

Office of the President



ANNUAL REPORT 2011



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1.0 INTRODUCTION

This 2011 Annual Report highlights the activities of the Office of the President for the year, in relation to the roles and responsibilities of His Excellency the President as defined in the Executive Authority of Fiji Decree 2009; and in relation to other associated legislations, including but not limited to the Administration of Justice Decree 2009; the State Services Decree 2009; the Honours and Awards Act 1995; and Government's overarching guide documents vis-à-vis the People's Charter for Change, Peace and Progress; the Strategic Framework for Change; and the Roadmap to Democracy and Sustainable Socio-Economic development. The 2011 Annual Report also summarises the achievements of the Office of the President in relation to its operational targets as set out in the 2011 annual Corporate Plan.

I have this unique and pleasant duty of producing this Annual Report on behalf of the former Official Secretary to the President, Mr. Joeli Rokovada and the various staff who were part of the Office of the President in 2011. A number of the staff departed the Office towards the end of 2011 and early in 2012. Mr. Rokovada retired from Government service in June 2012 after serving the final three years of Government service in the Office of the President.

The contribution of all the staff, including Mr. Rokovada and the staff who have since left the office, towards the full operations of the Office of the President, are duly acknowledged.



P.N. Baleinabuli

Acting Official Secretary to the President

2.0 OVERVIEW

2.1 VISION

To be the Pillar of National Unity and Beacon of Racial Harmony

2.2 MISSION

To maintain and reinforce the foundation of lasting peace, harmony and unity with respect to the values, rights and freedom of all

2.3 VALUES

The core intrinsic and enduring values:

- Honesty and Fairness
- Respect for Truth and Justice
- Human rights and Human Dignity
- Impartiality
- Transparency and Accountability
- Safety and Security
- Peace, Unity and Stability
- Tolerance

2.4 STRATEGIC PRIORITY AREAS (SPA)

As Head of State and Commander-in-Chief, the President symbolises unity amongst all Fijians and reassures peace and security for the nation. The Office is committed in its support to achieving various key Outputs that are in-line with that of the government. His Excellency has participated in activities that have contributed towards economic progress and social harmony in the bid to promote a united nation established on a solid foundation as one nation and one people.

2.5 RESPONSIBILITIES OF THE PRESIDENT

2.5.1 LEGISLATIONS: Executive Authority of Fiji Decree 2009

State Services Decree 2009

Administration of Justice Decree 2009

Honours and Awards Act 1995

2.5.2 KEY OUTPUTS:

Administrative/Financial Services

Executive Support

Domestic Support Services (Household and Landscape)

College of Honour

Security Support Services



3.0 ROLES, OUTCOMES AND OUTPUTS

3.1 ROLES AND RESPONSIBILITIES

To provide support services for the effective functioning of the Office of the President:

- i. providing professional administrative and domestic support
- ii. ensuring that the roles and functions of His Excellency the President under the four governing legislations are carried out smoothly
- iii. facilitating the proper administration and utilization of the annual budgetary process in accordance with Public service rules and Regulations and Financial Instructions
- iv. providing security services and personal protection for His Excellency the President and his immediate family

3.2 OUTCOMES

TARGETED OUTCOMES	DEPARTMENT'S OUTPUTS
Maintain Law and Order and Uphold the Rule of Law Effectively and Efficiently	1. Portfolio Leadership, Policy Advice and Secretariat Support
	2. Support Services

3.3 OUTPUTS

OUTPUT	SUB-OUTPUTS
1. Portfolio Leadership, Policy Advice and Secretariat Support	1.1 Facilitation of policies, plans and legislations
	1.2 Improved systems and processes
	1.3 Enhancement of capacity building and staff performance
	1.4 Improved accountability and compliance of Government procedures and regulations
	1.5 Better reporting, information sharing and networking
	1.6 Enhancement of capital development
2. Support Services	Enhancement of quality service delivery befitting the President and his household

4.0 ADMINISTRATION

4.1 HUMAN RESOURCES

4.1.1 Establishment

There are a total of forty (40) staff employed by the Office of President of which twenty -three (23) are established and seventeen (17) were Government Wage Earners as detailed in the table below.

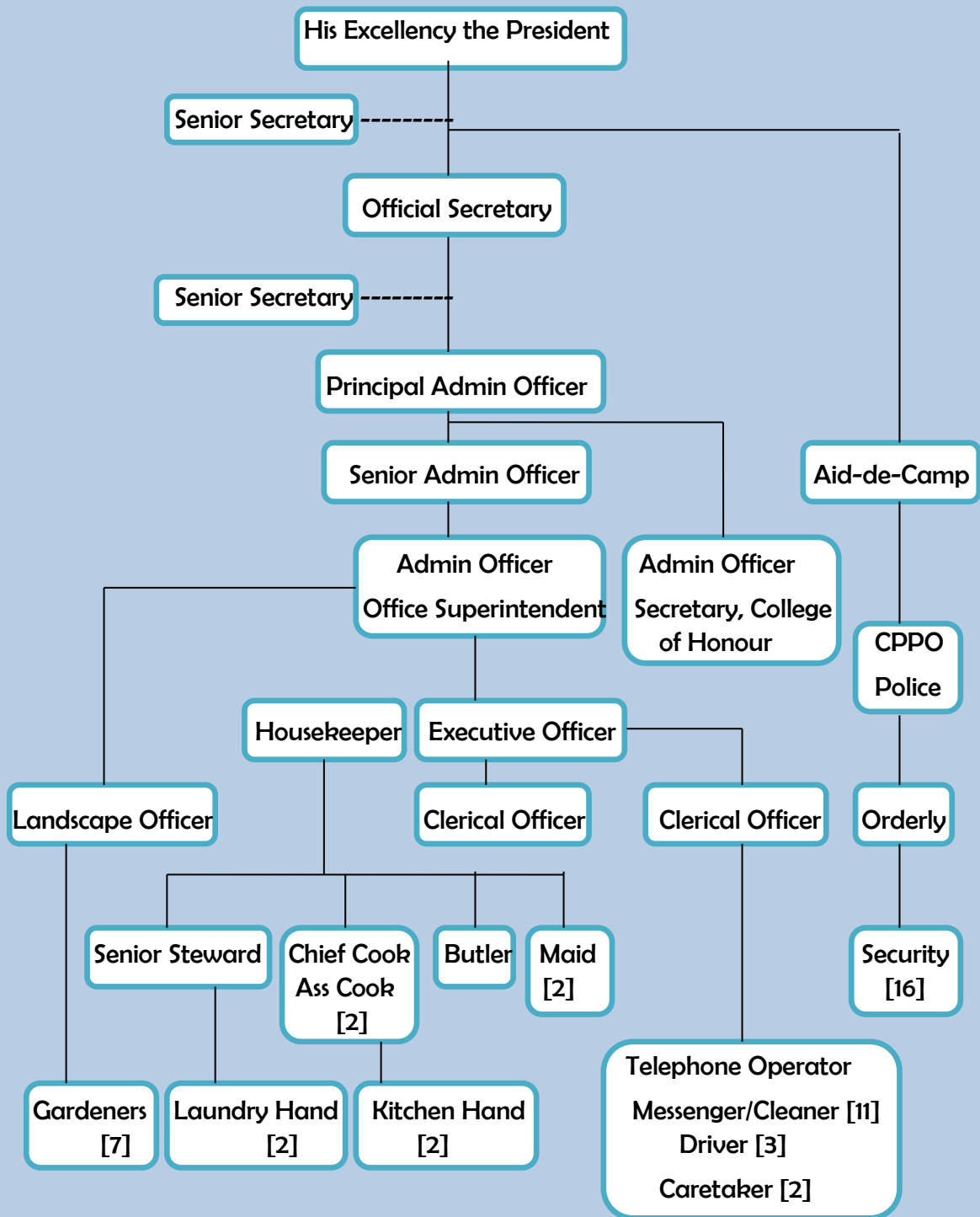
Establishment	Approved Provisions	No. Filled	No. Vacant
Established Staff	23	18	5
Non established Staff	17	16	1
Sub Total	40	34	6

4.1.2 Staff Movements

Staff movements during the year were as follows:

Name	Designation	Movement	Effective Date
J. Yalovigau	Steward	Transferred from Ministry of Foreign Affairs.	?
E. Verenakadavu	Messenger/ Cleaner	New Appointment	28/03/2011
L. Debalevu	Steward	New Appointment	11/07/2011
V. Vaganalau	Supervisor Household	Resigned on Medical Ground	30/07/2011
K. Vakaloloma	Maid	Re-Engagement of Contract	11/10/2011
S. Draunidalo	Principal Assistant Secretary	Transferred on Promotion from Ministry of Finance	28/11/2011
J. Vula	Senior Assistant Secretary	Pre –Retirement Leave	28/11/2011

4.1.3 ORGANISATION STRUCTURE



5.0 EXECUTIVE AND CEREMONIAL ROLES

5.1 PRESENTATION OF CREDENTIALS

Credentials presented to His Excellency the President in 2011			
No	Date	Name	Designation
1.	3 Feb	HE Mr Vladimir Morozov	Ambassador Extraordinary and Plenipotentiary of the Russian Federation
2.	3 Mar	HE Mrs Maija Lahteenmaki	Ambassador Extraordinary and Plenipotentiary of the Russian Federation
3.	7 April	HE Mr Oheong Hae-Wook	Ambassador Extraordinary and Plenipotentiary of the Republic of Korea
4.	19 Apr	HE Mr Yannis Iacovou	High Commissioner of the Republic of Cyprus
5.	19 Apr	HE Ms Siren Gjerme Eriksen	Ambassador Extraordinary and Plenipotentiary of the Kingdom of Norway
6.	19 Apr	HE Mr Mohamed Mael-Ainin	Ambassador Extraordinary and Plenipotentiary of the Kingdom of Morocco
7.	19 Jul	HE Mr Huang Young	Ambassador Extraordinary and Plenipotentiary of the People's Republic of China
8.	6 Sept	HE Dr Kriangsak Kittichaisaree	Ambassador Extraordinary and Plenipotentiary of the Kingdom of Thailand
9.	13 Oct	HE Ms Frankie Annette Reed	Ambassador Extraordinary and Plenipotentiary of the United States of America
10.	27 Oct	HE Mr Abdoul Aziz M'Baye	Head of Delegation of the European Union
11.	17 Nov	HE Mr Patrick Renault	Ambassador Extraordinary and Plenipotentiary of the Kingdom of Belgium
12.	7 Dec	HE Mr Gerson Jackson	Ambassador Extraordinary and Plenipotentiary of the Federated States of Micronesia
13.	8 Dec	HE Mr Abel Gutierrez	Ambassador Extraordinary and Plenipotentiary of Timor Leste

His Excellency the President presented a total of **thirteen [13]** credentials from the Diplomatic Community in 2011.

5.2 ADDRESSES

Addresses delivered by His Excellency the President in 2011			
No	Date	Subject	Venue
1.	3 Feb	Welcome Reception for the 23rd Ship of the World Youth	Kings Wharf, Suva
2.	5 Feb	Fiji National Rugby League Awards Night	Central Cuisine Restaurant
3.	4 Mar	Launching of the ANZ Signature Priority Banking	ANZ House, Suva
4.	10 Mar	Launch of the Leadership Fiji 2011 Programme	Southern Cross Hotel, Suva
5.	24 Mar	Launch of the 2009-2010 HIV Baseline Study Report on "Understanding HIV and AIDS Risk and Vulnerability among Youths in Kiribati, Vanuatu and Solomon Islands	Holiday Inn, Suva
6.	31 Mar	Welcome Reception and dinner for the Leaders and Delegates from the Melanesian Spearhead Group	Novotel Hotel, Lami
7.	5 Apr	Handing-over of the Government House and Thurston Fencing Project	Government House, Suva
8.	11 Apr	Opening of the Pacific Positive Peoples Gathering	Radisson Resort, Nadi
9.	15 Apr	University of Fiji Graduation	Fiji Campus
10.	30 Apr	Investiture as Chief Scout of Fiji	Govt. House
11.	13 May	Rotuma Day Celebrations	Ahau, Rotuma
12.	27 May	Commissioning Graduation Parade for Officer Cadets	QEB Drill Square, RFMF
13.	30 May	HIV and AIDS Decree Workshop Series	Holiday Inn, Suva
14.	1 Jun	Fiji Touch Rugby World Cup Campaign Fundraising Appeal	Holiday Inn, Suva
15.	4 Jul	Peace Corps 50th Anniversary Celebrations	Novotel Hotel
16.	6 Jul	Presentation of National Scouts Bravery Awards to the Association's Senior Scout Representatives to International events	Government House, Suva

17.	22 Jul	Foundation for the Education of Needy Children Cocktail	Fiji Museum
18.	6 Aug	Annual Dental Conference Cocktail & Formal Dinner	Naviti Resort, Coral Coast
19.	23 Aug	11th Fiji National Scout Jamboree	Togo Primary School, Nadi
20.	2 Sep	Reception/Farewell Dinner for Engaging with the Pacific Delegates	Sheraton, Fiji
21.	12 Sep	Islands and Small States Tourism Conference	USP Laucala
22.	17 Sep	Fiji Commerce & Employees Federation AGM Dinner	Sofitel Fiji Resort
23.	28 Sep	Opening of the Pacific Water Conference & EXPO	Novotel Hotel, Lami
24.	22 Oct	Garden Party hosted by the Fiji Cancer Society - West	South Sea Orchids, Nadi
25.	18 Nov	75th Anniversary for Williams & Goslings	Wailekutu Depot
26.	19 Nov	Fiji Business Excellence Award Night for FNU	Sheraton Fiji Resort
27.	1 Dec	World Aids Day	Suva Civic Centre

His Excellency delivered **twenty-seven** [27] speeches in 2011.

5.3 PRESENTATIONS OF *I-TATAU*

***I-Tatau* Presented by Sporting Teams to the President in 2011**

No	Date	<i>I-Tatau</i> by Sporting Teams
1.	1 Jun	National U20 Rugby Team
2.	6 Jul	Four Scouts before Overseas Trip
3.	22 Aug	Flying Fijians before the World Cup
4.	22 Aug	Team Fiji before the Pacific Athletics Championship
5.	18 Nov	Fiji Sevens Team

There were a total of **five** [5] *i-tatau* presentations made to His Excellency, the President in 2011.

5.4 SWEARING-IN CEREMONIES

Swearing-in Ceremonies done in the Presence of His Excellency the President in 2011			
No	Date	Post	Delegate
1.	28 Mar	Justice of Appeal	Saleem Marsoof
2.	26 Apr	Resident Magistrate	Vishwa Datt Sharma
3.	26 Apr	Resident Magistrate	Sianiu Faálogo-Bull
4.	26 Apr	Resident Magistrate	Vandhana Lal
5.	26 Apr	Resident Magistrate	Ms Waleen Maria George
6.	26 Apr	Resident Magistrate	Ms Nanise Ranadi Volau Ratakele
7.	30 Apr	Chief Scout	His Excellency Ratu Epeli Nailatikau
8.	2 May	Acting Chief Magistrate	Usaia Ratuville
9.	9 May	Chief Registrar	Ms Irani Ganga Wakishta Arachchi
10.	28 Jun	Ad-hoc Resident Magistrate	John Andrew See
11.	29 Aug	Justice of Appeal	Sriskandarajah Sundaram
12.	8 Sept	Resident Magistrate	Yohan Chanaka Charitha Liyanage
13.	13 Sept	Resident Magistrate	H Shageeth Prabodha Somaratne
14.	21 Sept	Puisne Judge	Chandrasiri Kotigalage
15.	23 Sept	Resident Magistrate	Kurukulasuriya Lakshika Lilanthi Fernando
16.	6 Oct	Justice of Appeal	R Kulatunga Shyamsunder Suresh Chandra
17.	11 Oct	Resident Magistrate	R M A Janaka Prasanna Bandara
18.	27 Oct	Resident Magistrate	Sujeewa Nishshanka Wagoda Pathirage
19.	27 Oct	Justice of Appeal	Presanna Nimal Wikramanayake
20.	28 Nov	Resident Magistrate	Peni Waqaniyatu Dalituicama
21.	28 Nov	Resident Magistrate	Samuela Dina Qica

His Excellency the President officiated in a total of **twenty-one [21]** swearing-in ceremonies during the year.

5.5 PATRONAGE

The President is the Chancellor of the University of Fiji and serves as Patron of the following organisations:

Organisations in which His Excellency the President is Patron of up to 2011			
No	Date	Organisation	File Ref.
1.	6 Apr 2010	Union Club	6/I/11
2.	23 Apr 2010	Fiji National Cycling Federation	1/P/5
3.	23 Apr 2010	National Golf Association of Fiji	1/P/5
4.	30 Apr 2010	Fiji Association of Sports & National Olympic Committee	6/S/10
5.	14 June 2010	Royal Suva Yacht	1/P/5
6.	2 Sept 2010	United Club	1/P/5
7.	2 Sept 2010	Suva Lawn Defence	1/P/5
8.	20 Sept 2010	Cricket Fiji	1/P/5
9.	10 Dec 2010	Medical Services Pacific	1/P/5
10.	18 Mar 2011	Fiji Scouts Association	1/P/5
11.	12 Jul 2011	Fiji Rugby Union	1/F/17
12.	14 Dec 2011	St John Association of Fiji	1/P/5
13.		Fiji Rugby League	1/P/5
14.		Defence Club	1/P/5
15.		Rotary Club Suva North	1/P/5

His Excellency the President is the Patron of a total of **fifteen [15]** organisations.

5.6 FIJI COLLEGE OF HONOUR

His Excellency the President is the Chancellor of the Order of Fiji and with the advice of the College of Honour appoints and approves the granting of awards.

In 2011, the Members of the College sat to finalise the nominations for investiture and seven names were shortlisted. However, there was no investiture ceremony so the nominees will be awarded in 2012.

Members of the College of Honour include:

- I. Mr Josefa Seruilagilagi – Chairman
- II. Mr Iqbal Jannif
- III. Mr Radike Qereqeretabua
- IV. Mr Robin Yarrow

The nominees are as follows:

No.	Nominee	Award
1.	Mr Kenneth Bradford Clark	Officer Of The Order Of Fiji [Of]
2.	Mrs Selina Lee Wah	Officer Of The Order Of Fiji [Of]
3.	Mr Yoga Baram Naiker	Member Of The Order Of Fiji [Mf]
4.	Mr Bal Govinda	Member Of The Order Of Fiji [Mf]
5.	Ratu Isikeli Butucama Tasere	Member Of The Order Of Fiji [Mf]
6.	Mr Mohammed Rafiq	Member Of The Order Of Fiji [Mf]
7.	Mr Kuar Singh	Medal Of The Order Of Fiji [Mof]
8.	Mr Brijesh Chandra	Medal Of The Order Of Fiji [Mof]

6.0 TOURS AND VISITATIONS

6.1 OVERSEAS TOURS

Overseas Visits undertaken by His Excellency the President in 2011		
No.	Date	Function
1.	5-10 Jun	New York -high level meeting on HIV/AIDS
	11 Jun	Depart NY for London Fiji High Commission visit
2.	12 Jun	London -visit Fiji High Commission staff and families
	13 Jun	Depart London for Sinai
3.	14-15 Jun	Sinai -visit Fiji Battalion
	16 Jun	Depart Tel Aviv for Bangkok
4.	17-19 Jun	Bangkok -visit UNAIDS Pacific Office
	20 Jun	Depart for Japan
5.	21-22 Jun	Japan -visit Fiji Embassy staff and families
	23 Jun	Depart for Fiji via Hong Kong
	24 Jun	Arrive-Fiji
6.	10-13 Aug	China -Bilateral talks-Premier of P.R. of China
	14 Aug	Arrive-Fiji
7.	24-27Aug	Korea -10 th HIV/AIDS-International Congress on AIDS for Asia and the Pacific

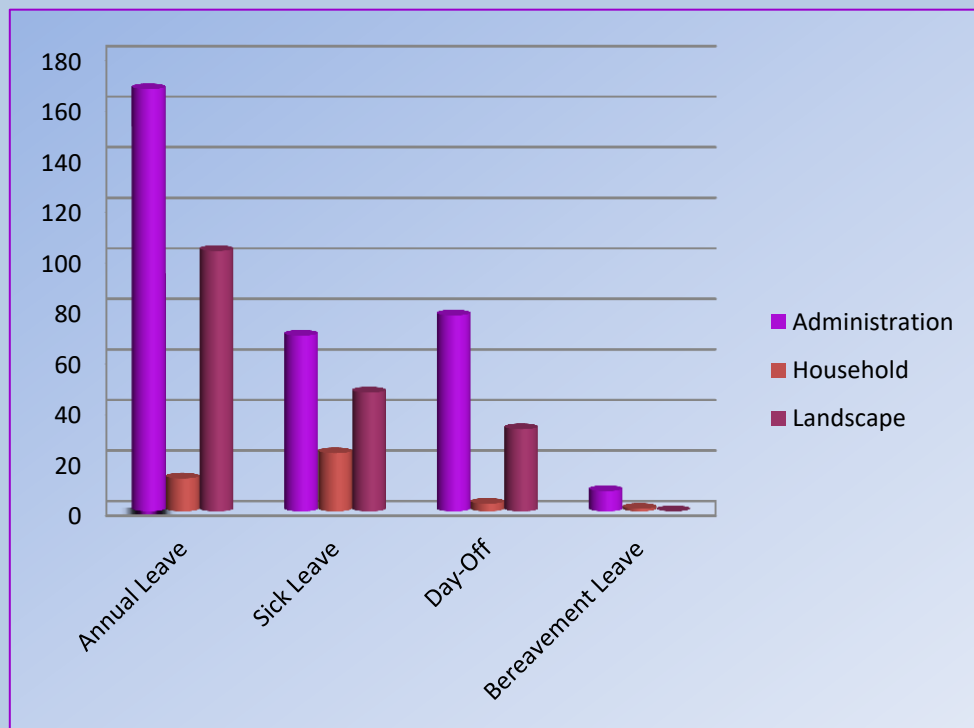
His Excellency the President visited a total of **seven [7]** countries in 2011.

7.0 PERFORMANCE REPORT

7.1 HUMAN RESOURCES

7.1.1 Leaves

Section	Annual Leave	Sick Leave	Day-Off	Bereavement Leave	Total
Administration	167	69.5	77.5	8	322
Household	13	13	3	1	30
Landscape	103	47	32.5	0	182.5



7.2 SECURITY

As Commander-in-Chief of the Armed Forces, the President is also provided with a complement of Army and Police personnel, headed by the Aide-de-Camp.

7.3 FIXED ASSETS

7.3.1 *Bures*

Government assets include facilities and equipment in the two *Bures*: Taunovo, Deuba and Lautoka. However, both require major structural upgrading. Two caretakers are at Government House to look after the upkeep of the compound and *bures*.

7.3.2 Quarters

Occupants of Quarters as at 2011

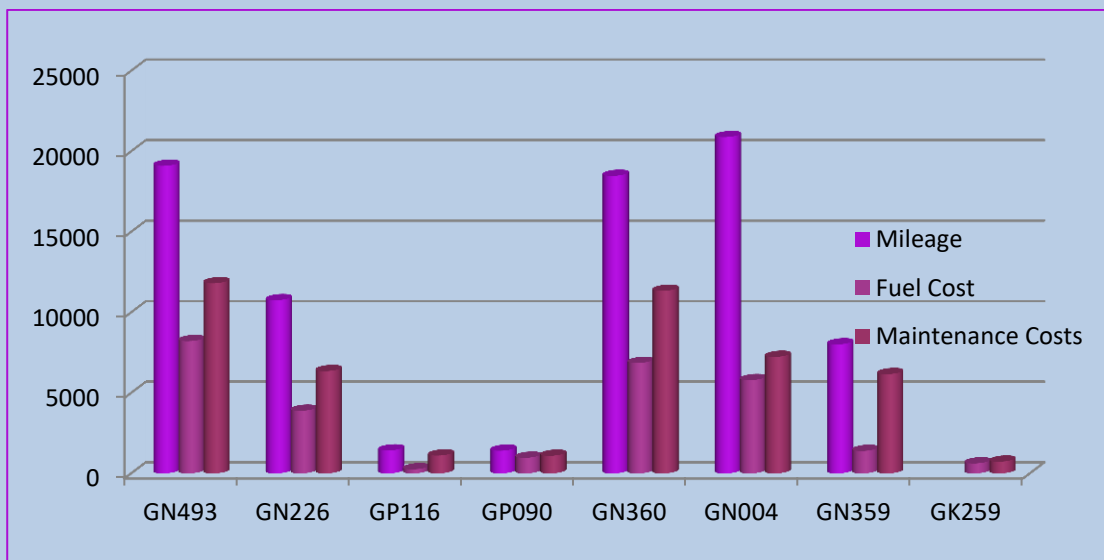
No.	No. Of Workers	Type of Quarters	Quarters No.
1	5	Single House	9, 13, 15, 16, 22
2	2	Twin Flat House	10a, 10b
3	5	Flat Barrack	14
4	6	Double Barrack	25



7.3.3 Vehicle Return

A summary of the 2011 fleet costs, fuel and maintenance

Reg. No.	Vehicle Type	Model	Age of the Vehicle	Mileage for 2011	Fuel Cost for 2011	Servicing & Maintenance Cost for 2011	Remarks
GN 493	Land-cruiser	Toyota	5 yrs, 6 months	19101	\$8,217.14	\$11,808.20	Ceremonial Car for HE
GN 226	Land-cruiser	Toyota	7yrs, 2 months	10753	\$3,888.59	\$6,354.05	Official Car for HE
GP 116	Prado	Toyota	1 month	1424	\$257.12	\$1,110.02	Official Vehicle First Lady
GP 090	Prado	Toyota	2 months	1409	\$971.77	\$1,095.00	Official Vehicle OS
GN 360	Pajero	Mitsubishi	6 yrs, 5 months	18475	\$6,857.12	\$11,337.85	Back-Up Vehicle HE
GN 004	Pajero	Mitsubishi	9 yrs, 3 months	20885	\$5,790.53	\$7,236.94	Office Admin
GN 359	Mini Bus	Mazda	6yrs,5 months	8013	\$1,395.26	\$6,163.66	Office Admin
GK 259	Tractor	M/ Ferguson	23 yrs		\$623.12	\$730.88	Landscape Unit
TOTAL				80060	\$28,000.65	\$45,836.60	



7.3.4 Machines

There is a stand-by portable generator (LISTER) which needs to be repaired. The other one is maintain by PWD.

7.3.5 Equipment

The equipment used at the main Office is listed below:

Office Equipment										
Computers	1	0	2	1	1	1	1	1	3	11
Printers	1	0	2	1	1	0	1	0	1	7
Laptops	1				1	1	1		1	5
Fax	0	0	1	0	0	0	0	0	0	1
Photocopier	0	0	0	0	0	0	0	0	1	1
Tables(fixed)	0	0	0	0	1	1	1	1	3	7
Tables	4	3	4	3	0	0	0	0	2	16
Chairs	6	0	4	12	2	1	1	2	6	34
Air Con Units	1	1	1	1	1	0	0	0	1	6
Cabinet Files	2	0	3	1	1	2	1	0	11	21
Cupboards (w)	3	0	3	1	0	0	0	0	2	9
Cupboards (m)	0	0	0	0	0	0	0	0	1	1
Drawers	1	0	0	1	0	2	3	1	4	12
Bookracks	0	0	0	3	0	0	1	1	2	7
Sofa-4 pieces	0	1	0	1	0	0	0	0	0	2
Fridge	0	0	0	0	0	0	1	0	1	2
Microwave	0	0	0	0	0	0	1	0	0	1
Fan	0	0	0	1	0	0	0	0	0	1
TOTAL	20	5	20	26	8	8	12	6	39	144

7.4 LANDSCAPE

7.4.1 ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Landscape and Beautification Section is the general upkeep and cleanliness of Government House and premises including:

- I. proper cleaning, clearing and pruning of flowers and flower beds
- II. mowing and raking of lawns
- III. preparation and planting of flowers
- IV. cleaning of Government House and office walls and walkways
- V. assist in the organisation of functions
- VI. daily cleaning of swimming pool and other facilities

7.4.2 DIVISION OF COMPOUND

AREA	MOLI	MAGO	IVI	VAIVAI	KOKA
OFFICER RESPONSIBLE	Inoke/ Apakuki	Peceli	Manu	Maika	Joseva

The compound is divided five (5) areas which were named after a tree planted in each of those areas. The Table above highlights the officers who were assigned to each of the five areas.

7.4.3 EQUIPMENT

Equipment used by the Landscape Office

Equipment	Government House	Taunovo Cottage	Lautoka Bure
Brush Cutter	5	2	1
Lawn Mower	1-Not Serviceable	1-Not Serviceable	1-Not Serviceable
Water Blaster	1		
Sprayer	2	1	1
Blower	1		

7.5 HOUSEKEEPING

7.5.1 DOMESTIC SUPPORT SERVICES

The roles and functions of the Domestic Support Services are to:

- I. Cater for Their Excellencies and immediate family members
- II. Cater for functions that are either private or official held/hosted by Their Excellencies
- III. Maintain hygiene and tidiness
- IV. Provide laundry service



8.0 APPENDIX

Financial Statement for the year ended 31 December 2011



8th Floor, Ratu Sukuna House,
MacArthur Street,
P. O. Box 2214,
Government Buildings,
Suva, Fiji Islands.

REPUBLIC OF FIJI
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Excellence in Public Sector Auditing

File: 456

25 May 2012

The President
Office of the President
Government Building
SUVA.

Dear Sir

**AUDITED FINANCIAL STATEMENTS OF THE OFFICE OF THE PRESIDENT FOR THE YEAR
ENDED 31 DECEMBER 2011**

Audited Financial Statements for the Office of the President for the year ended 31 December 2011 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit have been forwarded to the Management of the Office for its action.

Yours sincerely

Tevita Bolanavanua
AUDITOR-GENERAL

- cc: - The Prime Minister, Office of the Prime Minister, Government Buildings.
- Mr. Joeli Rokovada, Official Secretary, Office of the President.

Encl.

OFFICE OF THE PRESIDENT

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2011

OFFICE OF THE PRESIDENT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2011

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REPUBLIC OF FIJI
OFFICE OF THE AUDITOR GENERAL

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OFFICE OF THE PRESIDENT
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2011

INDEPENDENT AUDIT REPORT

Scope

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes thereon of the Office of the President, for the year ended 31 December 2011, as set out on pages 6 to 10. The financial statements comprise the following:

- (i) Statement of Receipts and Expenditure;
- (ii) Appropriation Statement; and
- (iii) Statement of Losses;

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

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

My audit was conducted in accordance with the Fiji Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies stated in Note 2, the Audit Act and the Financial Management Act, so as to present a view which is consistent with my understanding of the financial performance of the Office of the President for the year ended 31 December 2011.

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

Audit Opinion

In my opinion:

- (a) the financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Office of the President for the year ended 31 December 2011.
- (b) the financial statements give the information required by the Financial Management Act 2004 in the manner so required.

Without qualifying the accounts, attention is drawn to the following matters:

- (i) The Office failed to prepare and submit VAT returns to FRCA from March 2011 to December 2011. Therefore, I was unable to substantiate the accuracy of VAT payments made during the year.

- (ii) The Statement of Losses (other than money) could not be substantiated as the Board of Survey was not carried out in 2011.

I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of my audit.

T Bolanava

Tevita Bolanava
AUDITOR GENERAL

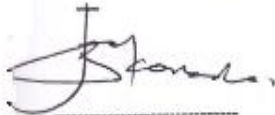
25 May 2012



**MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 DECEMBER 2011**

We certify that these financial statements:

- (a) Fairly reflect the financial operations and performance of the Office of the President and its financial position for the year ended 31 December 2011; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.



Joeli Rokovada
Official Secretary

Date: 25 May 2012



Salesia Draunidalo
Principal Assistant Secretary

Date: 25/5/2012

OFFICE OF THE PRESIDENT

STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2011

	Notes	2011 \$	2010 \$
EXPENDITURE			
Operating Costs			
Established Staff	3 (a)	364,780	359,307
Unestablished Staff	3 (b)	200,354	162,868
Travel & Communications	3 (c)	259,042	187,028
Maintenance & Operations	3 (d)	244,932	237,126
Purchase of Goods & Services		32,739	37,676
Special Expenditure	3(e)	21,359	5,479
Total Operating Expenditure		<u>1,123,206</u>	<u>989,484</u>
Value Added Tax		91,993	53,768
TOTAL EXPENDITURE		<u>1,215,199</u>	<u>1,043,252</u>

OFFICE OF THE PRESIDENT
 APPROPRIATION STATEMENT
 FOR THE YEAR ENDED 31 DECEMBER 2011

SEG	Item	Budget Estimate \$	Appropriation Changes \$	Revised Estimate \$	Actual Expenditure \$	Carry - Over \$	Lapsed Appropriation \$
1	Established Staff	496,864	---	496,864	364,780	---	132,084
2	Unestablished Staff	173,252	---	173,252	200,354	---	(27,102)
3	Travel & Communication	249,400	---	249,400	259,042	---	(9,642)
4	Maintenance & Operations	302,377	---	302,377	244,932	---	57,445
5	Purchase of Goods & Services	86,675	---	86,675	32,739	---	53,936
7	Special Expenditure	13,100	---	13,100	21,359	---	(8,259)
	Total Operating Costs	1,321,668	---	1,321,668	1,123,206	---	198,462
13	Value Added Tax	97,690	---	97,690	91,993	---	5,697
	TOTAL EXPENDITURE	1,419,358	---	1,419,358	1,215,199	---	204,159

**OFFICE OF THE PRESIDENT
STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 DECEMBER 2011**

Loss of Money

There was no Loss of money recorded for the year ended 31 December 2011.

Loss of Revenue

There was no Loss of revenue recorded for the year ended 31 December 2011.

Loss (other than money)

There was no loss of asset owned by the Office for the year 31 December 2011.

No Board of Survey was carried out in 2011.

OFFICE OF THE PRESIDENT

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2011

NOTE 1: REPORTING ENTITY

The Office of the President provides the necessary administrative support to His Excellency the President in the Performance of His constitutional functions. The President is vested with the Executive Authority of the State and is the Commander-in-Chief of the Fiji Military Forces and the Chancellor of the Order of Fiji. In addition to the constitutional and ceremonial roles, the office plays a symbolic role in the promotion of national reconciliation to bring unity among the different ethnic groups in Fiji through the People's Charter for Change, Peace and Progress.

The targeted outcome(s) and output(s) in relation to the above responsibilities are:

Maintain Law & Order and Uphold the Rule of Law Effectively and Efficiently

Portfolio Leadership Policy Advice and Secretariat Support.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting

In accordance with Government accounting policies, the financial statements of the Office the President 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 expenses are VAT exclusive. The Office on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Finance. VAT input on the other hand is claimed on payments made to the suppliers and the 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 FRCA. Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.

(c) Comparative Figures

Where necessary, amounts relating to prior years have been reclassified to facilitate comparison and achieve consistency in disclosure with current year amounts.

OFFICE OF THE PRESIDENT

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 DECEMBER 2011**

NOTE 3: SIGNIFICANT VARIATIONS

- (a) The Established Staff costs increased by \$5,473 or 1.5% in 2011 compared to 2010. This was mainly due to payment of leave compensation for the retirees.
- (b) The Unestablished Staff costs increased by \$37,486 or 23% in 2011 compared to 2010. This was mainly due to accommodating vacancies in the cadre.
- (c) Travel and Communications expenses by \$72,014 or 38.5% in 2011 compared to 2010 due to increase in overseas trips by the President.
- (d) The Maintenance and operations costs increased by \$7,806 or 3.3% in 2011 compared to 2010. This was mainly due to upgrading and maintenance of staff room, quarters and upgrading of Taunovo Cottage in Deuba.
- (e) The Special Expenditure increased by \$15,880 or 290% in 2011 compared to 2010. This was mainly due to the purchase of stationery for the college and administrative costs.

NOTE 4: OPERATING TRUST

As at 31 December 2011, the Operating Trust Fund Account had a balance of \$57,543.02. This relates to various employee deductions.

NOTE 5: DRAWINGS ACCOUNT

Drawings Account of the Office is maintained by Office of the Prime Minister.

NOTE 6: REVOLVING FUND ACCOUNT - MISCELLANEOUS

As at 31 December 2011, the Office had a balance of \$266,963.44 in the RFA account. Most of the balances under this account had been brought forward from previous years.

NOTES