

***THE LEGAL ASSISTANCE TRUST OF NAMIBIA***  
***CONSOLIDATED***  
***ANNUAL FINANCIAL STATEMENTS***  
***FOR THE YEAR ENDED***  
***31 DECEMBER 2013***



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
CONSOLIDATED ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2013**

CONTENTS	Page
<i>Administration</i>	1
<i>Statement by the trustees</i>	2
<i>Report of the independent auditors</i>	3 - 4
<i>Consolidated balance sheet</i>	5
<i>Consolidated income statement</i>	6
<i>Consolidated cash flow statement</i>	7
<i>Notes to the consolidated annual financial statements</i>	8 - 18
 <i>Detailed income statements</i>	
- Windhoek Office	19 - 20
- Land, Environment and Development Programme	21 - 22
- Gender Issues Project	23 - 24
- Human Rights and Constitutional Unit	25
- Aids Law Unit	26 - 27

**ADMINISTRATION**


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



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
CONSOLIDATED ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2013**

**STATEMENT BY THE TRUSTEES**

*The consolidated annual financial statements set out on pages 5 to 27 have been approved by the Board of Trustees and are signed on their behalf by:*

  
\_\_\_\_\_  
**T HANCOX**

  
\_\_\_\_\_  
**C DANIELS**

WINDHOEK  
28 April 2014



## **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 2013, 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 27.

#### **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.

3/.....

**Opinion**

*In our opinion, the consolidated annual financial statements present fairly, in all material respects, the financial position of the Trust at 31 December 2013 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, 28 April 2014



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**CONSOLIDATED BALANCE SHEET AS AT 31 DECEMBER 2013**

	Note	<u>2013</u>	<u>2012</u>
		N\$	N\$
<b><u>ASSETS</u></b>			
<b>NON-CURRENT ASSETS</b>			
Ford Foundation Investment	7	12 308 762	11 669 423
Property, motor vehicles and equipment	3	<u>2 161 159</u>	<u>2 217 769</u>
		<u>14 469 921</u>	<u>13 887 192</u>
<b>CURRENT ASSETS</b>			
Donations receivable		345 168	-
Trade and other receivables		161 729	627 368
Cash and cash equivalents		<u>5 412 963</u>	<u>4 502 185</u>
		<u>5 919 860</u>	<u>5 129 553</u>
<b>TOTAL ASSETS</b>		<u>20 389 781</u>	<u>19 016 745</u>
<b><u>FUNDS AND LIABILITIES</u></b>			
<b>FUNDS AND RESERVES</b>			
Ford Foundation Special Reserve Fund	7	12 308 762	11 669 423
Accumulated funds	2	<u>6 279 077</u>	<u>6 756 374</u>
Funds and reserves		<u>18 587 839</u>	<u>18 425 797</u>
<b>CURRENT LIABILITIES</b>			
Donations received in advance		1 339 728	-
Bank overdraft		-	7 253
Other payables		<u>462 214</u>	<u>583 695</u>
		<u>1 801 942</u>	<u>590 948</u>
<b>TOTAL FUNDS AND LIABILITIES</b>		<u>20 389 781</u>	<u>19 016 745</u>



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**CONSOLIDATED INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<i>Note</i>	<u>2013</u>	<u>2012</u>
		N\$	N\$
<i>INCOME</i>			
Windhoek Office – core unit	4	<u>5 883 221</u>	<u>4 950 843</u>
<i>EXPENDITURE</i>			
Windhoek Office – core unit		<u>(5 720 049)</u>	<u>(5 210 372)</u>
<i>SURPLUS/(DEFICIT) FOR THE YEAR</i>	5	163 172	(259 529)
<i>ACCUMULATED SURPLUS AT THE BEGINNING OF THE YEAR</i>		<u>3 650 504</u>	<u>3 910 034</u>
<i>ACCUMULATED SURPLUS AT THE END OF THE YEAR</i>		3 813 676	3 650 504
<i>ACCUMULATED SURPLUS - PROJECTS</i>	5,6	<u>2 465 401</u>	<u>3 105 870</u>
<i>CONSOLIDATED ACCUMULATED SURPLUS AT THE END OF THE YEAR</i>		<u>6 279 077</u>	<u>6 756 374</u>

**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**CONSOLIDATED CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	Note	<u>2013</u>	<u>2012</u>
		N\$	N\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash receipts from donors and Ford Foundation Reserve Fund		13 671 542	16 788 082
Cash paid to service providers and employees		(12 217 851)	(16 183 213)
Cash generated by operations	8	1 453 691	604 869
Interest received		<u>129 635</u>	<u>132 849</u>
Net cash inflow from operating activities		<u>1 583 326</u>	<u>737 718</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Acquisition of motor vehicles and equipment		(249 304)	(29 971)
Proceeds on disposal of motor vehicles and equipment		<u>223 348</u>	<u>159 550</u>
Net cash (outflow)/inflow from investing activities		<u>(25 956)</u>	<u>129 579</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS		1 557 370	867 297
CASH AND CASH EQUIVALENTS AT THE BEGINNING OF THE YEAR		<u>16 164 355</u>	<u>15 297 058</u>
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	9	<u>17 721 725</u>	<u>16 164 355</u>





**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

**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 2013**

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 2013**

**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 2013**

	<u>2013</u>	<u>2012</u>			
	N\$	N\$			
2. ACCUMULATED FUNDS					
Windhoek Office	3 813 676	3 650 504			
LAC – Projects	<u>2 465 401</u>	<u>3 105 870</u>			
	<u>6 279 077</u>	<u>6 756 374</u>			
3. PROPERTY, MOTOR VEHICLES AND EQUIPMENT					
	<u>Buildings</u>	<u>Motor vehicles</u>	<u>Computer and office equipment</u>	<u>Furniture &amp; fittings</u>	<u>Total</u>
	N\$	N\$	N\$	N\$	N\$
For the year ended 31/12/2013					
Opening carrying amount	1 909 898	115 889	168 900	23 082	2 217 769
Additions	-	131 343	78 467	39 494	249 304
Disposals	-	-	(53 126)	(39 498)	(92 624)
Depreciation	<u>-</u>	<u>(109 600)</u>	<u>(92 863)</u>	<u>(10 827)</u>	<u>(213 290)</u>
Closing carrying amount	<u>1 909 898</u>	<u>137 632</u>	<u>101 378</u>	<u>12 251</u>	<u>2 161 159</u>
At 31/12/2013					
At cost	1 909 898	1 366 556	1 579 863	272 122	5 128 439
Accumulated depreciation	<u>-</u>	<u>(1 228 924)</u>	<u>(1 478 485)</u>	<u>(259 871)</u>	<u>(2 967 280)</u>
Net carrying amount	<u>1 909 898</u>	<u>137 632</u>	<u>101 378</u>	<u>12 251</u>	<u>2 161 159</u>



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

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

	<u>Buildings</u>	<u>Motor vehicles</u>	<u>Computer and office equipment</u>	<u>Furniture &amp; fittings</u>	<u>Total</u>
	N\$	N\$	N\$	N\$	N\$
<b>For the year ended 31/12/2012</b>					
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>
<b>At 31/12/2012</b>					
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>
Depreciation rate	0	20%	20%	20%	

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 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>3. PROPERTY, MOTOR VEHICLES AND EQUIPMENT</b> (continued)		
Buildings, Ongwediva	<u>387 873</u>	<u>387 873</u>
Land and buildings, erf no 74, Windhoek		
- at cost 1993	709 621	709 621
Improvements at cost		
- 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>
<b>4. INCOME</b>		
Africa Group of Sweden	3 358 806	1 769 494
AGS Capacity	-	-
Embassy of Finland	323 686	1 324 573
Namibia Law Report	873 165	560 522
Pupkewitz Holdings	1 500	1 500
Special Reserve Fund drawings	-	-
Biking for children	23 520	-
Swedish International Development Agency (SIDA)	<u>1 061 953</u>	<u>1 171 452</u>
	5 642 630	4 827 541
OTHER INCOME	<u>240 591</u>	<u>123 302</u>
	<u>5 883 221</u>	<u>4 950 843</u>



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>5. (DEFICITS)/SURPLUSES FOR THE YEAR</b>		
<i>Are stated after charging/(crediting) the following consolidated income and expenditures.</i>		
<i>Auditors' remuneration</i>		
<i>- audit fees</i>	<u>157 099</u>	<u>159 850</u>
<i>Depreciation</i>	213 293	348 730
<i>Interest received</i>	(129 635)	(132 849)
<i>Profit on disposal of motor vehicles and equipment</i>	(131 600)	(108 934)
<i>Rent received</i>	<u>(13 060)</u>	<u>(9 295)</u>
<b>6. ACCUMULATED SURPLUS/(DEFICIT) - PROJECTS</b>		
<i>Aids Law Unit</i>	45 951	-
<i>Lead Project</i>	2 085 876	2 444 490
<i>Gender</i>	<u>333 574</u>	<u>661 380</u>
	<u>2 465 401</u>	<u>3 105 870</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>		
<b>7. FORD FOUNDATION SPECIAL RESERVE FUND</b>		
<i>Redemption of SALS - Ford Foundation capital reserve fund</i>	15 040 547	15 040 547
<i>Interest received since inception</i>	<u>4 127 616</u>	<u>3 488 277</u>
	19 168 163	18 528 824
<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>12 308 762</u>	<u>11 669 423</u>



**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>7. FORD FOUNDATION SPECIAL RESERVE FUND (continued)</b>		
<i>The Special Reserve Fund is represented by:</i>		
SBN Cashplus	3 336 254	2 181 338
Pointbreak Money Market Unit Trust	3 392 038	2 232 712
Old Mutual Nedbank Namibia Corporate Fund	3 368 539	2 228 510
First National Bank of Namibia Limited		
- call account	5 901 598	6 494 150
Less: LEAD project investment included	1 251 376	1 095 467
Huricon project investment included	1 344 237	-
Gender project investment included	272 878	58 073
LAT Windhoek - core unit cash investment included	<u>821 176</u>	<u>313 747</u>
	<u>12 308 762</u>	<u>11 669 423</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>2013</u>	<u>2012</u>
	N\$	N\$
<b>8. RECONCILIATION OF SURPLUS TO CASH GENERATED BY OPERATIONS</b>		
Net (deficit)/surplus for the year	(477 298)	687 883
Adjusted for:		
Depreciation	213 290	348 730
Ford Foundation Special Reserve	685 324	575 767
Interest received	(129 635)	(132 849)
Profit on sale of motor vehicles and equipment	<u>(176 708)</u>	<u>(154 449)</u>
Operating cash flow before working capital changes carried forward	114 973	1 325 082





**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>8. RECONCILIATION OF SURPLUS TO CASH GENERATED BY OPERATIONS (continued)</b>		
Operating cash flow before working capital changes brought forward	114 973	1 325 082
Decrease/(increase) in trade and other receivables	120 471	(395 266)
Decrease in trade and other payables	(121 481)	(324 947)
Movement in donations received in advance	<u>1 339 728</u>	<u>-</u>
Cash generated by operations	<u>1 453 691</u>	<u>604 869</u>
<b>9. CASH AND CASH EQUIVALENTS</b>		
Cash and cash equivalents comprise of:		
First National Bank of Namibia Limited - call account	5 901 598	6 494 150
Old Mutual Nedbank Namibia Corporate Fund	3 368 539	2 228 510
Pointbreak Money Market Unit Trust	3 392 038	2 232 712
Standard Bank Namibia Cashplus Fund	3 336 254	2 181 338
First National Bank of Namibia Limited - current accounts	1 723 296	3 034 898
First National Bank of Namibia Limited - bank overdraft	<u>-</u>	<u>(7 253)</u>
	<u>17 721 725</u>	<u>16 164 355</u>
<b>10. PROJECTS ADMINISTERED BY THE LEGAL ASSISTANCE TRUST</b>		

Human Rights Constitutional Unit

United Nations Voluntary Fund for Victims of Torture granted R185 011 to the project for the 2013 financial year. Thorsten Schutte Film Production granted N\$ 104 725 for the 2013 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 2013**

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

Aids Law Unit

PACT Agencies Collaborating Together funded the project with N\$ 627 074 and it closed during the financial year of 2013. Society for Family Health with N\$ 768 818, International Labour Organisation with N\$ 24 536, Project Hope with N\$ 1 129 422, UNDP with N\$ 442 866, UNICEF with N\$ 412 343. Various other smaller grants have been received towards this project covering the remaining third party contribution towards this project.

Gender Research and Advocacy

UNICEF - Childcare Protection Agency granted the project N\$ 403 593 and UNICEF - BMD granted the project N\$ 674 300 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 2013**

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 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>DONATIONS RECEIVED</b>		
<i>Africa Groups of Sweden</i>	3 358 806	1 769 494
<i>Embassy of Finland</i>	323 686	1 324 573
<i>Namibia Law Reports - various contributions</i>	873 165	560 522
<i>Pupkewitz Holdings</i>	1 500	1 500
<i>Biking for children</i>	23 520	-
<i>Swedish International Development Agency (SIDA)</i>	<u>1 061 953</u>	<u>1 171 452</u>
	<u>5 642 630</u>	<u>4 827 541</u>
<b>OTHER INCOME</b>		
<i>Management fee income</i>	65 000	-
<i>Etosha-Haikom-Buch</i>	20 690	12 088
<i>Human Rights Development Initiative - for Hurricon project</i>	500	-
<i>Interest received</i>	4 845	8 687
<i>Photocopy income</i>	174	19 534
<i>Profit on sale of motor vehicles and equipment</i>	70 100	-
<i>Rent received</i>	13 060	9 295
<i>Sundry income</i>	4 600	69 110
<i>Transport income/refunds</i>	<u>61 622</u>	<u>4 588</u>
	<u>240 591</u>	<u>123 302</u>
<b>TOTAL INCOME</b>	5 883 221	4 950 843
<b>Less: EXPENDITURE (page 20)</b>	<u>(5 720 049)</u>	<u>(5 210 372)</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	163 172	(259 529)
<b>SURPLUS AT THE BEGINNING OF THE YEAR</b>	<u>3 650 504</u>	<u>3 910 034</u>
<b>SURPLUS AT THE END OF THE YEAR</b>	<u>3 813 676</u>	<u>3 910 034</u>

**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**WINDHOEK OFFICE**  
**SCHEDULE OF EXPENDITURE**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
Auditors' remuneration	67 850	66 700
Bad debts	-	3 680
Bank charges	25 333	21 063
Cleaning expense	20 026	-
Computer support	105 393	111 860
Contributions		
- Aids Law Unit - PACT Namibia	166	-
- Human Rights Development Initiative - due to Hurricane	-	31 314
- Human Rights and Constitutional Unit - core support	789 349	91 675
- Aids Law Unit - 2011 and 2012 deficit - core support	-	219 163
Counsel fees	123 418	-
Depreciation	34 396	94 327
Insurance and licences	67 090	51 524
Maintenance		
- other expenses	21 460	50 442
- vehicles	36 422	26 022
- yard	14 052	14 915
Membership to National & Regional bodies	14 272	2 868
Municipal expenses	133 117	124 430
Office expenses	30 105	32 584
Petrol, fuel and oil	75 317	83 855
Professional fees	19 550	77 280
Publications	34 303	360 064
Reimbursement of 2011 unspent funds - AGS	-	53 432
Research costs	38 141	20 409
Salaries and staff benefits	3 600 620	3 237 998
Security costs	153 915	154 623
Seminars and workshops	154 655	33 804
Staff development costs	35 986	43 141
Stationery and printing	48 920	112 205
Telephone, telefax and postage	65 605	83 724
Travelling and accommodation	<u>10 588</u>	<u>7 270</u>
	<u>5 720 049</u>	<u>5 210 372</u>

**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**LAND, ENVIRONMENT AND DEVELOPMENT PROJECT**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>INCOME</b>		
<i>Donations received</i>		
- GIZ - European Development Fund	619 796	773 136
- Caecid/Embassy Spain	-	956 650
- UNESCO	-	161 515
- Evangelischer Entwicklungsdienst (EED)	2 013 718	1 660 268
- Open Society Initiative for Southern Africa (OSISA)	<u>-</u>	<u>168 508</u>
	<u>2 633 514</u>	<u>3 720 077</u>
<i>Consulting income</i>		
- ILO	39 861	-
- Cologne VW	139 711	207 808
- Programme for Land and Agrarian Studies (PLAAS)	140 397	31 430
- Charapa Consult	<u>17 277</u>	<u>413 461</u>
	<u>336 246</u>	<u>652 699</u>
<i>Other income</i>		
- interest received	103 495	89 839
- publication income	3 673	11 281
- profit on sale of fixed assets	<u>45 686</u>	<u>-</u>
	<u>152 854</u>	<u>101 120</u>
	<u>3 122 614</u>	<u>4 473 896</u>
<b>EXPENDITURE</b>		
Auditors' remuneration	39 905	31 855
Bank charges	3 381	9 309
Communications	-	1 017
Depreciation	60 672	91 195
Insurance	47 395	51 537
Management fees	262 745	68 809
Maintenance		
- motor vehicle	<u>24 819</u>	<u>9 808</u>
<b>BALANCE CARRIED FORWARD</b>	438 917	263 530

**THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
LAND, ENVIRONMENT AND DEVELOPMENT PROJECT  
INCOME STATEMENT (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<i>EXPENDITURE (continued)</i>		
BALANCE BROUGHT FORWARD	438 917	263 530
Professional fees	1 010 280	1 246 572
Research		
- publications	-	2 380
- travel	253 392	315 560
Staff remuneration	1 658 687	1 708 205
Stationery and subscription	33 277	357
Workshops and conferences	<u>86 677</u>	<u>82 629</u>
	<u>3 481 230</u>	<u>3 619 233</u>
(DEFICIT)/SURPLUS FOR THE YEAR	(358 616)	854 663
ACCUMULATED FUNDS AT THE BEGINNING OF THE YEAR	<u>2 444 491</u>	<u>1 589 827</u>
ACCUMULATED FUNDS AT THE END OF THE YEAR	<u>2 085 875</u>	<u>2 444 490</u>

**THE LEGAL ASSISTANCE TRUST OF NAMIBIA  
GENDER RESEARCH AND ADVOCACY PROJECT  
INCOME STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>INCOME</b>		
<i>Donations received</i>		
- Africa Groups of Sweden	-	169 987
- Biking for Children	-	15 126
- British High Commission	53 968	68 507
- Dutch Ministry – MDG3	-	487 575
- Embassy of Finland	53 914	8 143
- European Union	16 583	24 937
- Parliamentary Support Project	304 189	-
- Ministry of Education	83 750	57 500
- Ministry of Gender Equality and Child Welfare	-	11 404
- Osis Dual Citizenship	27 922	-
- Parliament visit	-	12 750
- Pupkewitz Holdings (Pty) Ltd	121 087	-
- Save the Children Sweden	-	147 573
- Terres des Hommes Income	24 800	-
- UNICEF - Childcare Protection Act	-	262 590
- UNICEF BMD	674 300	429 100
- UNICEF Social Responsibility	124 323	-
- UNICEF Social Responsibility (Part 2)	279 270	-
- UNICEF VAC	-	137 000
- Urban Trust	-	2 000
- US Embassy	97 832	193 089
<i>Interest received</i>	16 288	24 223
<i>Consulting fees received</i>	63 216	190 748
<i>Publication sales</i>	5 540	44 950
<i>Motor vehicle costs recovered</i>	<u>36 342</u>	<u>2 580</u>
	<u>1 983 324</u>	<u>2 289 782</u>
<b>EXPENDITURE</b>		
<i>Administration costs</i>	110 945	99 546
<i>Bookkeeping fees</i>	21 275	27 830
<i>Consultants</i>	98 396	99 146
<i>Depreciation</i>	73 582	68 745
<i>Field research</i>	-	-
<i>Motor vehicle maintenance (Repairs and maintenance)</i>	13 829	2 338
<i>Loss on foreign exchange</i>	-	61 636
<i>Project expenses</i>		
- Biking for Children (workshop)	-	15 000
- British High Commission (public awareness raising)	21 897	53 301
- Ministry of Education (public awareness raising)	13 990	5 400
- UNICEF - CEPA	-	68 920
- US Embassy (publication)	<u>18 574</u>	<u>171 447</u>
<b>BALANCE CARRIED FORWARD</b>	372 488	673 309





**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**GENDER RESEARCH AND ADVOCACY PROJECT**  
**INCOME STATEMENT (continued)**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<i>EXPENDITURE (continued)</i>		
BALANCE BROUGHT FORWARD	372 488	673 309
<i>Project expenses (continued)</i>		
- European Union (workshop)	100	14 920
- Parliamentary Support Project	74 964	-
- Maintenance matters publications	53 914	-
- MHAIBMD publication expenditure	215 989	-
- Ministry of Gender Equality and Child Welfare (public awareness raising)	-	34 881
- Pupkewitz Expenditure	59 892	-
- STC Project	-	6 979
- UNICEF VAC (publication)	278	26 745
Salaries and staff benefits	1 485 180	1 413 854
Travelling	10 386	-
Workshops and related costs	<u>37 939</u>	<u>20 130</u>
	2 311 130	2 190 818
(DEFICIT)/SURPLUS FOR THE YEAR	(327 806)	98 964
SURPLUS AT THE BEGINNING OF THE YEAR	<u>661 380</u>	<u>562 416</u>
SURPLUS AT THE END OF THE YEAR	<u>333 574</u>	<u>661 380</u>

**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**HUMAN RIGHTS AND CONSTITUTIONAL UNIT**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>INCOME</b>		
- Contribution LAT Windhoek Core funds	789 349	91 675
- Africa Groups of Sweden	-	210 000
Interest received	4 694	5 618
Human Rights Development Initiative (HRDI)	-	125 814
Torsten Schutte Film Production	104 726	-
United Nation Voluntary Funds for victims of torture	<u>185 011</u>	<u>-</u>
	<u>1 083 780</u>	<u>433 107</u>
<b>EXPENDITURE</b>		
Administration costs	7 878	4 711
Auditors' remuneration	11 845	11 270
Counsel and legal fees	84 240	6 344
Depreciation	5 091	5 091
Insurance	12 411	14 954
Publications	4 994	228
Staff remuneration	870 071	535 931
Telephone, fax, postage and stationery	10 077	4 587
Text books and subscriptions	18 683	658
Travel and accommodation	<u>58 490</u>	<u>54 038</u>
	<u>1 083 780</u>	<u>637 812</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	-	(204 705)
<b>ACCUMULATED FUNDS AT THE BEGINNING OF THE YEAR</b>	<u>-</u>	<u>204 705</u>
<b>ACCUMULATED FUDNS AT THE END OF THE YEAR</b>	<u><u>-</u></u>	<u><u>-</u></u>

**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**AIDS LAW UNIT**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>INCOME</b>		
<i>Donations received</i>		
- Aids Initiative of Southern Africa (VSO)	-	52 482
- JLO	24 535	-
- Namibian Correctional Services	-	874 758
- Open Society Initiative for Southern Africa (OSISA)	-	385 589
- Project Hope income	1 129 422	-
- Society for Family Health	768 818	583 677
- The International Labour Organisation	-	260 605
- UNICEF	412 343	-
- United Nations Development Programme	<u>442 866</u>	<u>415 215</u>
	2 777 984	2 572 326
<i>Presentation income</i>		
- PACT Agencies Collaborating Together	<u>627 074</u>	<u>1 836 419</u>
	3 405 058	4 408 745
<i>Consulting income</i>		
- Namibian Correctional Services	822 792	-
- Ministry of Gender	36 750	-
<i>Other income</i>	2 848	14 447
<i>Profit on disposal of fixed assets</i>	60 922	172 098
<i>Interest received</i>	475	4 551
<i>Training fees</i>	<u>28 941</u>	<u>-</u>
	<u>4 357 786</u>	<u>4 808 954</u>

**THE LEGAL ASSISTANCE TRUST OF NAMIBIA**  
**AIDS LAW UNIT**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

	<u>2013</u>	<u>2012</u>
	N\$	N\$
<b>TOTAL INCOME</b> (see page 26)	<u>4 357 786</u>	<u>4 808 954</u>
 <b>EXPENDITURE</b>		
Auditors' remuneration	23 690	22 195
Bank charges	16 224	25 512
Consulting fees	935 999	-
Depreciation	39 552	43 857
Insurance	-	34 631
Litigation costs	15 349	26 831
Maintenance		
- equipment	-	3 250
- vehicles	1 825	30 366
Office expenses	17 575	23 608
Professional fees	-	54 000
Rent	13 068	27 344
Staff remuneration	1 704 448	2 503 627
Stationary	19 827	15 401
Telephone, fax and postage	25 311	36 117
Travelling	82 822	87 613
Workshops	<u>1 416 144</u>	<u>1 676 112</u>
	<u>4 311 834</u>	<u>4 610 464</u>
 <b>SURPLUS FOR THE YEAR</b>	 45 952	 198 490
<b>ACCUMULATED FUNDS/(DEFICIT) AT THE BEGINNING OF THE YEAR</b>	<u>-</u>	<u>(198 490)</u>
<b>PROJECT SURPLUS AT THE END OF THE YEAR</b>	<u><u>45 952</u></u>	<u><u>-</u></u>