	-

DOG TRAPPING EXERCISE

The dog trapping exercise is carried out in areas upon the request by ratepayers. Vatumami area is considered as one of the hot-spot area for stray dogs. This issue had become the talk in town whereby stray dogs are attacking animals and human being and seen roaming around in shops and town. In addition, most of this dog is not licensing.

Total of more than 30 dogs were trapped and have being brought to the Naria Rubbish Dump. All matters in regards to strays dog and licensing of dogs were referred to the Ministry of Agriculture.



WASTE DISPOSAL AND MUNICIPAL GARBAGE DUMP

The garbage collection and removal services were carried out by the council and all wastes disposed at the councils dump including refuse from the market. The council have collected a total of approximately 40 trips per week and a total of 25 tonnes. Overall in a year, total number of trips were closed to 480 and closed to 300 tonnes. Green waste collection is schedule for every Wednesday for free of charges. Other solid waste such as white goods, tins, irons are collected using the user pay concept (tipping fees). Clean up campaign is conducted once a year. However, there are other small clean up conducted in public holiday. The waste disposal site at Naria Rubbish Dump. There are 1 full – time dump attendant who responsible for the supervision of all garbage disposals and the security for official hours from 8am to 4:30 pm. There are two labourers allocated for the collection of garbage refuse plus the driver.

3Rs concept is in progress whereby the council have carried out door to door awareness in village and residential areas, attend to village meeting to advocate the 3Rs and home composting. A total of 5 bulk bags were distributed to the peri- urban areas to promote 3Rs recycling as minimization of waste. Furthermore, the council have distributed a total of 15 colored recycling bins to school in town and peri-urban areas to practice waste segregation.

MOSQUITO CONTROL WORKS:

Survey Works: Larval

Vatumami and Korowaqa area is considered as one of the hot-spot area for dengue fever. In this year, the council has carried out house to house visit with the assistance from the Environmental Health Officers. Larval surveillance were conducted and collected and the identification were carried out by the Health Department inspectorate to ascertain the presence of vectors responsible for the spread of dengue fever and other diseases spread by mosquito. Sential surveillance were also carried out by the health department.

Mosquito Spraying:

For this year, the council have conducted AMS on April 2020, straight after one dengue cases. The Ministry of Health and the council have maintain are good working relationship which and they have assisted in the provision of AMS chemicals. The councils health inspector conducted the mosquito spraying works. The department will continue with the routine vector surveillance and monitoring works and house to house visit to keep premises free from mosquitoes.



Clean Up Campaign

Clean up campaign were usually conducted in public holiday. Notices were given to business operators, ratepayers, residential, commercial and industrial building about the particulars of the cleanup. The council cleanup is schedule to be held around Diwali. Other small cleanup is usually conducted upon request by ratepayers or any sponsorship organization such as the Rotary Club International. Clean up is conducted both inside and outside town boundaries.

Other Control Measures

Routine house- to- house visit were carried by the health inspector to check potential breeding places of mosquitoes. The residents were advised on source reduction of mosquito by removing and destruction of all potential breeding sites. Door to door awareness were also carried on dengue. Intimation notices were also served to residents to clear overgrown grass and remove potential breeding site.

FOOD SAFETY WORKS

Routine food surveillance and food safety inspections of food premises were conducted, investigating food complaint, restaurant grading, and food recall and conducting awareness. All health inspection of all food establishments were carried out by the council environmental officer with the assistance from the health officer. Copies of referral letter for inspection were sent to the health office for issuing of invoice, 25th and 26th schedule for the processing of health license.

Meeting with JICA EXPERT

The JICA experts from Japan are visiting the council in multiple time trying to discussed about waste management. The council are aware of the sanitary assistance that is funded by the government concerning the providing of sanitary services outside town boundaries. A total of 7 villages including all the existing settlement lies within to be schedule for collection of rubbish. During the meeting with the JICA expert we able to discuss and identify challengers and gaps in regards to the provision of services. All the challengers and gaps are noted and the council have slowly worked to secure better services to the public. Waste management is becoming are major concerns in both rural and urban areas. The council have conducted outreach program in town boundaries to advocate waste management, conducting clean-up, promoting waste recycle, waste segregation home composting. As a result of the awareness, some of the village members are forming their community working group responsible for the cleaning of the village. Majority of this community working group are school children and this is major boost for the council I maintaining partnership for any activities carried out. In addition, we are mobilizing this younger generation to be responsible for their village cleanliness.

PARK

There is only one (1) Park maintained by the Council name as Korowaqa Children's Park. This project was initially funded by the Ministry of Social Welfare.

Planting of trees and flowers was also undertaken in the commercial and industrial areas as part of an ongoing beautification of the town and keep up with the image of Rakiraki being a "GREEN TOWN"

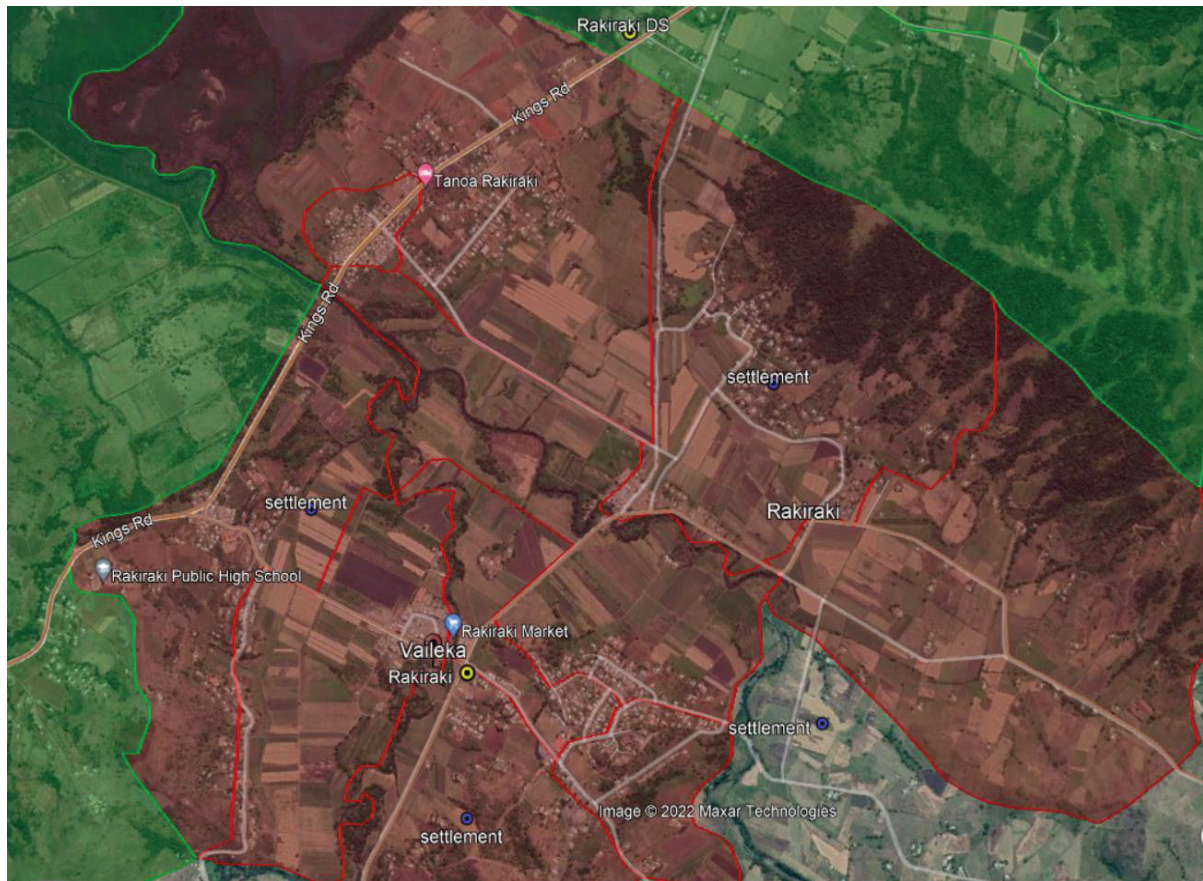


BUILDING WORKS

SUMMARY OF BUILDING APPLICATIONS RECEIVED

	<i>Nos.</i>	<i>Amount (\$)</i>
Commercial Buildings	6	600,680.00
Industrial Buildings	-	-
Residential Buildings	20	1,565,830.00
Alterations & Repair	-	-
Miscellaneous: retaining walls, fence, sewer connections, etc	4	40,000.00
TOTAL	30	

Jan – July 2020 Capital Projects



1.0 New Market Complex (Grant from Ministry of Economy)



2.0 FSC Ground

Approval for Rezoning



3.0 Upgrade of Drains (Ministry of Waterways)



HUMAN RESORCE & INDUSTRIAL RELATION

Total workforce by gender as of 31st July 2020:

A breakdown of our direct employees is:

- 22 permanent (3 females & 18 males)
- 5 temporary project workers (1 female & 4 male)
- 4 casuals



RTC Employees (Jan – July 2020)

RETIREMENT

Staff -None

RESIGNATION

Staff - None

TERMINATED

Staff - None

APRRECIATION

The council wishes to convey its appreciation and gratitude to the ratepayers for paying their rates and other dues to meet the running cost of the city administration.

The council also wishes to acknowledge the dedicated and loyal services rendered by its staff and employees.

**MR.LUKE MATAICIWA
CHAIRMAN -SPECIAL ADMINISTRATOR**

OFFICE OF THE AUDITOR GENERAL

Promoting Public Sector Accountability and Sustainability through our Audits



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File: 910/1

11 May 2022

Mr. Luke Mataciwa
Chairman Special Administrators
Rakiraki Town Council
Vaileka House, Office 1
RAKIRAKI

Dear Mr. Mataciwa

RAKIRAKI TOWN COUNCIL

AUDITED FINANCIAL STATEMENTS FOR THE SEVEN MONTHS PERIOD ENDED 31 JULY 2020

The audited financial statements for Rakiraki Town Council for the seven months period ended 31 July 2020 together with my audit report on them are enclosed.

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

Yours sincerely

Sairusi Dukuno
ACTING AUDITOR-GENERAL

cc: Mr. Salosi Sawana, Chief Executive Officer, Rakiraki Town Council.

Encl.

**RAKIRAKI TOWN COUNCIL
FINANCIAL STATEMENTS
31 JULY 2020**

RAKIRAKI TOWN COUNCIL
FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2020

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RAKIRAKI TOWN COUNCIL
COUNCIL DIRECTORY
FOR THE PERIOD ENDED 31 JULY 2020

Nature of operations:	Town Council
Accountants:	Parkers Chartered Accountants Pte Limited Suva
Location:	Main Street Rakiraki Fiji Island
Bankers:	Bank of Baroda Rakiraki
Executive Members:	Special Administrator - Luke Mataiciwa Chief Executive Officer - Sailosi Sawana Secretary - Salesia Buka Treasurer - Deepika Darshni Goundar

**RAKIRAKI TOWN COUNCIL
EXECUTIVE MEMBERS REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

The Executive Members have pleasure in presenting their report together with the financial statements of the Rakiraki Town Council for the period ended 31 July 2020 and the Auditor's Report thereon.

Operating Results :-

	2020
	(\$)
The results of the period are summarised as below :-	
Operating profit of the Council for the period ended 31 July 2020 was	744,985
Retained earnings at the beginning of the period were	5,796,705
Accumulated profit at the end of the period	6,541,690

RESERVES

It is not proposed to make any transfer to reserves.

The state of the Council as at 31 July 2020 was :-

Total Assets	6,729,585
and were financed by :-	
Liabilities of	187,895
and Councils surplus of	6,541,690
	6,729,585

Executive Members

The Executive Members in office at the date of this report are:-

Special Administrator - Luke Mataiciwa
Chief Executive Officer - Sailosi Sawana
Secretary - Salesia Buka
Treasurer - Deepika Darshni Goundar

PRINCIPAL ACTIVITIES

The principal activities of the Rakiraki Town Council during the period were to protect the welfare of the Rakiraki Town and its inhabitants.

BAD AND DOUBTFUL DEBTS

Prior to the completion of the Council's accounts, the Executive Members took reasonable steps to ascertain that action has been taken in relation to writing off bad debts and the making of provision for doubtful debts. In the opinion of the Executive Members, adequate provision has been made for doubtful debts.

As at the date of this report the Executive Members are not aware of any circumstances which would render the amount written off for bad debts, or the provision for doubtful debts in the Council inadequate to any substantial extent.

CURRENT ASSETS

Prior to the completion of the financial statements of the Council, the Executive Members took reasonable steps to ascertain whether any current assets were likely to realize in the ordinary course of the business their values as shown in the accounting records of the Council. Where necessary these assets have been written down or adequate provision has been made to bring the value of such assets to an amount they are expected to realize.

As at the date of this report the Executive Members are not aware of any circumstances which would render the values attributed to the current assets in the Council's financial statements misleading.

UNUSUAL TRANSACTION

In the opinion of the Executive Members, the results of the operation during the financial period were not substantially affected by any item, transaction or event of an abnormal character, nor has there arisen between the end of the financial period and the date of this report any item, transaction or an event of an abnormal character likely in the opinion of the Executive Members to affect substantially the results of the operations of the Council in the current financial year.

SIGNIFICANT EVENTS DURING THE PERIOD

During the financial period, the World Health Organization (WHO) declared the Coronavirus (COVID 19) a "Public Health Emergency of International Concern". Whilst measures and policies have been taken by the National Government and nearby trading countries to prevent the spread of the virus, the impact of the virus on amounts and estimates reported or used in the preparation of 2020 financial statements is not material.

There were no other significant events which lead to changes in the affairs of the Council during the financial period.

SUBSEQUENT EVENTS

(a) COVID-19 Outbreak

Subsequent to the end of the financial period, in April 2021, in response to the 2nd wave of COVID-19 outbreak in Fiji, the Government announced a number of measures including lockdown of certain containment areas within the country. Under the lockdown restrictions, all non-essential businesses were required to be closed unless the workplace was deemed part of a permitted essential industry as set out by the Ministry of Health and the Ministry of Commerce Trade and Transport. These measures have not had a material impact on the Council's Financial Statements as at 31 July 2020.

(b) Business Licenses

As announced in the 2020/2021 National budget, effective from 01 August 2020 Fiji's business license regime would be abolished and fees will no longer be collected by the Council.

(c) Base Fees and Market Fees

As announced in the 2021/2022 National budget, effective from 01 August 2021 to 31 July 2022, Government will pay the market fees and base fees for taxis, minibuses, carriers, and bus operators.

Other than the above mentioned events, no matters or circumstances have arisen since the end of the financial period which significantly affected or may significantly affect the operations of the council, the results of those operations, or the state of affairs of the council in future financial years.

RELATED PARTY TRANSACTION

In the opinion of the Executive Members all related party transactions have been adequately recorded in the books of the Council.

GOING CONCERN

There has been no matter of event arising that has affected the council's ability to operate or such that it would not be able to meet its obligations in the ordinary course of business. Therefore, financial statements have been prepared under the going concern basis of accounting.

RAKIRAKI TOWN COUNCIL
EXECUTIVE MEMBERS REPORT (Continued)
FOR THE PERIOD ENDED 31 JULY 2020

OTHER CIRCUMSTANCES

As at the date of this report:

- (i) No charge on the assets of the Council has been given since the end of the financial period to secure the liabilities of any other person;
- (ii) No contingent liabilities have arisen since the end of the financial period for which the Council could become liable; and
- (iii) No contingent liabilities or other liabilities of any Council has become or is likely to become enforceable within the period of twelve months after the end of the financial period which in the opinion of the Executive Members will or may substantially affect the ability of the Council to meet its obligation as and when they fall due.

As at the date of this report the Executive Members are not aware of any circumstances that have arisen not otherwise dealt with in this report which would make adherence to the existing method of valuation of assets or liabilities of the Council misleading or inappropriate.

Dated at Suva this 3rd day of May 2022

Signed for and on behalf of the Board in accordance with a resolution of the Executive Members.


Special Administrator


Chief Executive Officer


Treasurer

RAKIRAKI TOWN COUNCIL
STATEMENT BY EXECUTIVE MEMBERS
FOR THE PERIOD ENDED 31 JULY 2020

In accordance with a resolution of the Executive Members of Rakiraki Town Council we state that in the opinion of the Executive Members :-

- (a) The accompanying statement of profit or loss and other comprehensive income is drawn up so as to give a true and fair view of the results of the Council for the period ended 31 July 2020;
- (b) The accompanying statement of changes in equity for the period ended 31 July 2020 is drawn up so as to give a true and fair view of the movement in Councils funds;
- (c) The accompanying statement of financial position is drawn up so as to give a true and fair view of the state of affairs of the Council as at 31 July 2020;
- (d) The accompanying statement of cash flows is drawn up so as to give a true and fair view of the cash flows of the Council for the period ended 31 July 2020;
- (e) At the date of this statement there are reasonable grounds to believe that the Council will be able to pay its debts as and when they fall due;
- (f) All related party transactions have been adequately recorded in the books of the Council; and
- (g) The financial statements have been prepared in accordance with Applicable Accounting Standards and the Local Government Act.

Signed for and on behalf of the Board and in accordance with a resolution of the Executive Members.



Special Administrator



Chief Executive Officer



Treasurer

Dated at Suva this 3rd day of May 2022

OFFICE OF THE AUDITOR GENERAL

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INDEPENDENT AUDITOR'S REPORT

Rakiraki Town Council

Report on the Audit of the Financial Statements

Opinion

I have audited the financial statements of Rakiraki Town Council ("the Council"), which comprises the statement of financial position as at 31 July 2020, the statement of profit or loss and other comprehensive income, statement of changes in equity, and statement of cash flows for the period then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the effects of the matters described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of the Council as at 31 July 2020, and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standard for Small and Medium-sized Entities (IFRS for SMEs).

Basis for Qualified Opinion

There was an unreconciled variance of \$72,716 between the Value Added Tax (VAT) receivable reconciliation provided by the Council and the VAT receivable amount of \$83,946 reflected in the financial statements. The Council was unable to provide documentary evidence to substantiate the variance. As a result, I am unable to ascertain the accuracy of the VAT receivable of \$83,946 recorded in the financial statements.

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Council in accordance with the International Ethics Standards Board for Accountant's *Code of Ethics for Professional Accountants* (IESBA Code) together with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter

Note 18(a) to the financial statements notes the second wave of novel coronavirus (COVID-19) global pandemic subsequent to 31 July 2020 and how this has been considered by the Council in the preparation of the financial statements. As set out in Note 18(a), no adjustments have been made to the financial statements as at 31 July 2020. However, the Council notes that the impact of COVID-19 global pandemic will have a significant impact on all the major revenue streams of the Council in the financial year 2021 and beyond.

My opinion is not modified in respect of this matter.

Other information

The Management of the Council and the Special Administrators are responsible for other information. The other information comprises the Annual report but does not include the financial statements and the auditor's report thereon.

My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained during the audit, or otherwise appears to be materially misstated. If, based upon the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report the fact. I have nothing to report in this regard.

Responsibilities of Management and those charged with governance for financial statements

The Management of the Council and the Special Administrators are responsible for the preparation and fair presentation of these financial statements in accordance with IFRS for SMEs and the Local Government Act 1972 and for such internal control as the Management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, Management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Management intend to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

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

Auditor's Responsibilities for the Audit of the Financial Statements (con't)


- Conclude on the appropriateness of the Management and Special Administrators' use of going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures, are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Management and Special Administrators 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.

Report on Other Legal and Regulatory Requirements

In my opinion, the financial statements have been prepared in accordance with the requirements of the Local Government Act 1972 in all material respects, and;

- a) I have been given all information, explanations and assistance necessary for the conduct of the audit; and
- b) the council has kept financial records sufficient to enable the financial statements to be prepared and audited.


Sairusi Dukuno
ACTING AUDITOR-GENERAL



Suva, Fiji
11 May 2022

RAKIRAKI TOWN COUNCIL
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 31 JULY 2020

	Notes	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
Revenue	4	1,105,527	576,916
Total Income		1,105,527	576,916
Administrative expenses	5	309,206	600,007
Marketing expenses	6	2,440	7,228
Other operating expenses		29,199	44,912
Depreciation		19,514	24,580
Total Expenditure		360,359	676,727
Net surplus/ (deficit) for the period		745,168	(99,811)
Finance cost		183	355
Net surplus/(deficit) for the period		744,985	(100,166)

The statement of profit or loss and other comprehensive income is to be read in conjunction with the Notes to the Financial Statements as set out on pages 14 to 20.

RAKIRAKI TOWN COUNCIL
STATEMENT OF CHANGES IN EQUITY
FOR THE PERIOD ENDED 31 JULY 2020

	Accumulated Fund (\$)	Total (\$)
Balance at the beginning of the year	5,896,871	5,896,871
Net deficit for the year 2019	(100,166)	(100,166)
Balance as at 31 December 2019	5,796,705	5,796,705
Net surplus for the period 2020	744,985	744,985
Balance as at 31 July 2020	6,541,690	6,541,690

RAKIRAKI TOWN COUNCIL
STATEMENT OF FINANCIAL POSITION
AS AT 31 JULY 2020

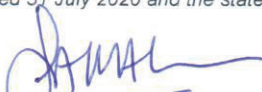
	Notes	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
Current Assets			
Cash and cash equivalents	7	122,636	112,127
Trade and other receivables	9	195,722	193,178
Total current assets		318,358	305,305
Non Current Assets			
Intangible asset	8	3,701	4,420
Property, plant and equipment	10	6,407,526	5,678,495
Total non-current assets		6,411,227	5,682,915
TOTAL ASSETS		6,729,585	5,988,220
Current Liabilities			
Trade and other payables	11	187,895	191,515
Total current liabilities		187,895	191,515
TOTAL LIABILITIES		187,895	191,515
NET ASSETS		6,541,690	5,796,705
Accumulated Fund			
Accumulated funds		6,541,690	6,541,690
TOTAL COUNCIL'S FUND		6,541,690	6,541,690

In our opinion the financial statements have been properly drawn up so as to show a true and fair view of the Rakiraki Town Council's operations for the period ended 31 July 2020 and the state of affairs as at that date.

-9.

Special Administrator

Date: 03/05/22



Chief Executive Officer

Date: 03/05/22



Treasurer

Date: 03/05/22

The statement of financial position is to be read in conjunction with the Notes to the Financial Statements as set out on pages 14 to 20.

RAKIRAKI TOWN COUNCIL
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED 31 JULY 2020

	Notes	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
Cash flows from operating activities			
Receipts from customers		1,102,983	763,845
Payments to suppliers and employees		(343,930)	(664,862)
Net cash provided by operating activities	12(ii)	<u>759,053</u>	<u>98,983</u>
Cash flows from investing activities			
Acquisition of property, plant and equipment		(748,544)	(1,179,690)
Acquisition of intangible assets		-	(5,140)
Net cash used by investing activities		<u>(748,544)</u>	<u>(1,184,830)</u>
Net increase/ (decrease) in cash and cash equivalents		10,509	(1,085,847)
Cash and cash equivalents at the beginning of the period		<u>112,127</u>	<u>1,197,974</u>
Cash and cash equivalents at the end of the period	12(i)	<u>122,636</u>	<u>112,127</u>

The statement of cash flows is to be read in conjunction with the Notes to the Financial Statements as set out on pages 14 to 20.

RAKIRAKI TOWN COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 1. GENERAL INFORMATION

Rakiraki Town Council ("the Council") was established under the Local Government Act. The address of its registered office and principal place is Main Street, Rakiraki Town. The principal activity of the Council are to provide for health, welfare and convenience of the Rakiraki town municipality and to preserve the amenities or credit thereof. The financial statements of the Council for the period ended 31 July 2020 were authorised for issue in accordance with a resolution of the Special Administrator and Management on 03 May 2022.

NOTE 2. BASIS OF PRESENTATION

The financial statements have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities issued by the International Accounting Standards Board (IASB). They are presented in Fiji dollars and has been rounded off to the nearest dollar.

NOTE 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted by the Council are stated to assist in a general understanding of these financial statements. The accounting policies adopted are consistent with those of the previous year except as stated otherwise.

a) Cash and Cash Equivalents

Cash and short-term deposits in the statement of financial position comprise cash at banks and on hand and short-term deposits with a maturity of three months or less. For the purpose of statement of cash flows, cash and cash equivalents consist of cash and short-term deposits as defined above, net of outstanding bank overdrafts.

b) Trade Receivables

Most sales are made on the basis of normal credit terms, and the receivables do not bear interest. Where credit is extended beyond normal credit terms, receivables are measured at amortised cost using the effective interest rate method. At the end of each reporting period, the carrying amounts of trade and other receivables are reviewed to determine whether there is any objective evidence that the amounts are not recoverable. If so, an impairment loss is recognised immediately in profit and loss.

c) Employee Benefits

Liabilities for wages and salaries expected to be settled within 12 months of the reporting date are accrued up to the reporting date.

The liability for annual leave is recognized in the provision for employee benefits. Liabilities for annual leave are expected to be settled within 12 months of the reporting date and are measured at their nominal values using the remuneration rate expected to apply at the time of settlement. Contributions to Fiji National Provident Fund are expensed when incurred.

d) Property, Plant and Equipment

Items of property, plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. The following annual rates are used for the depreciation of property, plant and equipment:

	Rates
Office building and equipment	1.25% - 24%
Plant and machinery	7% - 24%
Motor vehicle	20%
Work in progress	Nil

If there is an indication that there has been a significant change in the depreciation rate, useful life or residual value of an asset, the depreciation of that asset is revised prospectively to reflect the new expectations.

NOTE 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

e) Trade Payables

Trade payables are obligations on the basis of normal credit terms and do not bear interest. Trade payables denominated in the foreign currency are translated into Fiji dollar using the exchange rate at the reporting date. Foreign exchange gains or losses are included in other income or other expenses.

f) Revenue Recognition

Revenue comprises the fair value of the consideration received or receivable for the sale of goods in the ordinary course of the Council's activities. Revenue is shown net of value added tax, returns, rebates and discounts.

g) Borrowing Costs

Borrowing costs directly attribute to the acquisition, construction or production of an asset that necessarily takes a substantial period of time to get ready for its intended use or sale are capitalised as part of the respective assets. Borrowing costs consist of interest and other costs that an entity incurs in connection with the borrowing of funds.

h) Income Tax

The Council is exempt from Income tax in accordance with the provisions of Section 17 of the Income Tax Act.

i) Value Added Tax (VAT)

Revenue, expenses and assets are recognised net of the amount of respective vat except:-

- where the value added tax incurred on the purchase of assets or services is not recoverable from the taxation authority, in which case the value added tax is recognised as part of the cost of acquisition of the asset or as part of the expense item as applicable; and
- receivables are stated with the amount of value added tax included and payables are stated with the amount of value added tax included.

The net amount of valued added tax recoverable or payable to the tax authority is included as part of the receivables or payables in the statement of financial position.

j) Comparatives

The comparative figures are for the year ended 31 December 2019 and have been regrouped where considered necessary.

k) Intangible Assets

Intangible assets acquired separately are measured on initial recognition at cost. The cost of intangible assets acquired in a business combination is the fair value at the date of acquisition. Following initial recognition, intangible assets are carried at cost less any accumulated amortization and accumulated impairment losses. Internally generated intangible assets, excluding capitalized development costs, are not capitalized and expenditure is reflected in profit and loss in the period in which the expenditure is incurred.

The useful lives of intangible assets are assessed as either finite or indefinite.

Intangibles assets with finite lives are amortized over the useful economic life and assessed for impairment whenever there is an indication that the intangible asset may be impaired. The amortized period and the amortization method for an intangible asset with a finite useful life are reviewed at least at the end of each reporting period. Changes in the expected useful life or the expected pattern of consumption of future economic benefits embodied in the asset are considered to modify the amortization period or method, as appropriate, and are treated as changes in the accounting estimates. The amortization expenses on intangible assets with finite lives is recognized in the income statement as the expense category that is consistent with the function of the intangible assets.

RAKIRAKI TOWN COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (CONT'D)
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

k) Intangible Assets (cont'd)

Intangible assets with indefinite useful lives are not amortized, but are tested for impairment annually, either individually or at the cash-generating unit level. The assessment of indefinite life is reviewed annually to determine whether the indefinite life continues to be supportable, if not, the change in useful life from indefinite to finite is made on a prospective basis.

Gains or losses arising from derecognition of an intangible asset are measured as the difference between the net disposal proceeds and the carrying amount of the asset and are recognised in the income statement when the asset is derecognized.

The following annual rates are used for the amortisation of intangible asset:

	Rates
Software Installation	24%

l) Deferred Income

Government and other grants are recognised where there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. When the grant relates to an expense item, it is recognised as income over the period necessary to match them with the related costs which the grant are intended to compensate. Where the grant relates to an asset, it is recognised as deferred income and released to income in equal amounts over the expected useful life of the related assets.

m) Impairment of Property, Plant and Equipment

The Council assesses whether there are any indicators of impairment of all property, plant and equipment and investment property at each reporting date. Property, plant and equipment and investment property are tested for impairment and when there are indicators that the carrying amount may not be recoverable, a reasonable provision for impairment is created. The director's and management's assessment of recoverable amount involves making a judgment, at the particular point in time, about inherent uncertain future outcomes of events or conditions. Accordingly, subsequent events may result in outcomes that are significantly different from assessment.

For the period ended 31 July 2020, no provision for impairment has been made as the Council reasonably believes that no indicators for impairment exist.

n) Transition for change in financial year

As per Act 25 Local Government Budget Amendment Section 57A(1), financial report prepared by Council should include summary of proceedings and activities for the period commencing on and including 1 January 2020 and ending on and including 31 July 2020. Financial statement prepared as at 31 July 2020 includes transaction for the seven months starting from 1 January 2020 to 31 July 2020.

	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
NOTE 4. REVENUE		
Business, trading and other licenses	46,980	55,515
General rates	77,165	43,199
Grant income	879,526	300,778
Other fees, charges and rent	92,178	129,756
Other revenue	9,678	47,668
	<u>1,105,527</u>	<u>576,916</u>

RAKIRAKI TOWN COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (CONT'D)
FOR THE PERIOD ENDED 31 JULY 2020

	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
NOTE 5. ADMINISTRATIVE EXPENSES		
Accounting fees	4,740	2,000
Amortisation of intangible asset	720	720
Special administrator expenses	29,000	26,504
Equipment hire expenses	1,468	7,202
Infrastructure upgrade	2,484	11,571
Printing, postage and stationary	3,013	10,393
Office expenses	1,947	1,583
OHS compliance	505	-
Motor vehicle expenses	11,517	14,924
Repair and maintenance	6,289	12,623
Security hire expenses	10,150	7,154
Superannuation	13,821	19,982
Sub-contractor fees for drainage upgrade	73,853	250,648
Salary and wages	124,209	193,991
Telephone	5,639	8,014
Travelling expenses	574	2,520
Utilities	19,277	30,178
	<u>309,206</u>	<u>600,007</u>

NOTE 6. MARKETING EXPENSES

Advertising and marketing expense	<u>2,440</u>	<u>7,228</u>
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NOTE 7. CASH AND CASH EQUIVALENTS

Petty cash	60	209
Undeposited Cash	2,200	4,804
Cash at bank - BOB rural account	26,192	1,297
Cash at bank - BOB market account	30,222	14,001
Cash at bank - BOB operational account	55,249	1,554
Cash at bank -BOB capital account	162	178
Cash at bank -BOB drainage account	8,454	88,878
Cash at bank - BOB carnival account	97	1,206
	<u>122,636</u>	<u>112,127</u>

The cash at bank balance totalling \$38,676 is not available for use except for the purpose Rakiraki new market construction amounting to \$30,222 and drainage project works amounting to \$8,454.

NOTE 8. INTANGIBLE ASSETS

Software installation	5,140	5,140
Amortization of software	<u>(1,439)</u>	<u>(720)</u>
	<u>3,701</u>	<u>4,420</u>

NOTE 9. TRADE AND OTHER RECEIVABLES

Town rates	95,976	86,263
Garbage collection	4,860	2,129
Bus base collection	1,812	1,100
Taxi base collection	1,955	281
Carrier base collection	2,977	-
Minibus base collection	4,196	5,969
Business license	-	1,351
VAT receivables	83,946	96,085
	<u>195,722</u>	<u>193,178</u>

RAKIRAKI TOWN COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (CONT'D)
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 10. PROPERTY, PLANT AND EQUIPMENT	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
i) Reconciliations		
Reconciliations of the carrying amounts for property, plant and equipment by class at the beginning and end of the financial period.		
<u>Plant and machinery - at cost</u>		
Plant and machinery - at cost	49,824	49,824
Accumulated depreciation at beginning	(44,450)	(41,650)
Depreciation	(1,516)	(2,800)
	<u>3,858</u>	<u>5,374</u>
<u>Office building and equipment - at cost</u>		
Office building and equipment - at cost	771,580	771,580
Accumulated depreciation at beginning	(415,174)	(406,330)
Depreciation	(5,061)	(8,844)
	<u>351,345</u>	<u>356,406</u>
<u>Motor vehicle - at cost</u>		
Motor vehicle - at cost	119,679	119,679
Accumulated depreciation at beginning	(101,892)	(88,956)
Depreciation	(12,936)	(12,936)
	<u>4,851</u>	<u>17,787</u>
<u>Work in progress</u>		
Work in progress - construction of new market	6,047,472	5,298,928
Net written down value	<u>6,407,526</u>	<u>5,678,495</u>

(ii) Movements in carrying amount included in the accounts on the following basis:

	Carrying amount at beginning	Addition / (Deletion)	Depreciation	Carrying amount at end
Plant and equipment - at valuation	5,374	-	(1,516)	3,858
Office building and equipment - at valuation	356,406	-	(5,061)	351,345
Motor vehicle - at valuation	17,787	-	(12,936)	4,851
Work in progress	5,298,928	748,544	-	6,047,472
Net Written Down Value	<u>5,678,495</u>	<u>748,544</u>	<u>(19,513)</u>	<u>6,407,526</u>

NOTE 11. TRADE AND OTHER PAYABLES

Trade creditors	11,522	17,682
Other creditors	4,092	4,742
Sundry deposits	12,081	12,081
Funding assistance payable	131,910	131,910
Accrued audit fees payable	28,290	25,100
	<u>187,895</u>	<u>191,515</u>

RAKIRAKI TOWN COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (CONT'D)
FOR THE PERIOD ENDED 31 JULY 2020

	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
NOTE 12. STATEMENT OF CASH FLOW		
i) Cash balance at the end of the period		
Cash as at the end of the financial period as shown in the statement of cash flows is reconciled to the related items in the financial position as follows: -		
Petty cash	60	209
Undeposited Cash	2,200	4,804
Cash at bank - BOB rural account	26,192	1,297
Cash at bank - BOB market account	30,222	14,001
Cash at bank - BOB operational account	55,249	1,554
Cash at bank - BOB capital account	162	178
Cash at bank - BOB drainage account	8,454	88,878
Cash at bank - BOB carnival account	97	1,206
	<u>122,636</u>	<u>112,127</u>
ii) Reconciliation of net cash flows provided by the operating profit		
Net (deficit) / surplus for the period	744,985	(100,166)
<u>Add Non Cash Item</u>		
Depreciation	19,514	24,580
Amortization	720	720
	<u>765,219</u>	<u>(74,866)</u>
<u>Changes in assets and liabilities</u>		
(Increase) / decrease in receivables	(2,544)	187,036
Decrease in payables and accruals	(3,622)	(13,187)
Net cash provided by operating activities	<u>759,053</u>	<u>98,983</u>

NOTE 13. PRINCIPAL ACTIVITY

The principal activities of the Rakiraki Town Council during the year were to protect the welfare of the Rakiraki Town and its inhabitants.

NOTE 14. COMPARATIVES

The comparatives are the audited figures for the year ended 31 December 2019. The figures for the last year have been regrouped where considered necessary.

NOTE 15. COUNCIL DETAILS

The Council was incorporated in Fiji under the Local Government Act .

(i) Registered Office
P O Box 68
Main Street
Rakiraki

Principal Place of Business
Main Street
Rakiraki

NOTE 16. SEGMENT REPORTING

(i) Industry segment

The Council operates predominantly to protect the welfare of the Rakiraki Town and its inhabitants.

(ii) Geographic Segment

The Council operates in Rakiraki and therefore has only one geographical area for reporting purposes.

RAKIRAKI TOWN COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (CONT'D)
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 17. RELATED PARTIES

a) Executive Members

The names of persons who were Executive Members of the Council at any time during the financial period are as follows:

Special Administrator - Mark Hirst Tuilau
 Chief Executive Officer (CEO) - Sailosi Sawana
 Secretary - Salesia Buka
 Treasurer - Deepika Darshni Goundar

b) Amounts due to, and Receivable from Related Parties

Appropriate disclosure of these amounts is contained in the respective notes to the financial statements.

c) Key Management Personnel

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

During the period, the Special Administrator was identified as key management personnel. The remuneration of the key management personnel during the period was as follows:

	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
Salary, fees, superannuation and other benefits	29,000	26,504

NOTE 18. SUBSEQUENT EVENTS

(a) COVID-19 Outbreak

Subsequent to the end of the financial period, in April 2021, in response to the 2nd wave of COVID-19 outbreak in Fiji, the Government announced a number of measures including lockdown of certain containment areas within the country. Under the lockdown restrictions, all non-essential businesses were required to be closed unless the workplace was deemed part of a permitted essential industry as set out by the Ministry of Health and the Ministry of Commerce Trade and Transport. These measures have not had a material impact on the Council's Financial Statements as at 31 July 2020.

(b) Business Licenses

As announced in the 2020/2021 National budget, effective from 01 August 2020 Fiji's business license regime would be abolished and fees will no longer be collected by the Council.

(c) Base Fees and Market Fees

As announced in the 2021/2022 National budget, effective from 01 August 2021 to 31 July 2022, Government will pay the market fees and base fees for taxis, minibuses, carriers, and bus operators.

Other than the above mentioned events, no matters or circumstances have arisen since the end of the financial period which significantly affected or may significantly affect the operations of the council, the results of those operations, or the state of affairs of the council in future financial years.

NOTE 19. CAPITAL COMMITMENTS

Capital commitments as at 31 July 2020 amounted to \$303,335 for the completion of the construction of the new Rakiraki market and \$7,800 for drainage project works. (2019: \$1,486,492)

NOTE 20. CONTINGENT LIABILITIES

During the financial year 2019 the Council has a legal case, Ra Civil Case # 7 of 2019 with claims amounting to \$4,027.25. The claims were by May Vani Young for encroaching of property as a result of drainage works. The Council is of the view that the drain was in existence, however, upgrade works were being done as per the scope of Ministry of Waterways. The case is held at the Tavua Magistrate Court. (2019: \$NIL)

NOTE 21. CONTINGENT ASSETS

Contingent assets at balance date is \$NIL (2019: \$NIL)

RAKIRAKI TOWN COUNCIL
DETAILED STATEMENT OF INCOME & EXPENDITURE
FOR THE PERIOD ENDED 31 JULY 2020

	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
INCOME		
Building and subdivision	3,628	6,198
Bus station/commercial /taxi base fee	31,481	47,211
Business, trading and other licenses	46,980	55,515
CEO's salary - grant	50,000	40,000
Garbage collection fees	15,947	13,970
Town general rates	77,165	43,199
Market	22,490	39,822
Municipal (permit / traffic / fine)	2,747	335
Rent	3,858	2,208
Hiring of boardroom	-	1,046
Public convenience	12,027	20,012
Sundries	9,388	8,204
Government Grant	815,659	260,778
British high commission grant	13,867	-
Sponsorship	-	15,901
Ground Hire	-	4,490
Stall Fees	-	16,130
Interest	290	1,897
Total Income	1,105,527	576,916
LESS EXPENSES		
Administration Expense		
Accounting fees	4,740	2,000
Amortisation of intangible asset	720	720
Special administrator expenses	29,000	26,504
Equipment hire expenses	1,468	7,202
Infrastructure upgrade	2,484	11,571
Printing, postage and stationary	3,013	10,393
Office expenses	1,947	1,583
OHS compliance	505	-
Motor vehicle expenses	11,517	14,924
Repair and maintenance	6,289	12,623
Security hire expenses	10,150	7,154
Superannuation	13,821	19,982
Sub-contractor fees for drainage upgrade	73,853	250,648
Salary and wages	124,209	193,991
Telephone	5,639	8,014
Travelling expenses	574	2,520
Utilities	19,277	30,178
Total Administration Expenses	309,206	600,007
Marketing Expense		
Advertising and marketing	2,440	7,228
Total Marketing Expense	2,440	7,228
Other Operating Expenses		
Allowance	323	98
Cleaning expense	4,244	9,006
Carnival expense	-	23,089
Entertainment	766	4,400
FNU levy	1,041	1,176
Garbage collection	734	-
Miscellaneous	65	1,826
Staff amenities and training	22,026	5,317
Total Other Operating Expenses	29,199	44,912
Total Expenses	340,845	652,147

RAKIRAKI TOWN COUNCIL
DETAILED STATEMENT OF INCOME & EXPENDITURE (CONT'D)
FOR THE PERIOD ENDED 31 JULY 2020

	7 months ended 31 July 2020 (\$)	12 months ended 31 December 2019 (\$)
Earnings before Interest and depreciation	764,682	(75,231)
Depreciation	19,514	24,580
Interest and bank charges	183	355
Total Interest expenses and depreciation	19,697	24,935
Net surplus/(deficit) for the period	744,985	(100,166)