

THE LEGAL ASSISTANCE TRUST OF NAMIBIA
CONSOLIDATED
ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2012



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA
CONSOLIDATED ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

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ADMINISTRATION

Trustees:	<p><i>C Daniels</i> (Chairperson)</p> <p><i>T Amupadhi</i></p> <p><i>E Angula</i></p> <p><i>E Schimming-Chase</i></p> <p><i>N Tjombe</i></p> <p><i>B Uirab</i></p> <p><i>N Kaiyamo</i></p>
Director:	<i>T Hancox</i>
Auditors:	<i>Stier Vente Associates</i>
Address:	<p><i>PO Box 604</i></p> <p><i>Marien Ngouabi Street</i></p> <p><i>Windhoek</i></p>



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA
CONSOLIDATED ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

STATEMENT BY THE TRUSTEES

The consolidated annual financial statements set out on pages 5 to 18 have been approved by the Board of Trustees and are signed on their behalf by:



T HANCOX



C DANIELS

WINDHOEK

15 March 2013



STIER VENTE ASSOCIATES
CHARTERED ACCOUNTANTS

50 Olof Palme Street
P O Box 90001, Klein Windhoek
Tel: 061-264440 / 60 / 80
Fax: 061-264490
e-mail: admin@svanam.com

REPORT OF THE INDEPENDENT AUDITORS

To the trustees and donors of

THE LEGAL ASSISTANCE TRUST OF NAMIBIA

We have audited the consolidated annual financial statements of The Legal Assistance Trust of Namibia which comprise the consolidated balance sheet as at 31 December 2012, the consolidated income statement, the consolidated cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes set out on pages 5 to 18.

Trustees' responsibility for the financial statements

The Trustees are responsible for the fair presentation of these consolidated annual financial statements in accordance with Statement of Generally Accepted Accounting Practice - NAC001: Financial Reporting for Small and Medium Sized Entities. This responsibility includes: designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of annual financial statements and are free from material misstatements, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' responsibility

Our responsibility is to express an opinion on these consolidated annual financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the annual financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the annual financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the annual financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the annual financial statements 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 the entity's control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the annual financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.

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Opinion

In our opinion, the consolidated annual financial statements present fairly, in all material respects, the financial position of the Trust at 31 December 2012 and its financial performance and its cash flows for the year then ended in accordance with Statements of Generally Accepted Accounting Practice - NAC001: Financial Reporting for Small and Medium Sized Entities in Namibia.

Stier V & Associates

**STIER VENTE ASSOCIATES
REGISTERED ACCOUNTANTS AND AUDITORS
CHARTERED ACCOUNTANTS (NAMIBIA)**

Per: B VENTE
Partner

WINDHOEK, 15 March 2013



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
CONSOLIDATED BALANCE SHEET AS AT 31 DECEMBER 2012

	Note	<u>2012</u>	<u>2011</u>
		N\$	N\$
<u>ASSETS</u>			
NON-CURRENT ASSETS			
Ford Foundation Investment	7	11 669 423	11 093 656
Property, motor vehicles and equipment	3	<u>2 217 769</u>	<u>2 541 629</u>
		<u>13 887 192</u>	<u>13 635 285</u>
CURRENT ASSETS			
Trade and other receivables		627 368	232 103
Cash and cash equivalents		<u>4 502 185</u>	<u>4 943 361</u>
		<u>5 129 553</u>	<u>5 175 464</u>
TOTAL ASSETS		<u>19 016 745</u>	<u>18 810 749</u>
<u>FUNDS AND LIABILITIES</u>			
FUNDS AND RESERVES			
Ford Foundation Special Reserve Fund	7	11 669 423	11 093 656
Accumulated funds	2	<u>6 756 374</u>	<u>6 068 492</u>
Funds and reserves		<u>18 425 797</u>	<u>17 162 148</u>
CURRENT LIABILITIES			
Bank overdraft		7 253	739 959
Other payables		<u>583 695</u>	<u>908 642</u>
		<u>590 948</u>	<u>1 648 601</u>
TOTAL FUNDS AND LIABILITIES		<u>19 016 745</u>	<u>18 810 749</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
CONSOLIDATED INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2012

	Note	<u>2012</u>	<u>2011</u>
		N\$	N\$
<i>INCOME</i>			
Windhoek Office – core unit	4	<u>4 950 843</u>	<u>7 288 776</u>
<i>EXPENDITURE</i>			
Windhoek Office – core unit		<u>(5 210 372)</u>	<u>(4 450 964)</u>
<i>(DEFICIT)/SURPLUS FOR THE YEAR</i>	5	<i>(259 529)</i>	<i>2 837 812</i>
<i>ACCUMULATED SURPLUS AT THE BEGINNING OF THE YEAR</i>		<u>3 910 034</u>	<u>1 072 221</u>
<i>ACCUMULATED SURPLUS AT THE END OF THE YEAR</i>		<i>3 650 504</i>	<i>3 910 034</i>
<i>ACCUMULATED SURPLUS - PROJECTS</i>	6	<u>3 105 870</u>	<u>2 158 458</u>
<i>CONSOLIDATED ACCUMULATED SURPLUS AT THE END OF THE YEAR</i>		<u>6 756 374</u>	<u>6 068 492</u>



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2012**

	Note	<u>2012</u>	<u>2011</u>
		N\$	N\$
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Cash receipts from donors and Ford Foundation Reserve Fund</i>		16 788 082	16 802 323
<i>Cash paid to service providers and employees</i>		<u>(16 183 213)</u>	<u>(16 014 347)</u>
<i>Cash generated by operations</i>	8	604 869	787 976
<i>Interest received</i>		<u>132 849</u>	<u>179 945</u>
<i>Net cash inflow from operating activities</i>		<u>737 718</u>	<u>967 921</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Acquisition of motor vehicles and equipment</i>		(29 971)	(43 106)
<i>Proceeds on disposal of motor vehicles and equipment</i>		<u>159 550</u>	<u>124 250</u>
<i>Net cash inflow from investing activities</i>		<u>129 579</u>	<u>81 144</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS		867 297	1 049 065
CASH AND CASH EQUIVALENTS AT THE BEGINNING OF THE YEAR		<u>15 297 058</u>	<u>14 247 993</u>
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	9	<u>16 164 355</u>	<u>15 297 058</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

1. ACCOUNTING POLICIES

The consolidated annual financial statements have been prepared using the historical cost convention as modified by the revaluation of financial assets and liabilities at fair value through the profit and loss.

The following are the principal accounting policies of the Trust which are consistent with those applied in prior years:

Income recognition

Revenue comprises donations received and accrued as per donor agreements.

Donation income is recognised to the extent that it is probable that the economic benefits will flow and the amount of revenue can be reliably measured.

Interest income is recognised on a time proportion basis, taking into account the principal outstanding and the effective rate over the period to maturity.

The Trust recognises other income when the Trust's right to receive payment is established.

Taxation

The Legal Assistance Trust is constituted as a trust with a not for gain motive and as such is not liable for income tax. Therefore the trust and its projects are not registered for income tax and the financial statements do not have to disclose income tax, tax liabilities and deferred tax.

Property, motor vehicles and equipment

The project carries buildings, motor vehicles and equipment at historical cost less depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Buildings, motor vehicles and equipment is depreciated on a straight line basis at rates calculated to reduce the book value of the assets to estimated residual values over their expected useful lives.

Residual values of land and buildings are estimated to equal current carrying values, therefore buildings are depreciated at a zero rate.

The depreciation rates used are shown in note 3.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

1. ACCOUNTING POLICIES (continued)

Property, motor vehicles and equipment (continued)

The assets depreciation rates and residual values are reviewed and adjusted if appropriate at each balance sheet date.

Repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Financial instruments

Financial instruments recognised on the balance sheet include cash and cash equivalents, investments, trade receivables, trade payables and borrowings.

Trade receivables

Trade receivables are carried at original invoice amount less provision made for impairment of these receivables. Such provision for impairment of trade receivables is established if there is objective evidence that the project will not be able to collect all amounts due according to the original terms of receivables.

Trade payables

Trade payables are carried at the fair value of the consideration to be paid in future for goods or services that have been received or supplied and invoiced or formally agreed with the supplier.

Related parties

All related party transactions are incurred in the ordinary course of business and at terms not more favourable than transactions with third parties.

Impairment of assets

Assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognised for the amount by which the carrying amount of the asset exceeds its recoverable amount, which is the higher of an asset's net selling price and value in use. For the purpose of assessing impairment, assets are grouped at the lowest level for which there are separately identifiable cash flows.

Cash and cash equivalents

For the purposes of the cash flow statement cash and cash equivalents comprise cash on hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less, and bank overdrafts. In the balance sheet, bank overdrafts are separately disclosed under current liabilities.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

1. ACCOUNTING POLICIES (continued)

Leases (lessor)

Assets leased out under operating leases are included in property, plant and equipment in the balance sheet. They are depreciated over their expected useful lives on a basis consistent with similar owned property, plant and equipment. Rental income (net of any incentives given to lessees) is recognised on a straight-line basis over the lease term.

Foreign currency transactions

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation of monetary assets and liabilities denominated in foreign currencies at year-end exchange rates are recognised in the income statement.

Computer software

Computer software is expensed in the year it is incurred.

Employee benefits

The Trust recognises in full employees' right to annual leave entitlement in respect of past service.

Staff bonuses are accounted for in the period to which they relate.

The Legal Assistance Trust operates a defined contribution plan. The Trust pays contributions to a publicly administered pension insurance plan and has no further payment obligations once the contributions have been paid. The contributions are recognised as employee benefit expenses when they are due.

Provisions

Provisions are recognised when:

- the Trust has a present legal or constructive obligation as a result of past events and
- it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and
- a reliable estimate of the amount of the obligation can be made.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>			
	N\$	N\$			
2. ACCUMULATED FUNDS					
Windhoek Office	3 247 925	3 910 034			
LAC – Projects	<u>3 105 870</u>	<u>2 158 458</u>			
	<u>6 353 795</u>	<u>6 968 492</u>			
 3. PROPERTY, MOTOR VEHICLES AND EQUIPMENT					
	<u>Buildings</u>	<u>Motor vehicles</u>	<u>Computer and office equipment</u>	<u>Furniture & fittings</u>	<u>Total</u>
	N\$	N\$	N\$	N\$	N\$
For the year ended 31/12/2012					
Opening carrying amount	1 909 898	352 093	246 363	33 275	2 541 629
Additions	-	-	26 922	3 049	29 971
Disposals	-	-	(5 101)	-	(5 101)
Depreciation	<u>-</u>	<u>(236 204)</u>	<u>(99 284)</u>	<u>(13 242)</u>	<u>(348 730)</u>
Closing carrying amount	<u>1 909 898</u>	<u>115 889</u>	<u>168 900</u>	<u>23 082</u>	<u>2 217 769</u>
 At 31/12/2012					
At cost	1 909 898	1 655 373	1 575 138	275 999	5 416 408
Accumulated depreciation	<u>-</u>	<u>(1 539 484)</u>	<u>(1 406 238)</u>	<u>(252 917)</u>	<u>(3 198 639)</u>
Net carrying amount	<u>1 909 898</u>	<u>115 889</u>	<u>168 900</u>	<u>23 082</u>	<u>2 217 769</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

3. **PROPERTY, MOTOR VEHICLES AND EQUIPMENT (continued)**

	<u>Buildings</u>	<u>Motor vehicles</u>	<u>Computer and office equipment</u>	<u>Furniture & fittings</u>	<u>Total</u>
	N\$	N\$	N\$	N\$	N\$
For the year ended 31/12/2011					
Opening carrying amount	1 909 898	773 077	326 437	44 301	3 053 713
Additions	-	-	39 680	3 426	43 106
Disposals	-	(86 396)	-	-	(86 396)
Depreciation	<u>-</u>	<u>(334 588)</u>	<u>(119 754)</u>	<u>(14 452)</u>	<u>(468 794)</u>
Closing carrying amount	<u>1 909 898</u>	<u>352 093</u>	<u>246 363</u>	<u>33 275</u>	<u>2 541 629</u>
At 31/12/2011					
At cost	1 909 898	1 655 373	1 579 892	272 950	5 418 113
Accumulated depreciation	<u>-</u>	<u>(1 303 280)</u>	<u>(1 333 529)</u>	<u>(239 675)</u>	<u>(2 876 484)</u>
Net carrying amount	<u>1 909 898</u>	<u>352 093</u>	<u>246 363</u>	<u>33 275</u>	<u>2 541 629</u>

Depreciation rate

Land and buildings comprise erf no 74, situated in Windhoek, Marien Ngouabi Street and buildings in Ongwediva.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
3. PROPERTY, MOTOR VEHICLES AND EQUIPMENT <i>(continued)</i>		
<i>Buildings, Ongwediva</i>	<u>387 873</u>	<u>387 873</u>
 <i>Land and buildings, erf no 74, Windhoek</i>		
- at cost 1993	709 621	709 621
 <i>Improvements at cost</i>		
- 1993	167 736	167 736
- 1994	5 791	5 791
- 1995	157 916	157 916
- 1996	12 307	12 307
- 1999	466 126	466 126
- 2000	<u>2 528</u>	<u>2 528</u>
	<u>1 522 025</u>	<u>1 522 025</u>
	<u>1 909 898</u>	<u>1 909 898</u>
 4. INCOME		
<i>Africa Group of Sweden</i>	1 769 494	1 110 520
<i>AGS Capacity</i>	-	53 415
<i>Embassy of Finland</i>	1 324 573	2 104 959
<i>Namibia Law Report</i>	560 522	217 649
<i>Pupkewitz Holdings</i>	1 500	1 500
<i>Special Reserve Fund drawings</i>	-	2 000 000
<i>St James Church</i>	-	7 168
<i>Swedish International Development Agency (SIDA)</i>	<u>1 171 452</u>	<u>1 586 967</u>
	4 827 541	7 082 178
 OTHER INCOME	<u>123 302</u>	<u>206 598</u>
	<u>4 950 843</u>	<u>7 288 776</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
5. (DEFICIT)/SURPLUS FOR THE YEAR		
<i>Is stated after charging/(crediting):</i>		
<i>Auditors' remuneration</i>		
- audit fees	159 850	148 770
- accounting services	<u>-</u>	<u>18 150</u>
	<u>159 850</u>	<u>166 920</u>
<i>Depreciation</i>	348 730	468 794
<i>Interest received</i>	(132 849)	(179 945)
<i>Profit on disposal of motor vehicles and equipment</i>	(108 934)	(37 854)
<i>Rent received</i>	<u>(9 295)</u>	<u>(56 838)</u>
6. ACCUMULATED SURPLUS/(DEFICIT) - PROJECTS		
<i>Aids Law Unit</i>	-	(198 490)
<i>Lead Project</i>	2 444 490	1 589 827
<i>Gender</i>	661 380	562 412
<i>Human Rights and Constitutional Unit</i>	<u>-</u>	<u>204 705</u>
	<u>3 105 870</u>	<u>2 158 458</u>
<i>The Legal Assistance Trust (via The Legal Assistance Centre - Windhoek) manages the projects and controls the disbursements. All surpluses may be subject to refund.</i>		
7. FORD FOUNDATION SPECIAL RESERVE FUND		
<i>Redemption of SALS - Ford Foundation capital reserve fund</i>	15 040 547	15 040 547
<i>Interest received since inception</i>	<u>3 488 277</u>	<u>2 912 510</u>
	18 528 824	17 953 057
<i>Less: Funding of LAC Core activities - Windhoek Office- 2008</i>	4 349 067	4 349 067
<i>Funding of LAC Core activities - Windhoek Office- 2009</i>	461 233	461 233
<i>Funding of LAC Core activities - Windhoek Office- 2010</i>	49 101	49 101
<i>Funding of LAC Core activities - Windhoek Office- 2011</i>	<u>2 000 000</u>	<u>2 000 000</u>
<i>Special Reserve Fund at the end of the year</i>	<u>11 669 423</u>	<u>11 093 656</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
7. FORD FOUNDATION SPECIAL RESERVE FUND (continued)		
<i>The Special Reserve Fund is represented by:</i>		
SBN Cashplus	2 181 338	2 065 492
Pointbreak Money Market Unit Trust	2 232 712	2 122 693
Old Mutual Nedbank Namibia Corporate Fund	2 228 510	2 114 607
First National Bank of Namibia Limited - call account	6 494 150	7 777 737
Less: LEAD project investment included	1 095 467	1 218 899
Huricon project investment included	-	134 002
Gender project investment included	58 073	1 009 470
LAT Windhoek - core unit cash investment included	<u>313 747</u>	<u>624 502</u>
	<u>11 669 423</u>	<u>11 093 656</u>

The Ford Foundation Special Reserve Fund originates from a donation of the Ford Foundation of US\$ 1 000 000 in 1995 and was invested for the benefit of the LAC by the Southern African Legal Service Foundation.

On 8 February 2008, The Legal Assistance Trust and the Southern African Legal Services signed an agreement to transfer the Capital Reserve Fund to Namibia. An amount of US\$ 1 953 326,32 was transferred. The fund is under control of the Trustees of the Legal Assistance Trust and may only be utilised to cover LAC Core Unit - Windhoek expenditure. Trustees' resolutions are necessary to utilise funds of the Ford Foundation Special Reserve.

	<u>2012</u>	<u>2011</u>
	N\$	N\$
8. RECONCILIATION OF SURPLUS TO CASH GENERATED BY OPERATIONS		
Net surplus for the year	687 883	2 348 724
Adjusted for:		
Depreciation	348 730	468 794
Ford Foundation Special Reserve	575 767	(71 033)
Interest received	(132 849)	(179 945)
Profit on sale of assets	(154 449)	(37 854)
Repayment of bridging advance Ford Foundation	<u>-</u>	<u>(1 350 000)</u>
Operating cash flow before working capital changes carried forward	1 325 082	1 178 686



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
8. RECONCILIATION OF SURPLUS TO CASH GENERATED BY OPERATIONS (continued)		
<i>Operating cash flow before working capital changes brought forward</i>	1 325 082	1 178 686
<i>Decrease/(increase) in trade and other receivables</i>	(395 266)	(40 986)
<i>Decrease in trade and other payables</i>	(324 947)	(15 082)
<i>Decrease in donations received in advance</i>	<u>-</u>	<u>(334 642)</u>
<i>Cash generated by operations</i>	<u>604 869</u>	<u>787 976</u>
9. CASH AND CASH EQUIVALENTS		
<i>Cash and cash equivalents comprise of:</i>		
<i>First National Bank of Namibia Limited - call account</i>	6 494 150	7 777 737
<i>Old Mutual Nedbank Namibia Corporate Fund</i>	2 228 510	2 114 607
<i>Pointbreak Money Market Unit Trust</i>	2 232 712	2 122 693
<i>Standard Bank Namibia Cashplus Fund</i>	2 181 338	2 065 492
<i>First National Bank of Namibia Limited - current accounts</i>	3 034 898	1 956 488
<i>First National Bank of Namibia Limited - bank overdraft</i>	<u>(7 253)</u>	<u>(739 959)</u>
	<u>16 164 355</u>	<u>15 297 058</u>
10. PROJECTS ADMINISTERED BY THE LEGAL ASSISTANCE TRUST		

Human Rights Constitutional Unit

Human Rights Development Initiative granted R126 000 to the project for the 2012 financial year. African Group of Sweden granted N\$ 210 000 for the 2012 financial year to cover certain expenditure. The current year's shortfall of the project was covered from LAT core funding.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

10. **PROJECTS ADMINISTERED BY THE LEGAL ASSISTANCE TRUST**

Aids Law Unit

PACT Agencies Collaborating Together funded the project with N\$ 1 836 419, Society for Family Health with N\$ 583 677, International Labour Organisation with N\$ 260 605, Open Society Initiative for Southern Africa with N\$ 387 475 and UNDP with N\$ 412 522. Various other smaller grants have been received towards this project covering the remaining third party contribution towards this project. The shortfall in the project was covered by LAT core funding.

Gender Research and Advocacy

The Dutch Ministry – MDG3 agreed to fund the project with € 749 991.67 for the period of two and a half years from June 2009 to December 2011. The last payment of N\$ 434 208 was made by the Dutch Ministry in 2012. UNICEF - Childcare Protection Agency granted the project N\$ 262 590 and UNICEF - BMS granted the project N\$ 429 100 for the financial year.

An amount of N\$ 690 300 from other donors was received.

Land, Environment and Development Project

The Evangelischer Entwicklungsdienst (EED) granted Euro 480 000 to the project for the period of three years from 1 January 2011 to 31 December 2013. This grant covers 70,59% of the budgeted project expenses up to a maximum of Euro 480 000. During the current period these other expenses have been covered by grants of the Embassy of Spain, OSISA, UNESCO and other partners of LAC.

11. **FINANCIAL RISK MANAGEMENT**

In the normal course of its operations, the Trust is exposed to credit, liquidity, interest rate, currency and operational risk. The Trust manages these risks as follows:

Credit risk:

The Trust has policies in place to ensure that sales and services are made to organisations with an appropriate credit history. The Trust has policies that limit the amount of credit risk exposure to any one financial institution, and cash transactions are limited to high credit quality financial institutions.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

13. **FINANCIAL RISK MANAGEMENT (continued)**

Liquidity risk:

Prudent liquidity risk management implies maintaining sufficient cash and marketable securities and the availability of funding through an adequate amount of committed credit facilities.

Interest rate risk:

As part of managing interest rate exposure, interest rate characteristics of borrowings will be positioned according to expected movements in interest rates

Foreign currency risk:

Foreign currency risk is created due to the influence of exchange rate fluctuations. The Trust has a policy to take out cover on foreign currency transactions only as agreed by the Board.

Operational risk:

Operational risk is inherent in the Trust's operation. The goal is to manage the risk to acceptable levels and to minimise unexpected events.



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
WINDHOEK OFFICE
INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
<i>DONATIONS RECEIVED</i>		
<i>Africa Groups of Sweden</i>	1 769 494	1 110 520
<i>AGS Capacity</i>	-	53 415
<i>Drawing from Ford Foundation - special reserve fund</i>	-	2 000 000
<i>Embassy of Finland</i>	1 324 573	2 104 959
<i>Namibia Law Report</i>	560 522	217 649
<i>Pupkewitz Holdings</i>	1 500	1 500
<i>St James Church</i>	-	7 168
<i>Swedish International Development Agency (SIDA)</i>	<u>1 171 452</u>	<u>1 586 967</u>
	<u>4 827 541</u>	<u>7 082 178</u>
<i>OTHER INCOME</i>		
<i>Etosha-Haikom-Buch</i>	12 088	-
<i>Human Rights Development Initiative - for Hurricon project</i>	-	31 314
<i>Interest received</i>	8 687	34 756
<i>Photocopy income</i>	19 534	11 375
<i>Profit on sale of motor vehicles and equipment</i>	-	250
<i>Rent received</i>	9 295	56 838
<i>Sundry income</i>	69 110	68 752
<i>Transport income/refunds</i>	<u>4 588</u>	<u>3 313</u>
	<u>123 302</u>	<u>206 598</u>
TOTAL INCOME	4 950 843	7 288 776
<i>Less: EXPENDITURE (page 20)</i>	<u>(5 210 372)</u>	<u>(4 450 964)</u>
(DEFICIT)/SURPLUS FOR THE YEAR	(259 529)	2 837 812
SURPLUS AT THE BEGINNING OF THE YEAR	<u>3 910 034</u>	<u>1 072 222</u>
SURPLUS AT THE END OF THE YEAR	<u>3 650 504</u>	<u>3 910 034</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
WINDHOEK OFFICE
SCHEDULE OF EXPENDITURE
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
Auditors' remuneration	66 700	68 827
Bad debts	3 680	6 500
Bank charges	21 063	22 720
Computer support	111 860	114 315
Consultancy fees	77 280	94 595
Contributions	-	-
- Community Paralegal Volunteer Training	-	3 691
- Aids Law Unit - Yelula	-	48 952
- Aids Law Unit - PACT Namibia	-	38 860
- Human Rights Development Initiative - due to Hurricane	31 314	-
- Human Rights and Constitutional Unit - core support	91 675	-
- Aids Law Unit - 2011 and 2012 deficit - core support	219 163	-
Counsel fees	-	63 995
Depreciation	94 327	101 536
Insurance and licences	51 524	117 690
Interest paid	-	6 761
Legal fees	-	1 600
Maintenance	-	-
- other expenses	50 442	39 394
- vehicles	26 022	24 409
- yard	14 915	25 948
Membership to National and Regional bodies	2 868	500
Municipal expenses	124 430	115 971
Office expenses	32 584	30 288
Petrol	83 855	36 414
Publications	360 064	264 669
Reimbursement of 2011 unspent funds - AGS	53 432	-
Recruiting of professional and administrative staff	-	2 260
Research costs	20 409	-
Salaries and staff benefits	3 237 998	2 785 288
Security costs	154 623	164 088
Seminars and workshops	33 804	26 104
Staff development costs	43 141	75 202
Stationery and printing	112 205	68 853
Telephone, telefax and postage	83 724	91 924
Travelling and accommodation	7 270	9 610
	<u>5 210 372</u>	<u>4 450 964</u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
LAND, ENVIRONMENT AND DEVELOPMENT PROJECT
INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
INCOME		
<i>Donations received</i>		
- GIZ	773 136	-
- Caecid/Embassy Spain	956 650	-
- UNESCO	161 515	-
- Embassy of Finland	-	240 000
- HIVOS	-	152 559
- Evangelischer Entwicklungsdienst (EED)	1 660 268	1 215 484
- Africa Groups of Sweden (AGS)	-	150 000
- Open Society Initiative for Southern Africa (OSISA)	<u>168 508</u>	<u>336 945</u>
	<u>3 720 077</u>	<u>2 094 988</u>
<i>Consulting income</i>		
- Cologne VW	207 808	-
- Programme for Land and Agrarian Studies (PLAAS)	31 430	26 593
- Charapa Consult	<u>413 461</u>	<u>-</u>
	<u>652 699</u>	<u>26 593</u>
<i>Other income</i>		
- interest received	89 839	88 371
- publication income	11 281	6 698
- profit on sale of fixed assets	<u>-</u>	<u>3 604</u>
	<u>101 120</u>	<u>98 673</u>
	<u>4 473 896</u>	<u>2 220 254</u>
EXPENDITURE		
Auditors' remuneration	31 855	29 268
Bank charges	9 309	11 264
Communications	1 017	16 330
Depreciation	91 195	166 754
Insurance	51 537	42 108
Management fees	68 809	138 290
Maintenance		
- motor vehicle	<u>9 808</u>	<u>26 776</u>
BALANCE CARRIED FORWARD	263 530	430 790



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
LAND, ENVIRONMENT AND DEVELOPMENT PROJECT
INCOME STATEMENT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
<i>EXPENDITURE (continued)</i>		
BALANCE BROUGHT FORWARD	263 530	430 790
Professional fees	1 246 572	685 388
Research		
- publications	2 380	9 689
- travel	315 560	69 768
Staff remuneration	1 708 205	1 288 673
Stationery and subscription	357	3 402
Workshops and conferences	<u>82 629</u>	<u>175 124</u>
	<u>3 619 233</u>	<u>2 662 834</u>
SURPLUS/(DEFICIT) FOR THE YEAR	854 663	(442 580)
ACCUMULATED FUNDS AT THE BEGINNING OF THE YEAR	<u>1 589 827</u>	<u>2 032 407</u>
ACCUMULATED FUNDS AT THE END OF THE YEAR	<u>2 444 490</u>	<u>1 589 827</u>



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA
GENDER RESEARCH AND ADVOCACY PROJECT
INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2012**

	<u>2012</u>	<u>2011</u>
	N\$	N\$
INCOME		
<i>Donations received</i>		
- Dutch Ministry – MDG3	487 575	3 644 392
- Embassy of Finland	8 143	-
- UNICEF - Childcare Protection Act	262 590	612 711
- Ministry of Gender Equality and Child Welfare	11 404	112 108
- Africa Groups of Sweden	169 987	100 000
- Save the Children Sweden	147 573	162 926
- Ministry of Education	57 500	-
- Biking for Children	15 126	-
- British High Commission	68 507	-
- US Embassy	193 089	-
- UNICEF VAC	137 000	-
- European Union	24 937	-
- Parliament visit	12 750	-
- UNICEF BMD	429 100	-
- Urban Trust	2 000	-
<i>Interest received</i>	24 223	37 041
<i>Consulting fees received</i>	190 748	92 747
<i>Publication sales</i>	44 950	81 810
<i>Motor vehicle costs recovered</i>	<u>2 580</u>	<u>7 329</u>
	<u>2 289 782</u>	<u>4 851 064</u>
EXPENDITURE		
<i>Administration costs</i>	99 546	159 105
<i>Bookkeeping fees</i>	27 830	37 720
<i>Consultants</i>	99 146	145 350
<i>Depreciation</i>	68 745	70 023
<i>Field research</i>	-	250 862
<i>Motor vehicle maintenance</i>	2 338	8 976
<i>Publications</i>	-	2 441 137
<i>Loss on foreign exchange</i>	61 636	-
<i>Project expenses</i>		
- Ministry of Education (advertising)	5 400	-
- Biking for Children (workshop)	15 000	-
- British High Commission (advertising)	53 301	-
- MDG3	-	8 976
- UNICEF - CEPA	68 920	-
- US Embassy (publication)	<u>171 447</u>	<u>-</u>
BALANCE CARRIED FORWARD	673 309	3 113 173



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
GENDER RESEARCH AND ADVOCACY PROJECT
INCOME STATEMENT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
<i>EXPENDITURE (continued)</i>		
BALANCE BROUGHT FORWARD	673 309	3 113 173
<i>Project expenses (continued)</i>		
- STC Project	6 979	-
- Ministry of Gender Equality and Child Welfare (advertising)	34 881	-
- UNICEF VAC (salaries and publication)	26 745	-
- European Union (workshop)	14 920	-
Repairs and maintenance	2 338	3 425
Salaries and staff benefits	1 413 854	1 321 271
Workshops	<u>20 130</u>	<u>112 978</u>
	<u>2 190 818</u>	<u>4 547 422</u>
SURPLUS FOR THE YEAR	98 964	303 642
SURPLUS AT THE BEGINNING OF THE YEAR	<u>562 416</u>	<u>258 774</u>
SURPLUS AT THE END OF THE YEAR	<u>661 380</u>	<u>562 416</u>



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA
HUMAN RIGHTS AND CONSTITUTIONAL UNIT
INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2012**

	<u>2012</u>	<u>2011</u>
	N\$	N\$
INCOME		
- Contribution LAT Windhoek Core funds	91 675	
- Africa Groups of Sweden	210 000	160 000
- HIVOS	-	385 309
- Ford Foundation	-	50 946
- Embassy of Finland	-	-
Interest received	5 618	16 049
Human Rights Development Initiative (HRDI)	125 814	-
Profit on disposal of motor vehicle	<u>-</u>	<u>34 000</u>
	<u>433 107</u>	<u>646 304</u>
EXPENDITURE		
Administration costs	4 711	3 781
Auditors' remuneration	11 270	10 925
Counsel and legal fees	6 344	-
Depreciation	5 091	5 091
Insurance	14 954	8 252
Professional costs	-	-
Publications	228	5 184
Repairs and maintenance	-	6 440
Staff remuneration	535 931	633 337
Telephone, fax, postage and stationery	4 587	52 365
Text books and subscriptions	658	2 321
Travel and accommodation	<u>54 038</u>	<u>1 007</u>
	<u>637 812</u>	<u>728 703</u>
DEFICIT FOR THE YEAR	(204 705)	(82 399)
ACCUMULATED FUNDS AT THE BEGINNING OF THE YEAR	<u>204 705</u>	<u>287 104</u>
ACCUMULATED FUNDS AT THE END OF THE YEAR	<u><u>-</u></u>	<u><u>204 705</u></u>



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
AIDS LAW UNIT
INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2012

	<u>2012</u>	<u>2011</u>
	N\$	N\$
INCOME		
<i>Donations received</i>		
- Ford Foundation	-	50 946
- Open Society Initiative for Southern Africa (OSISA)	385 589	378 097
- Africa Groups of Sweden	-	160 000
- United Nations Development Programme	415 215	438 130
- The International Labour Organisation	260 605	959 517
- Namibian Correctional Services	874 758	-
- Southern Africa Litigation Centre	-	105 000
- Society for Family Health	583 677	-
- Aids Initiative of Southern Africa (VSO)	52 482	48 388
<i>Contribution from</i>		
- LAT Windhoek	209 163	-
<i>Presentation income</i>		
- PACT Agencies Collaborating Together	1 836 419	1 818 460
<i>Other income</i>	14 447	208 191
<i>Profit on disposal of fixed assets</i>	172 098	-
<i>Interest received</i>	<u>4 551</u>	<u>3 728</u>
	<u>4 808 954</u>	<u>4 170 457</u>
EXPENDITURE		
<i>Auditors' remuneration</i>	22 195	20 180
<i>Bank charges</i>	25 512	28 601
<i>Depreciation</i>	43 857	125 390
<i>Donations</i>	-	33 571
<i>Education and training material</i>	-	160 348
<i>Insurance</i>	34 631	11 799
<i>Litigation costs</i>	26 831	89 000
<i>Maintenance</i>		
- equipment	3 250	14 382
- vehicles	30 366	13 599
<i>Office expenses</i>	23 608	59 423
<i>Professional fees</i>	54 000	66 000
<i>Rent</i>	<u>27 344</u>	<u>36 660</u>
BALANCE CARRIED FORWARD	291 594	658 953



THE LEGAL ASSISTANCE TRUST OF NAMIBIA
AIDS LAW UNIT
INCOME STATEMENT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2012

	Note	<u>2012</u>	<u>2011</u>
		N\$	N\$
<i>EXPENDITURE (continued)</i>			
BALANCE BROUGHT FORWARD		291 594	658 953
Research and publications		-	59 996
Staff remuneration		2 503 627	2 513 317
Stationery		15 401	25 558
Subscription		-	(850)
Telephone, fax and postage		36 117	67 857
Travelling		87 613	147 262
Workshops		<u>1 676 112</u>	<u>1 004 382</u>
		<u>4 610 464</u>	<u>4 476 475</u>
SURPLUS/(DEFICIT) FOR THE YEAR		198 490	(306 018)
ACCUMULATED FUNDS AT THE BEGINNING OF THE YEAR		<u>(198 490)</u>	<u>107 528</u>
PROJECT DEFICIT AT THE END OF THE YEAR		<u>-</u>	<u>(198 490)</u>