



OFFICE *of the* AUDITOR GENERAL
Republic of Fiji

REPORT OF THE AUDITOR - GENERAL OF THE REPUBLIC OF FIJI

2023 AUDIT REPORT INFRASTRUCTURE SECTOR



PARLIAMENT OF FIJI
PARLIAMENTARY PAPER NO. 188 of 2024



OFFICE of the AUDITOR GENERAL
Republic of Fiji

VISION

Promoting public sector accountability
and sustainability through our audits

To provide independent value adding
audit services

MISSION

To provide an environment where
our people can excel

RESPECT

We uphold respect
in our relationships.

INTEGRITY

We are ethical, fair and
honest in our duties.

INDEPENDENT
& OBJECTIVE

We work independently
and report objectively.

VALUES

COMPETENCE

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of our abilities and to
the highest standard of
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TRANSPARENCY

Our processes
are transparent.

CONFIDENTIALITY

We maintain audit
related information
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PROFESSIONAL FRAMEWORK

International Standards for Supreme Audit Institutions

International Standards on Auditing

LEGAL FRAMEWORK

2013 CONSTITUTION OF THE
REPUBLIC OF FIJI

AUDIT
ACT 1969

ENVIRONMENT
MANAGEMENT ACT

OTHER LEGISLATION

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File: 102

10 December 2024

The Honourable Filimone Jitoko
Speaker of the Parliament of the Republic of Fiji
Parliament Complex
Constitution Drive
SUVA

Dear Sir

2023 AUDIT REPORT ON INFRASTRUCTURE SECTOR

In accordance with section 152(13) of the Constitution of the Republic of Fiji, I am pleased to transmit to you my report on the Infrastructure Sector for the financial year 2023.

A copy of the report has been submitted to the Minister for Finance who as required under section 152(14) of the Constitution shall lay the report before Parliament within 30 days of receipt, or if Parliament is not sitting, on the first day after the end of that period.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Finau Seru Nagera'. The signature is fluid and cursive.

Finau Seru Nagera
AUDITOR-GENERAL



Encl.

The Office of the Auditor-General – Republic of Fiji

The Office of the Auditor-General is established as an Independent Office by the Constitution of the Republic of Fiji. Its roles and responsibilities include audit of the accounts of the Consolidated Fund and whole of Government financial statements and annual appropriation statement required to be included in the whole of Government annual report for a financial year under the *Financial Management Act 2004*. The audit extends to the accounts of all money received or held by a State entity, whether or not for purposes of Government. These audits are carried out by the Auditor-General on behalf of Parliament.

At least once every year, the Auditor-General must report to Parliament on the audits conducted and on *other significant matters* the Auditor-General wishes to bring to the attention of Parliament. This report satisfies these requirements.

The Office of the Auditor-General notes the impact of its reports to Parliament on the ordinary citizens and strives for accuracy and high-quality reporting including recommendations which are not only value-adding to the entity subject to audit but its stakeholders as well.

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1.0 SECTOR SUMMARY

This report includes the results of the audits for Ministries and other agencies under the Infrastructure Sector, namely:

Head 40	Ministry of Infrastructure and Meteorological Services
Head 41	Water Authority of Fiji
Head 42	Ministry of Waterways and Environment
Head 43	Fiji Roads Authority

The results of the audits for Water Authority of Fiji and Fiji Roads Authority are reported separately under the Report of the Auditor-General on Statutory Authorities, Independent Bodies and Commissions. The status of the audits are provided in the table below:

Head	Agency	Audit Status as at 15/10/2024
41	Water Authority of Fiji	Audit of the 2023 financial statements in progress.
43	Fiji Roads Authority	Audit of the 2023 financial statements in progress.

Results of Audits - Quality and Timeliness of Financial statements

The audit of the Ministry of Infrastructure and Meteorological Services and the Ministry of Waterways and Environment resulted in the issue of modified and unmodified audit opinions respectively. The details are contained in [Section 2.0](#).

The submission of acceptable draft financial statements for audit have not improved.

2.0 AUDIT OPINION

The main outcome of an audit is the independent auditor's report on the agency financial statements that are prepared and submitted to the Auditor-General.

Comparatively to the financial years 2021 and 2022, the quality of the agency financial statements for the Ministry of Waterways and Environment has not improved. This indicated that significant matters reported in the independent auditor's report were not given adequate attention and as a result, remained unresolved.

For the financial year 2023, the Ministry of Infrastructure and Meteorological Services and the Ministry of Waterways and Environment were issued with an unmodified and modified audit opinions respectively.

The results of our audits for the last three financial years are presented in the table below:

Head of Appropriation/ Ministry	2023 Financial Year		2022 Financial Year	2021 Financial Year
	Date Audit Report Signed	Audit Opinion Type	Audit Opinion Type	Audit Opinion Type
40. Ministry of Infrastructure and Meteorological Services	10/06/24	Unmodified (with EoM)	Unmodified (with EoM)	Modified
42. Ministry of Waterways and Environment	11/09/24	Modified (Qualified)	Modified (Qualified)	Modified (Qualified)

The basis for which modified opinions have been issued are explained in the individual sections of the relevant Ministry. For the purpose of this Sector Report, it is Head 42 – Ministry of Waterways and Environment.

The reporting framework on which the agency financial statements of Ministries and Departments are prepared are based on the requirements of the Financial Management Act 2004 and Finance Instructions 2010.

2.1 Types of Audit Opinion

In accordance with International Standards on Auditing, the Auditor-General expresses an **unmodified opinion** when the financial statements are prepared in accordance with the relevant financial reporting framework and legislative requirements. This type of opinion indicates that material misstatements, individually or in aggregate, were not noted in our audit, which would affect the financial statements of an entity.

Modified Opinions:

A **qualified opinion** is issued when having obtained sufficient appropriate audit evidence, we conclude that misstatements, individually or in aggregate, are material, but not pervasive, to the financial statements; or we are unable to obtain sufficient appropriate audit evidence on which to base the opinion, but the auditor concludes that the possible effects on the financial statements of undetected misstatements, if any, could be material but not pervasive.

An **adverse opinion** is expressed when, having obtained sufficient appropriate audit evidence, conclude that misstatements, individually or in aggregate, are both material and pervasive to the financial statements.

A **disclaimer of opinion** is issued when sufficient appropriate audit evidence is unable to be obtained on which to base the opinion, and we conclude that the possible effects on the financial statements of undetected misstatements, if any, could be both material and pervasive.

An *Emphasis of Matter (EoM)* paragraph is included in the auditor's report to highlight an issue that will help the user better understand the financial statements. An *Other Matter* paragraph highlights a matter that is relevant to users' understanding of the audit report.

3.0 FINANCIAL REPORTING

Sound financial management require the important elements of accurate and timely financial statements. They bring accountability and transparency to the way public resources are utilised by Ministries and Departments. Financial reporting for the Ministries has been assessed on the following aspects:

- Preparation of Draft Agency Financial Statements
- Quality of Draft Financial Statements
- Timeliness of Draft Financial Statements
- Timeliness of Provision of Management Comments and Signing of Financial Statements

Permanent Secretaries and Heads of Departments are responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004 and Finance Instructions 2010, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

Details of our assessment are provided under [Section 3.5 – Assessment Results Summary](#).

3.1 Preparation of Draft Agency Financial Statements

On 27 April 2023, the Permanent Secretary for Finance issued Circular No. 05/2022-2023 to Permanent Secretaries, Heads of Departments, High Commissioners and Ambassadors in Fiji Foreign Missions in which procedures for the closing of the 2023 accounts and timelines were detailed.

1. Cancellation of unprocessed purchase orders by 18 July 2023
2. Retirement of Imprest by 14 July 2023
3. Processing of payments by 28 July 2023
4. Closing date for journal adjustments by 7 August 2023
5. Processing of virement by 18 July 2023
6. Completion of reconciliation by 25 August 2023
7. Clearance of Interdepartmental clearance accounts by 8 August 2023
8. Submission of Arrears of Revenue Return by 25 August 2023

When Ministries and Departments achieve the key focus areas highlighted by the Permanent Secretary for Finance by the given dates, they are more likely to prepare accurate and timely draft financial statements for audit.

Rating	Year-end close process assessment
 Effective	All 8 key processes completed by the due date
 Generally effective	4 to 7 key processes completed by the due date
 Ineffective	Less than 4 processes completed by the due date

3.2 Quality of Draft Financial Statements

The extent of audit adjustments made to the draft financial statements indicates the effectiveness of an entity's internal review processes before the accounts are submitted for audit.

We assessed the quality of draft financial statements submitted for audit by the impact these adjustments had on the total expenditures, operating results or net assets of the ministry.

Rating	Quality of draft financial statements assessment
🟢 Effective	No adjustments were required
🟡 Generally effective	Adjustments on total expenditure, operating results/net assets were less than one percent
🔴 Ineffective	Adjustments on total expenditure, operating results/net assets were more than one percent

3.3 Timeliness of Draft Financial Statements

To assess the timeliness of acceptable draft financial statements, we have compared the date the draft financial statements were due and the date received for audit.

Rating	Timeliness of draft financial statements assessment
🟢 Effective	Acceptable draft financial statements received on or before 31 October 2023
🔴 Ineffective	Acceptable draft financial statements received after 31 October 2023

3.4 Timeliness of Provision of Management Comments and Signing of Financial Statements

To assess the timeliness of provision of management comments and signing of financial statements, we have compared the dates the draft management letter and audited financial statements were issued to the entities and the dates management comments and the signed accounts were received.

Rating	Timeliness of Management Comments
🟢 Effective	Within 14 days from the issue of Draft Management Letter
🔴 Ineffective	After 14 days from the issue of Draft Management Letter
Rating	Timeliness of Signed Financial Statements
🟢 Effective	Within 14 days from the issue of Financial Statements for signing
🔴 Ineffective	After 14 days from the issue of Financial Statements for signing

3.5 Assessment Result Summary

The table below comparatively summarises our assessments of the financial statements preparing processes and timeliness of responses to the management letters for the past three years. The details of the assessments are included in Section

	Financial Statement Preparation									Responses to OAG					
	T			YE			Q			TMC			TSFS		
Financial Year	'23	'22	'21	'23	'22	'21	'23	'22	'21	'23	'22	'21	'23	'22	'21
Infrastructure Sector															
40. Ministry of Infrastructure and Meteorological Services	🔴	🟢	🟢	🟡	🟡	🟡	🔴	🟢	🟢	🔴	🔴	🔴	🟢	🔴	🟡
42. Ministry of Waterways and Environment	🔴	🟢	🔴	🟡	🟡	🟡	🔴	🔴	🔴	🔴	🔴	🔴	🔴	🟡	🟡

'21 = 2021 '22 = 2022 '23 = 2023

Q =Quality of draft financial statements T = Timeliness of draft financial statements

YE = Year-end closing processes TMC = Timeliness of management comments

TSFS = Timeliness of signing audited financial statements

Head 40 Ministry of Infrastructure and Meteorological Services

Roles and Responsibilities

The Ministry of Infrastructure and Meteorological Services consists of the Department of Meteorological Services, Department of Works, Department of Energy and the Department of Water and Sewerage. In line with the Ministry’s vision for a ‘Resilient and Sustainable Infrastructure’, these departments work to improve the lives of all Fijians through the provision of timely and reliable weather, climate and hydrological information, policy advice and resilient infrastructural support services including water and wastewater management. The network of roads, bridges, ports, jetties and services infrastructure is critical to both the well-being of the Fijian people and the nation’s economic development.

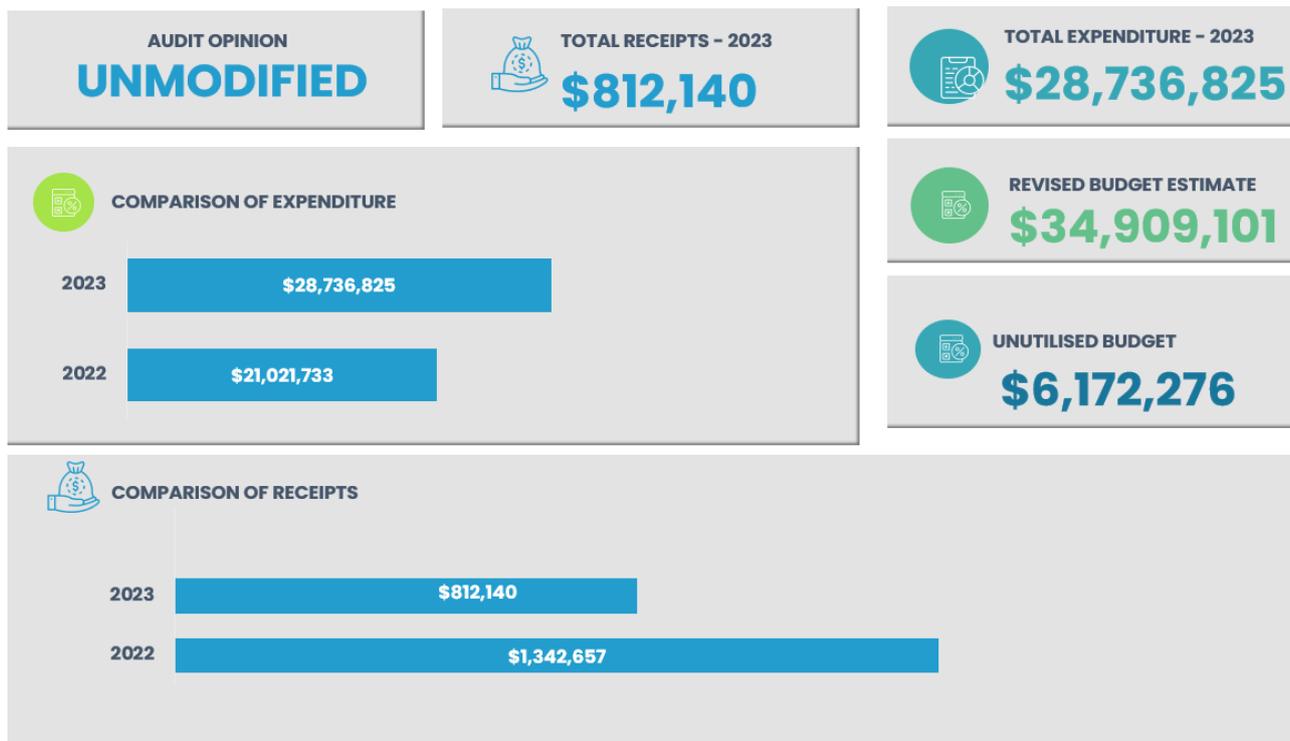
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PART A: FINANCIAL INFORMATION

40.1 Financial Information



40.2 Audit Opinion

The audit of the 2023 financial statements of the Ministry of Infrastructure and Meteorological Services resulted in an unmodified audit opinion.

However, attention was drawn to the following matters:

- The Ministry disclosed the pending review of cost structure for Fiji Meteorological Office. Cabinet Decision (05) 310 of 2005 stated that the Civil Aviation Authority of Fiji and Fiji Airports Limited to reimburse the 50% cost to the Fiji Meteorological Services relating to the Nadi and Nausori Terminal. In addition, it stated that review of the cost structure to be carried out by the Fiji Meteorological Office. The Ministry is yet to enter into a contract agreement for the provision of weather services to the aviation industry. Due to non-review of the cost structure, Fiji Airports Limited is only paying \$50,000 monthly.
- The financial statements disclosed an unreconciled variance of \$1,405,135 that existed since 2006 between the TMA balance sheet cash at bank balance and bank reconciliation statement. The unreconciled variance relates to prior years (2006 - 2010) misappropriation that is under investigation by the Fiji Independent Commission Against Corruption (FICAC). These unreconciled variances continue to exist for the financial year 2023. Consequently, the audit could not confirm the accuracy and completeness of the Cash at bank balance of \$2,877,130 stated in the Consolidated Trading and Manufacturing Account (TMA) balance sheet as at 31 July 2023.
- The Ministry disclosed the seventeen (17) Trading and Manufacturing Accounts in the financial statements by consolidating them according to Divisions. The change in the format of the

presentation has resulted in the limited information on performance and cash flows being disclosed in the financial statements for each type of TMA.

- The Ministry disclosed the TMA Deposit and Deduction Account balance of \$85,761 for the year ended 31 July 2023 which comprised of 41% carried forward balance from 2020. The TMA Deposit and Deduction carried forward balances relate to dues already paid by the Ministry, however the charges in the general ledger account have not been cleared.
- The Ministry disclosed the TMA Accounts Receivable balance of \$44,719 for the year ended 31 July 2023 which comprised of 93% carried forward balance from 2019. The TMA Accounts Receivables carried forward balances relate to non-recoverable debts which have not been cleared from the general ledger.

40.3 Head 40 - Appropriation Statement

The Ministry incurred expenditures totalling \$28.7 million against a revised budget of \$34.9 million resulting in unutilised budget of \$6.2 million or 18%. A total of \$0.8 million in revenue was collected by the Ministry.

Details of expenditures against the revised budget are provided in Table 40.1 below.

Table 40.1: Head 40 - Appropriation Statement for 2023

SEG	Item	Budget Estimate (\$)	Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Lapsed Appropriation (\$)
1	Established staff	10,318,684	(362,549)	9,956,135	9,590,551	365,584
2	Government wage earners	2,713,625	(11,729)	2,701,896	2,471,094	230,802
3	Travel & communication	721,500	263,624	985,124	901,274	83,850
4	Maintenance & operations	6,248,265	184,096	6,432,361	5,723,142	709,219
5	Purchase of goods & services	575,440	97,450	672,890	596,824	76,066
6	Operating grants & transfers	62,000	(4,324)	57,676	52,895	4,781
7	Special expenditure	585,000	38,189	623,189	601,216	21,973
	Total Operating Expenditure	21,224,514	204,757	21,429,271	19,936,996	1,492,275
8	Capital Construction	955,000	-	955,000	685,236	269,764
9	Purchases	4,040,057	75,060	4,115,117	2,990,624	1,124,493
10	Capital grants & transfers	9,764,628	(2,562,000)	7,202,628	4,389,534	2,813,094
	Total Capital Expenditure	14,759,685	(2,486,940)	12,272,745	8,065,394	4,207,351
13	Value added tax	1,181,274	25,811	1,207,085	734,435	472,650
	TOTAL	37,165,473	(2,256,372)	34,909,101	28,736,825	6,172,276

The unutilised budget resulted from the following:

- Vacant positions not filled.
- Implementation of controls to reduce expenditures.
- Delays in the implementations of the Disaster Recovery Infrastructure System for the Department of Meteorological Services due to the delay in approval from the ITC Steering Committee.

- Delays in implementation of projects due to adverse weather conditions and delay in supply of materials. These projects have been rolled over to the next financial year.

40.4 Head 41 - Appropriation Statement

The Water Authority of Fiji incurred expenditures totaling \$179.8 million against a revised budget of \$191.3 million.

Details of expenditure against the revised budget are provided in Table 40.2 below.

Table 40.2: Head 41 – Appropriation Statement for 2023

SEG	Item	Budget Estimate (\$)	Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Lapsed Appropriation (\$)
6	Operating grant & transfers	89,217,091	-	89,217,091	89,217,091	-
	Total Operating Expenditure	89,217,091	-	89,217,091	89,217,091	-
10	Capital grants & Transfers	115,100,000	(13,016,562)	102,083,438	90,628,742	11,454,696
	Total Capital Expenditure	115,100,000	(13,016,562)	102,083,438	90,628,742	11,454,696
	Total Expenditure	204,317,091	(13,016,562)	191,300,529	179,845,833	11,454,696

The unutilized budget of \$11.4 million is due to the pending work for the Fiji Urban and Wastewater Management Project which has been deferred to be completed in the next financial year.

40.5 Head 43 - Appropriation Statement

The Fiji Roads Authority incurred expenditures totalling \$367 million against a revised budget of \$391.7 million.

Details of expenditure against the revised budget are provided in Table 40.3 below.

Table 40.3: Head 43 – Appropriation Statement for 2023

SEG	Item	Budget Estimate (\$)	Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Lapsed Appropriation (\$)
6	Operating grant & transfers	13,844,845	-	13,844,845	13,844,845	-
	Total Operating Expenditure	13,844,845	-	13,844,845	13,844,845	-
100	Capital grants & transfers	362,900,000	15,000,000	377,900,000	353,199,412	24,700,588
	Total Capital Expenditure	362,900,000	15,000,000	377,900,000	353,199,412	24,700,588
	Total Expenditure	376,744,845	15,000,000	391,744,845	367,044,257	24,700,588

The unutilised budget of \$24.7 million is due to the pending work for the Transport Infrastructure Investment Project which is deferred to be completed in the next financial year.

40.6 Trading and Manufacturing Account (TMA)

The activities of the TMA are in the following areas:

Joinery - TMA Joinery receives bulk of its work from the Building Section in the form of Capital Works Projects, maintenance of public buildings, interior fit-outs and furnishing of quarters.

Plumber Shop - TMA Plumbing receives its work from the Building Section in the form of Capital Works Projects and maintenance of public buildings.

Fuel and Oil – Fuel and oil products are brought from suppliers at retail prices and sold to customers which are the plant pools of other Ministries and Departments.

Lube Bay – Provide lubrication services and the Lube Bay is open to all government vehicles.

Plant Hire – The principal earning source is derived from hiring of all its resources ranging from light vehicles, heavy vehicles, heavy machineries and plants.

Workshop Wages – Workshop wages TMA consists of Machine/ Fitting Shop, Light & Heavy Garage, Tractor Shop, Welding and Fabrication (Boiler shop) and Refrigeration & Air-conditioning services. The workshop provides mechanical services to plant pool, water & sewerage, buildings, hospitals and other Ministries in delivering of capital and on-going projects.

Blocks Shed - Facilitates the supply of concrete products such as blocks, V – drains, road curbs, marker posts, slabs and other non-structural concrete products needed for building and road construction.

All Trading and Manufacturing Accounts in the respective Divisions have ceilings as noted below:

Table 40.4: Details of TMA Ceiling

TMA Activities	DIVISION		
	DEWN (\$)	DEWCE (\$)	DEWW (\$)
Concrete Products	15,000	-	-
Fuel and Oil	200,000	200,000	200,000
Joinery	50,000	150,000	75,000
Plant Hire	400,000	400,000	400,000
Plumber shop	10,000	40,000	10,000
Lube Bay	-	2,000	-
TOTAL	675,000	792,000	685,000

The details of Consolidated Manufacturing Account for the year ended 31 July 2023 are provided in Table 40.5 below.

Table 40.5: Details of Consolidated Manufacturing Account

Description	31 July 2023 (\$)	31 July 2022 (\$)
Opening Raw materials	107,162	115,045
Add: Purchases	913,703	943,122
	1,020,865	1,058,167
Less: Closing Raw Materials	76,087	107,162
Raw Materials Used	944,778	951,005
Direct Labour	846,853	992,170

Description	31 July 2023 (\$)	31 July 2022 (\$)
Opening Work in Progress	11,543	17
Less: Closing Work in Progress	399	11,543
Cost of Goods Manufactured transferred to Trading Account	1,802,775	1,931,649

The Ministry recorded a decrease in cost of goods manufactured by \$128,874 or 7% in 2023 when compared to 2022. The decrease in cost of goods manufactured was mainly due to the decrease in direct labour cost of \$145,317 or 15%.

The details of Consolidated Trading Account for the year ending 31 July 2023 are provided in Table 40.6 below.

Table 40.6: Details of Consolidated Trading Account

Description	31 July 2023 (\$)	31 July 2022 (\$)
Sales	2,878,729	2,839,143
Finished Goods	89,309	107,314
Add: Cost of Manufactured Goods	1,802,775	1,931,649
Cost of goods available for sale	1,892,084	2,038,963
Less: Finished Goods	91,167	89,309
Cost of Goods Sold	1,800,917	1,949,654
Gross Profit transferred to profit & loss statement	1,077,812	889,489

The Ministry recorded an increase in gross profit by \$188,323 or 21% in 2023 when compared to 2022 which was attributed to the decrease in cost of goods manufactured by \$128,874 or 7%.

The details of Consolidated Profit and Loss Statement for the year ended 31 July 2023 are provided in Table 40.7 below.

Table 40.7: Details of Consolidated Profit & Loss Statement

Description	31 July 2023 (\$)	31 July 2022 (\$)
Income		
Gross Profit transferred from Trading Account	1,077,812	889,489
Other income	(194)	(230)
Total Income	1,077,618	889,259
Expenses		
Travel and communications	44,576	35,595
Maintenance and operation	1,421,978	885,138
Purchase of Goods and Services	1,124	48,476
Special Expenses	354	381
Total Expenses	1,468,032	969,590
Net (Loss)	(390,414)	(80,331)

The Ministry recorded a net loss of \$390,414 for the for the financial year ended 31 July 2023 compared to a loss of \$80,331 in 2022. This was attributed to the increase in expenses by \$498,442 or 51%.

The details of Consolidated Balance Sheet for the year ended 31 July 2023 are provided in Table 40.8 below.

Table 40.8: Details of Consolidated Balance Sheet

Description	31 July 2023 (\$)	31 July 2022 (\$)
Assets		
Cash at Bank	2,877,130	2,781,029
Accounts Receivable	44,719	65,887
Inventory	167,651	208,014
Total Assets	3,089,500	3,054,930
Liabilities		
Deposits and deductions	85,761	(523)
Unearned Revenue	709,383	347,434
Total Liabilities	795,144	346,911
Net Assets	2,294,356	2,708,019
Equity		
TMA Accumulated (Loss)	(1,891,652)	(1,501,237)
TMA Surplus Transferred to Consolidated Fund Account	4,186,008	4,209,256
Total Equity	2,294,356	2,708,019

The Ministry recorded a decrease in Net Assets by \$413,663 or 15% in 2023 compared to 2022. The decrease in Net Assets was mainly due to the increase in unearned revenue of \$361,949 or 104%. The unearned revenue comprised of revenue received in advance for TMA works for the subsequent financial year.

40.7 Trust Fund Account

The Trust Fund Account for the Department of Energy is guided by the Rural Electrification Policy (REP) 2016 approved by the Minister for Infrastructure.

The Policy was amended in 2008, whereby the community contribution for all rural electricity schemes was reduced from ten (10) per cent to (5) five per cent.

The revised REP of 2016 constitutes a number of important changes that harmonizes with the Green Growth Development Model pursued by the nation in line with the vision of the UN Framework of “Energy for All”; that electricity is now a basic necessity for life and sustainable development. These vital changes include:

- Waiver of community contribution to reciprocate community contribution in kind;
- Removal of finite assistance for diesel schemes recipients making them eligible for electrification via renewable based technologies like solar home systems;
- Increase in the Energy Fiji Ltd 's annual Rural Electrification Fund;
- Increase in validity of EFL Rural Electrification scheme quotations; and
- The handover of Solar Home Systems ownership and maintenance to community's and recipients.

The trust fund is for receipts from the rural electrification customers for solar home systems (SHS) and performance bond for house wiring.

The Ministry collected trust fund revenue totalling \$162,371 in 2023 and incurred expenditure totalling \$258,389 resulting in a deficit of \$96,018 compared to a deficit of \$2.6 million recorded in 2022.

The details of Energy Trust Statement of Receipts & Payments for the year ending 31 July 2023 are provided in Table 40.9 below.

Table 40.9: Details of Energy Trust Statements of Receipts & Payments

Description	31 July 2023 (\$)	31 July 2022 (\$)
Opening Balance at 1 January	629,754	3,228,672
RECEIPTS		
Bond	160,518	82,892
Solar Home	1,800	32,082
Bank Interest	53	2,969
Total Receipts	162,371	117,943
PAYMENTS		
Refund of Performance Bond	258,284	109,105
Bank Fees	15	34
House wiring Refunds	-	312,995
Transfer to unsubstantiated balances to CFA	-	2,293,549
Solar Deposit Refunds	90	1,046
House wiring refunds	-	132
Total Payments	258,389	2,716,861
Net (Deficit)	(96,018)	(2,598,918)
Closing Balance as at 31st July	533,736	629,754

PART B: OTHER SIGNIFICANT MATTERS

The Audit Act 1969 requires, amongst other things, that the Auditor-General must report on other significant matters which the Auditor-General wishes to bring to the attention of Parliament.

Other significant matters highlighted in this report, include control weaknesses which *could cause or is causing* severe disruption to the process or on the ability of an auditee to achieve process objectives and comply with relevant legislation.

It is likely that these issues may have an impact on the operations of the Ministry in future, if necessary, actions are not taken to address them.

It is important to note that the issues detailed in this report may have been subsequently resolved by the Ministry. These have been included in this report as they impacted on the overall system of control of the Ministry as at 31 July 2023.

The matters discussed below are recurring thus the inclusion of management comments from previous years to demonstrate the progress made by the Ministry in implementing recommendations to resolve the issues identified from the audit.

40.8 Significant Arrears of Revenue Owed by CAAF & AFL – Meteorology Department

Cabinet Decision (05) 310 of 2005 ratified that the Civil Aviation Authority of Fiji (CAAF) and Airports Fiji Limited (AFL) reimburse the Fiji Meteorological Services 50% of meteorological aviation costs in relation to the Nadi, Nausori terminal and the en-route only backdating the same to 1 July 1978.

The same Cabinet Decision also approved that a review of the structure of costs be carried out and funded by the Meteorological Office. Following which a contract be entered into between the Meteorological Office and the AFL for the provision of weather services to the aviation industry with effect from 1 January 2006.

Since 2005, the AFL reimbursed the Meteorological Office at 50% of the total expenditure instead of the aviation costs. However, from 2008, the AFL commenced to reimburse a fixed amount of \$50,000 per month. The AFL informed the Meteorological Office on 15 April 2008 that until an independent study is carried out to determine the cost related to the aviation sector, it will only reimburse a fixed amount of \$50,000 per month.

The audit noted that the Meteorological Office:

- Has yet to abide by the Cabinet Decision to undertake a review of the structure of the aviation costs and enter into a contract with the AFL for the provision of weather services to the aviation industry.
- Has yet to collect the arrears of revenue owed by CAAF of \$1.89 million as at 31/07/2023.
- Has not billed the AFL since 2008.

While there were talks between the entities, the Meteorological Office is yet to undertake the review of the cost structure on the provision of meteorological services to the aviation industry and resolve the differences with AFL and CAAF. Additionally, the continuous changes in officers handling the issue over the years has impacted the lack of significant efforts towards the recovery of arrears of revenue owed to the Meteorological Office by CAAF.

The Department's revenue may be understated, and this has resulted in the loss of potential revenue for the Government.

Recommendation

It is recommended that the Meteorological Office undertake a review of the cost structure on the provision of meteorological services to the aviation industry and resolve the issue with AFL and CAAF.

Ministry's Comments

2019 Comments

Cabinet Decision on engaging a consultant:

- a) *Consultant: In order to ascertain an estimated cost of engaging a consultant for this work, the Fiji Met Services is already looking into finalizing the "scope of works" by liaising with, and looking into, established guidelines set by the World Meteorology Organization (WMO) as well as other Met Partners. This work will most probably require overseas assistance since there is no local expertise to carry out this task. Once we get the scope, it should be easy to advertise for bids to the exercise.*
- b) *Budget: We could not get a special budget for the engagement of a consultant this financial year because of the meagre budget envelope we were given to work with. The Scope of Works should determine the cost which we should table as additional request in next financial year's budget. We hope to finalise everything by next financial year as per the Cabinet decision.*
- c) *Pursuing Outstanding Arrears with FAL. Going after FAL for the payment of the \$1.8m AOR would not be easy at this point since they have already given Fiji Met Services the following:*
 - *An Ultimatum: They will continue to pay FMS \$50,000 until a revision by an independent consultant is finalized.*
 - *A Demand: FAL formerly AFL had initiated the move to review the cost recovery rates FMS was charging them for aviation forecast services, which led to the \$108m AOR.*

2021 Comments

The Department of Meteorology are currently working on designing a cost recovery framework to adopt and to that extent, the department is grateful to the World Meteorological Organization (WMO) who are assisting the Department in addressing recommendation on reviewing the cost structure related to provision of aviation services to the Fiji Airports formerly AFL.

From collaboration with WMO experts, it is clear that we may need to approach the issue in phases. The final phase will involve an expert consultant who can conduct the review of costs and provide a report. At this point, the WMO is agreeable to bearing the cost of the exercise once we commence with engaging the consultant. It is also part of our plan to involve the Fiji Airports in every phase so there can be agreement when the final report is arrived at.

As for collection of current arrears, be advised that everything is dependent on review of costing since the calculation employed when arriving at the initial charges invoiced to the then AFL was the issue of the dispute in the resulting in the existing arrears.

The department is currently working closely with the World Meteorological Services (WMO) who have agreed to provide the necessary resources and the expertise for the Cost Recovery exercise to be undertaken by the Fiji Met Services. But this process may not be as swift as we would like it due to the processes that need to be undertaken given the stage, we are currently in at collaboration with WMO. We cannot pursue the arrears until this exercise of cost recovery is undertaken since the dispute between the two parties is over "what is reasonable charge that Fiji Airports should be paying the Fiji Met". This can only be ascertaining once the Cost Recovery Exercise is done.

2022 Comments

As per 2021 Management comments, the department is currently working closely with the World Meteorological Services who have agreed to provide the necessary resources and the expertise for the Cost Recovery exercise to be undertaken by the Fiji Met Services but this process may not be as swift as we would like it, due to the processes that need to be undertaken given the stage we are currently in at collaboration with WMO. We cannot pursue the arrears until this exercise of cost recovery is undertaken since the dispute between the two parties is over "what is reasonable

charge that Fiji Airports should be paying the Fiji Met” This can only be ascertain once the Cost Recovery Exercise is done.

The review of the rate is currently being handled by the Forecasting Team and is headed by STO Mr. Wayne Pene. The WMO had earlier given some guidelines for the Department to follow and the team had started perusing the guidelines from beginning of the f/year. Talks on this exercise is still ongoing with WMO.

Recovery of Arrears

Once the review rate is being determined, the Ministry will pursue recovery or request for write off. Email correspondence provided, indicating discussions currently undertaken with MoF on the same. A draft cabinet paper is currently being vetted by the Budget Unit (MoF) for the writing off of the arrears of \$1.8m.

The collaboration commenced in 2022 and will be carried out in phases. So far, the WMO has approved the Terms of Reference (TOR) and moving forward to procurement stage with tender closed on 03/08/23 for the engagement of a suitable candidate for the consultancy work. As per Terms of Reference, the engagement of consultant should have commenced in September 2023 for duration of 4 months for the development of a framework for cost recovery for Aeronautical Meteorological Services in Fiji. However, that exercise is further delayed due to no suitable candidate for the consultancy work and it is proposed to be carried out in March 2024. This is work in progress.

The Ministry cannot pursue the arrears unless this cost recovery exercise is undertaken since the dispute between the two parties is over “what is reasonable charge that Fiji Airports should be paying the Fiji Met” The Department has already submitted to Ministry of Finance a Cabinet Paper requesting their second opinion to write off these as bad debts.

2023 Comments

It has recently come to light that FMS does not have any legal basis for charging its services to outside organisations. This is being addressed through the PROPOSED METEOROLOGICAL AND HYDROLOGICAL SERVICES BILL 2024. The CP recommending that this Bill be progressed to Parliament was approved by Cabinet during its meeting on 07th May 2024.

In the meantime, the department is currently finalizing a Cabinet Paper to write off the arrears owed by CAAF.

40.9 Variance between TMA Building Cash Book and FMIS GL

The Principal Accounts Officer/Senior Accounts Officer/Accounts Officer/Assistant Accounts Officer must verify balances in the bank reconciliation to the cashbook, bank statements, un-presented cheque list and the previous month’s bank reconciliation before certifying it.¹

An unreconciled variance of \$1.4 million existed between the Divisional Engineer Central Eastern (DECE) TMA cash at bank balance of \$1.97 million recorded in the FMIS general ledger and the closing cash book balance of \$572,253 for the year ended 31 July 2023.

The audit noted that the variance was brought forward from 2017 financial year as a result of fraud that occurred in the Central Eastern Division. The issues have not been rectified as the case is before the court. Refer to the table below for details.

¹ Ministry of Infrastructure & Transport 2017/2018 Finance Manual, Section 7.4.8

Table 40.10: Unreconciled Variance – DECE TMA Cash and FMIS GL

Account Description	Account No.	FMIS Balance (\$)	Reconciliation Balance (cash book) (\$)	Variance (\$)
TMA Cash – Buildings	44025191011540201	1,012,774	107,149	905,625
TMA Cash – Mechanical	44026291011540201	964,614	465,104	499,510
Total		1,977,388	572,253	1,405,135

The above findings may indicate inadequate review of bank reconciliation statements.

Recommendations

The Ministry should:

- maintain proper records of cash received and paid for every TMA;
- ensure that Cash at Bank account is updated and included in the Balance Sheet for all TMAs; and
- take appropriate action to improve the quality of the draft agency financial statements presented for audit.

Ministry's Comments

2021 Comments

It should be noted that the current staff have inherited the anomalies in the Bank Reconciliations due to previous fraud case. The accounts have been reconciled after the last financial year and determined the unsubstantiated figures which are clearly identified in the reconciliations under variance. The Ministry had made a formal submission to the Office of the Solicitor General on 13th September 2017 to seek approval for writing off of these unsubstantiated variances as these losses are deemed irrecoverable. On 22nd February 2018, the Office of Solicitors General advised the Ministry that the unsubstantiated variances amount in the Trading and Manufacturing account is more than \$50,000, the request for write-off must be referred to the Minister for Finance under section 57(c) (3) of Finance Instruction 2010 and the Ministry has written to Ministry of Finance dated 19th March 2018 for Write off of the Unsubstantiated variances based on Solicitor General's Opinion.

The Ministry of Finance (Asset Management Unit) email dated 4th July 2018 requested the Ministry to request FICAC on the Status of the Case. The Ministry had a meeting and written to FICAC on 23rd of July 2018 on the status of the case.

2022 Comments

Comments noted. The case is before the court. The variances were identified by MOIT and Legal Opinion were sought from SG's Office regarding the eligibility for writing off variances. We had written to Ministry of Finance for the write off and wait for their approval. We have made tremendous effort in trying to rectify the variances and made request to relevant authorities for write off however we are still unable to get the required approval till to date.

We had made the following request from:

- 13/09/17: we had made formal submission of SG's Office to seek approval for write off of these unsubstantiated variances.
- 22/02/18: SG's Office advise that since the amount is more than \$ 50,000.00, the request for write off be referred to Minister of Finance under Section 57 (c) (3) of the Finance Instruction 2010.
- 19/03/18: Ministry had written to Ministry of Finance seeking for Write Off of these unsubstantiated variances based on SG's Advice.

- 04/07/18: Asset Management Unit (AMU) email from them requesting Ministry to request FICAC on the status of the case.
- 23/07/18: Ministry had meeting with FICAC on the status of the case.
- 13/08/18: FICAC responded that large quantity of evidence were destroyed thus it was very difficult to determine the actual amount which was misused.

Variance being referred pertains to the inherited 2012 fraud case involving former Accounts Staff at the DECE Office and a number of suppliers of stationary items. The case has been dealt with in part by the Court and has not been closed yet. Legal opinion was sought from the Solicitor General's and the Ministry of Finance Office to write-off these variances.

Listed below are the actions that have been undertaken by the Ministry with regards to this issue:

Ministry continues to follow up with FICAC and Ministry of Finance on the status of the case

- 27/10/2021 – Ministry wrote again to Ministry of Finance following up on memo dated 19/03/21, on write off approval for unsubstantiated variances and advice was given that it was before the Court
- 27/10/21 – Ministry wrote again to FICAC on status of the case however there was no response.

Comment from FICAC was received in 2022 that the case is still on-going hence Ministry will have to await closure of case. Once closed, then the Ministry may be able to further retain approval for write-off.

The Ministry had requested an additional update on the cases on 18/09/22 which they have responded to our request and the status of the case is shown below:

Case No.	Allegation	Prosecution Stage
HAC 53/14	Case against Accounts Officer & 11 others (PWD 2 Professional)	The matter is currently at the Hearing Stage. The hearing should be completed by 23 September 2022.
HAC 99/14	Case against Accounts Officer & 11 others (PWD 3 Stationeries Shop)	This case is yet to be fixed for hearing and the hearing for 2023 should be fixed by the next date which is 28 October 2022.
HAC 193/14	Accounts Officer & 8 others (PWD 5 Stationery shop)	The hearing for this case was concluded on 24 March 2022 and the defence had made an application for a No case to Answer. The matter will be heard next on 29 September for Ruling on that application.
CF: 955/15	Hardware Company & 5 others (PWD 6 Hardware Company)	The matter will be called on 14 November 2022 to a fix hearing date for next year.

The Ministry had requested an additional update on the cases on 05/09/23 which they have responded to our request and the status of the case is shown below:

Case No.	Allegation	Prosecution Stage
HAC 53/14	Case against Accounts Officer & 11 others (PWD 2 Professional)	The matter is listed to be called on 13 th September 2023 for mitigation and sentencing submissions.
HAC 99/14	Case against Accounts Officer & 11 others (PWD, Stationeries Shop)	This case hearing is already fixed for 31/10/23 to 03/11/2023 and 20/11/2023 to 1/12/2023. Matter is adjourned to 11/069/2023 to check on finalized agreed facts and agreed documents
HAC 193/14	Accounts Officer & 8 others (PWD 5 Stationery shop)	The hearing of prosecution case is completed and there is a case to answer. Matter adjourned to 07-08/12/2023 for hearing of defence case.

Case No.	Allegation	Prosecution Stage
CF: 955/15	Owner of the Hardware Store & 5 others (PWD 6 Hardware Store)	The company director is deceased. Prosecutions has filed Nolle Prosequi to Discontinue the case against the PWD staff Ms X.

2023 Comments

The Ministry awaits update from FICAC on the status of pending court case.

40.10 Unsubstantiated General Ledger Account Balance – Head 41 - WAF

All Principal Accounts Officer/ Senior Account Officer/Accounts Officer /Assistant Accounts Officer is responsible for maintaining ledger and reconciling balances in such ledgers to ensure the accuracy of financial information and the timeliness of management reports.² The Senior Account Officer/Accounts Officer /Assistant Accounts Officer must ensure that all balances are accurate and adequately supported.³

The Ministry maintained retention money totaling \$1.16 million for the contractors engaged in water and sewerage projects and have been accounted in the Operating Trust Fund account (1-40000-00000-862100) since 2009. Contractors have yet to make claims on the retention monies held.

Audit noted the following anomalies:

- (i) The retention money reflected in the Operating Trust Fund account were not supported by actual cash to pay off these liabilities.
- (ii) The Ministry did not have the details of contractors from whom retention monies were withheld and other supporting documents such as contract documents, completion certificates and progress certificates relating to the retention monies.

The anomalies were attributed to records not properly handed over to the Water Authority of Fiji from the Department of Water and Sewerage.

Recommendation

The Ministry should continue to liaise with the Ministry of Finance to appropriately account for the retention money recorded as operating trust funds and resolve long standing balances that have been carried forward since 2009.

Ministry's Comments

2018 Comments

The Ministry had submitted the request to transfer the liability under Ministry of Finance which is pending approval as this still appears under the Ministry's Accounts.

2019 Comments

During the transition from DNR and WAF all relevant documents were transferred to WAF. We had followed up with relevant authorities. We had a meeting with WAF Officials on 10th June 2020 e.g. CFO/SFO and PAO/SAO and it was mentioned also by their team that they do not have those records and are unable to assist to confirm claims on

² Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual - Ledger Accounts, Part 16

³ Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual – Reconciling Ledgers, Section 16.3.6

Retention Security Deposits for those contractors totalling up to \$1,161,883.81. Some of these contractors are no longer operational and most do longer deal with WAF anymore.

2022 Comments

Comments from Audit is noted. These balances have been carried forward for the past five (5) years without any movement between the financial years. Ministry will seek legal opinion from SG's Office for write off of this dormant account balances.

The Ministry has written to Ministry of Finance on 20th September 2023 requesting for write off for the said retention security deposit.

2023 Comments

On 26th June 2023, the Ministry has officially written to WAF, seeking confirmation of claims on retention security deposits. On 29th August 2023, WAF responded that due to unavailability of records, WAF will not facilitate future claims against the said Retention Security Deposits.

On 20th September, the Ministry has written to Ministry of Finance requesting for write off this dormant account. However, to- date, MOF has not responded officially.

40.11 Carry Forward TMA Receivable Account

All Principal Accounts Officer/ Senior Account Officer/Accounts Officer /Assistant Accounts Officer is responsible for maintaining ledger and reconciling balances in such ledgers to ensure the accuracy of financial information and the timeliness of management reports.⁴ The Senior Accounts Officer/Accounts Officer/Assistant Accounts Officer must ensure that all general ledger balances are accurate and adequately supported. Any misallocations or outstanding balances from the previous month have been dealt with.⁵

A register of debtors shall be maintained to record details of people or organizations that have been approved to procure services on credit from the Ministry.⁶ An accounts receivable (or debtor) generally arises after a sale of goods or services where payment is not immediately received. It is important to have in place a stringent credit policy and debt recovery procedures to counter the risk of losses from irrecoverable debts.⁷

The Ministry recorded a total TMA Debtors of \$44,719 as at 31/07/2023. A review of the TMA Debtors account revealed that 93% of the balance were carried forward since 2019. Refer to the table below for details.

Table 40.11: TMA Debtors Balances carried forward from prior years – SEG 56

Account Description	Account No.	2019 & 2020 (\$)	2021 & 2022 (\$)	2023 (\$)	Remarks
AR Companies	44025891011560102	3,889	3,889	3,890	No movement
AR Gov Depts & Agency	44026291011560101	21,556	13,835	5,499	Partly cleared
	44026393011560101	1,598	1,598	1,598	No movement
Debtor-Local Govt	44025891011567423	21,272	21,272	21,272	No movement
AR Gov Depts &	44025793011560101	371	371	371	No movement
AR Individuals	44025893011560103	8,730	8,730	8,730	No movement

⁴ Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual - Ledger Accounts, Part 16

⁵ Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual - section 16.3.6 &16.3.7

⁶ Ministry of Infrastructure & Transport 2017/2018 Finance Manual, Section 9.1.2

⁷ Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual - Part 9

Account Description	Account No.	2019 & 2020 (\$)	2021 & 2022 (\$)	2023 (\$)	Remarks
Debtor-Water & Sewerage	44025893011567485	250	250	250	No movement
Total		57,666	49,945	41,610	

The risk of losses increases when debts are not recovered on time.

Recommendations

The Ministry should:

- **strengthen its credit policy and debt recovery procedures.**
- **exhaust all avenues available on which the debts can be recovered.**
- **continue to liaise with the Ministry of Finance to appropriately account for the long outstanding debts.**

Ministry's Comments

2019 Comments

The Ministry is currently in the process of drafting a credit policy for TMA. Efforts are continually made to recover debtors via formal correspondence, emails and visits to clients however, there have been no response from some of the TMA debtors.

2021 Comments

All Accounts Receivable balances from previous years have been identified and substantiated with documentations and was issued to OAG office upon last financial audit 2020/2021. Ministry has formulated a new TMA Credit Policy which has been endorsed by the Permanent Secretary. We are currently awaiting approval from Solicitor General's Office for implementation. Non recoverable debts to be identified and approval for write off to be undertaken through Ministry of Finance. The Ministry will seek MOF assistance and resolve the dormant account issue during this FY/2023.

2022 Comments

The other Departments within the Ministry has settled their outstanding accounts receivable total of \$15,116 to Divisional Engineer Central Eastern Office, while the Ministry continues to liaise with other Ministries/Departments via formal letter and meeting with their senior officials regarding the settlement of their outstanding dues.

2023 Comments

Awaiting reply of write – off approval from the Ministry of Finance.

40.12 Dormant Operating Trust Account Balances

All Principal Accounts Officer/ Senior Account Officer/Accounts Officer /Assistant Accounts Officer is responsible for maintaining ledger and reconciling balances in such ledgers to ensure the accuracy of financial information and the timeliness of management reports.⁸ The Senior Account Officer/Accounts Officer /Assistant Accounts Officer must ensure that all general ledger balances are accurate and adequately supported. Any misallocations or outstanding balances from the previous month have been dealt with.⁹

⁸ Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual - Ledger Accounts, Part 16

⁹ Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual - Section 16.3.6 &16.3.7

Within 5 days after the end of each month, the Clerical Officer (Trust) shall prepare a trust reconciliation to reconcile trust account balances to the ledger total and the trust bank account.¹⁰

Audit noted that the Ministry's operating trust accounts for tender deposits and security deposits have been dormant with balances carried forward since 2016. Refer to the table below for details.

Table 40.12: Details of Dormant Operating Trust Accounts

Account Description	Account No.	2016 - 2022 (\$)	2023 (\$)	Remarks
Security Deposits	1-40301-99991-860101	(13,209)	(13,209)	No movement since 2016
Tender Deposits	1-40301-99991-860103	(951,202)	(951,202)	
Total		(964,411)	(964,411)	

The FMIS general ledger account showed that a posting made by the Ministry of Finance through Journal Voucher No. MPSUM8 resulted in the overstatement of the operating trust fund accounts. The Ministry did not have the relevant documentation to support the adjustment made by the Ministry of Finance.

The audit further noted that the Northern Division operating trust fund account had a debit closing balance of \$12,831 which had been carried forward since 2020. Refer to the table below for details.

Table 40.13: Details of Debit Operating Trust Account Balances and Dormant Accounts

Account Description	Account No.	2020 (\$)	2021 (\$)	2022 (\$)	2023 (\$)	Remarks
Deposits and Retention Money	14030197991860000	30,125	39,200	19,566	12,831	Debit balances noted since 2020

The debit balances indicated weakness in the supervisions of the account reconciliation process.

Recommendations

The Ministry should:

- continue liaising with Ministry of Finance on clearance of dormant account balances.
- strengthen the supervision of the operating trust account reconciliation process.

Ministry's Comments

2021 Comments

The Ministry agrees with audit and will liaise with Ministry of Finance for the clearance of dormant account. Currently the Divisional Accounting Head Northern is reconciling the carried forward debit balance and should resolve this issue during this FY/2022.

2022 Comments

The Ministry will seek Ministry of Finance assistance and resolve the dormant account issue during this FY/2023. The DEN Accounts team has reconciled and cleared partial of the debit balance and currently working to resolve this issue during this FY/2023.

¹⁰ Ministry's Finance Manual 2017-2018, Section 15.4.1

The Ministry has written to Ministry of Finance via memo dated 20th September 2023 seeking assistance and guidance in clearing the unsubstantiated balance as the Ministry could not identify the details of bulk posting done by Ministry of Finance. The Ministry awaits Ministry of Finance response.

2023 Comments

The Ministry still awaits MOF official response of the memo dated 20th September 2023.

40.13 Dormant TMA Deposits & Deductions Balances

All Principal Accounts Officer/ Senior Accounts Officer/Accounts Officer /Assistant Accounts Officer is responsible for maintaining ledger and reconciling balances in such ledgers to ensure the accuracy of financial information and the timeliness of management reports.¹¹ The Senior Accounts Officer/Accounts Officer/Assistant Accounts Officer must ensure that all general ledger balances are accurate and adequately supported. Any misallocations or outstanding balances from the previous month have been dealt with.¹²

Audit noted that the TMA Deposits and Deductions account balance of \$35,280.52 had been carried forward from 2022. There was no movement noted since 2020. Refer to Appendix 40.1 for details.

This may result in the overstatement of the ending balance disclosed in the Ministry's TMA consolidated balance sheet for 2023.

Recommendations

The Ministry should:

- **continue liaising with Ministry of Finance on clearance of dormant account balances.**
- **strengthen the supervision of the account reconciliation process.**

Ministry's Comments

2021 Comments

The Ministry noted audit comments. The Division is currently working with Assets Management Unit to clear the 86 TMA outstanding balances.

2022 Comments

Comments from audit is noted. These balances have been carried forward for the past five (5) years without any movement between the financial years. Ministry will seek approval from Ministry of Finance for credit balance to be transferred to Sales.

The Ministry will obtain confirmations from third party institutions and clear any outstanding dues owed by the Ministry. For those institutions which are no longer in operations, the Ministry will seek advice from Ministry of Finance for corrective actions to be undertaken.

2023 Comments

Ministry obtained third party confirmation and they have confirmed that there are no pending dues for the Ministry. As such, the Ministry is in the process of making the submission to Ministry of Finance for write off.

¹¹ Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual - Ledger Accounts, Part 16

¹² Ministry of Infrastructure and Transport 2017/2018 Agency Financial Manual - Section 16.3.6 & 16.3.7

40.14 Stale Cheque Not Journalized for Drawing Account – Meteorology

The Accounting Head must make all attempts to issue stop notices for all cheques that have remained un-presented for more than 6 months.¹³

Stale cheques (those which are at least 6 months old) must be reviewed each month to determine the need for replacement cheque. Where a replacement cheque is not required, action should be taken to clear it.¹⁴

A review of the Drawings Account revealed that the total un-presented cheque listing as at 31 July 2023 included stale cheques of \$49,465. Refer to Appendix 40.2 for details.

The non reversal of stale cheques resulted in the overstatement of the Drawings and Expenditures accounts and indicated weakness in the supervision of the bank reconciliation process.

Recommendation

The Ministry should ensure that stale cheques are reviewed monthly and appropriate action taken in accordance with Section 33 (2) of Finance Instruction 2010.

Ministry's Comments

2019 Comments

Most of these cheques have been presented and we have cleared most of these in the current year after dealing closely with the BSP bank.

2021 Comments

The Department of Meteorological Services is currently working on clearing these stale cheques and should be done by end of July 2022.

2022 Comments

The stale cheques amounting to \$49,465.17 is cleared through journal voucher #054/08/2023. However, MOF has reversed this journal voucher. As such, the Ministry will seek approval for write off.

2023 Comments

As at 30th April 2024, FMS has reconciled \$ 34,100.13 (cheque 21672 of 31/08/2015) and the amount has reduced to \$15,365.01 which the team is progressing to complete reconciliation by end of July 2024.

40.15 Non-Compliance to TMA Financial Reporting Requirement

Each agency must include a profit and loss statement and a statement of assets and liabilities for each Trading and Manufacturing Activity (TMA) in their annual financial statements.¹⁵

It is imperative that the Ministry makes adequate disclosures of its Trading and Manufacturing Activity (TMA) in the financial statements. This will enable sufficient and relevant information being made available to the users of its financial statements.

¹³ Finance Instruction 2010 – Section 33(2)

¹⁴ Finance Instruction 2010 – Section 33(3)

¹⁵ Finance Instructions 2010, Section 71 (1) (b) (c) – Annual Financial Statements

The Ministry did not disclose separate TMA Accounts for each Activity but rather disclosed the seventeen TMAs in the financial statements by consolidating them according to Divisions. Refer to the table below for details of the 17 TMAs.

Table 40.14: Details of Trade Manufacturing Activity

Activity	DECE	DEW	DEN
Joinery	1	1	1
Plumber Shop	1	1	1
Block shed	N/A	N/A	1
Fuel/Oil	1	1	1
Plant Hire	1	1	1
Lube Bay	1	N/A	
Workshop Wages	1	1	1
Total TMA as per Division	6	5	6

The Ministry explained that the format of the presentation was changed as only four bank accounts were maintained for the 17 Trade Manufacturing activities.

The change in the format of the presentation resulted in limited information being disclosed in the financial statements for each type of TMA in terms of performance and cash flows.

Recommendation

The Ministry should ensure that adequate disclosures are made in the financial statements for the users of the financial statements to make informed decisions.

Ministry's Comments

2022 Comments

Since there are only four (4) Trade Manufacturing Activity Operation Bank Accounts and General Ledger Cash at Bank Allocations, it was applicable/practical to present only four Trading Manufacturing Accounts in the Agency Financial Statement as advised by Ministry of Finance.

The Ministry maintains the cashbook for the 17 Entity's to keep record of the Cash at Bank for individual entities.

If individual Trade Manufacturing Activity statement of Assets and Liabilities for each 17 Trade Manufacturing Activity were presented, then Cash could not be distributed and Balance Sheet of some entities would not have Cash at Bank.

The Ministry maintains the cashbook for the 17 Entity's to keep record of the Cash at Bank for individual entities.

2023 Comments

On 29th of September 2023, the Ministry had joint consultation with OAG and MOF (AMU) official's and had agreed to change the TMA presentation at Divisional level with their comparatives notes.

As such, the Ministry had adopted the reporting format as agreed in the meeting in the 2023 Financials.

Further OAG Comments

Each agency must include a profit and loss statement and a statement of assets and liabilities for each Trading and Manufacturing Activity (TMA) in their annual financial statements as per finance instructions 2010, section 71 (1) (b) (c) with regards to the format of the Annual Financial Statements.

The Ministry should ensure that adequate disclosures are made in the financial statements for the users of the financial statements to make informed decisions.

The above were communicated to the Ministry and the Ministry of Finance during the meeting.

40.16 Long Outstanding TMA Debtors - DECE

The Principal Accounts Officer/Senior Accounts Officer/Accounts Officer/Assistant Accounts Officer must promptly follow up accounts that fall due. If recovery is unsuccessful after one month, the following actions shall be taken:

- i. no further credit shall be extended to the debtor;
- ii. demand notice for payment shall be sent to the debtor after his/her debt has been overdue for more than one month;
- iii. if the account still remains unpaid after the first demand notice was issued, a final notice shall be issued demanding payment within fourteen days.¹⁶

The DECE TMA Receivable balance of \$33,770 included arrears of \$30,660 or 91% owed by various public entities since 2017. Refer to the table below for details.

Table 40.15: Long Outstanding TMA Debtors- DECE

Debtor	Invoice Date	Amount (\$)
Ministry of Housing	27/05/2019	2,172
Ministry of Housing	31/07/2017	19,100
Ministry of Public Enterprise	2016-2017	3,352
Maritime Safety Authority of Fiji	2016-2017	1,797
A non-government school	28/07/2019	3,889
Judicial	2019-2020	350
Total		30,660

The finding indicates that the debt collection process in place may be ineffective and can result in financial losses for the TMA business.

Recommendations

The Ministry should:

- review its credit policy and procedures and strengthen its collection process.
- regularly monitor accounts receivable to identify any delinquent accounts and take appropriate action.
- implement consequences for non-payment such as discontinuing providing services to these customers until the debt is cleared.

Ministry's Comments

2022 Comments

The Ministry will be seeking for write off approval for dormant account balance of \$30,310.20 and the balance of \$14,772.74 owed by the Departments within the Ministry will be cleared from the savings identified in the FY/23. Ministry has formulated a new TMA Credit Policy which has been endorsed by the Permanent Secretary. We are currently awaiting approval from Solicitor General's Office for implementation. Non recoverable debts totalling \$30,310.72 will be requested for write off approval from MOF as per TMA policy.

¹⁶ Ministry of Infrastructure & Transport 2017/2018 Finance Manual, Section 9.2.1

2023 Comments

Awaiting for reply of write –off approval from the Ministry of Finance.

40.17 Review of TMA Operating Results Effectiveness

Trading and manufacturing activities are operated on a semi-commercial basis to increase the returns that are realized from them and to provide goods, services or works more cost-effectively.¹⁷

TMA is established under the Revolving Fund Account for the purpose of trading or production of goods and services for sale to other departments, statutory bodies or individuals. Trading involves the buying and selling of goods. Manufacturing involves the conversion of one type of good or material to another through the application of labour and facilities. The immediate objective of a TMA is to serve the requirements of Ministry/Department and at least recoup costs.

Over the years the Ministry has extended its TMA operation to the private sector particularly in the area of joinery, plumber shop, plant hire and fuel and oil.

The audit noted that the loss incurred on the TMA operations increased to \$390,414 in 2023 as compared to a loss of \$80,331 in 2022. There was no evidence that the Ministry took a proactive approach to assess the operating effectiveness and efficiency of the TMA operations.

If the TMAs continue to operate, there is need to review the results to ensure that the operations are carried out in a cost effective and efficient manner.

In absence of a comprehensive review of TMAs including the operating results, areas of inefficiencies will not be identified and rectified.

Recommendation

If TMAs continue to operate, it is imperative that the Ministry undertake a comprehensive review to improve the efficiency and effectiveness of operations.

Ministry's Comments**2018 Comments**

Monthly Financial Reports and Performance analysis are submitted to Management for review and comments. Meetings are held regularly where issues are discussed, and strategies are put as the way forward to ensure the sustainability of the TMA Operations.

2019 Comments

Financial Reports are produced and reviewed monthly by Management to ensure viability and sustainability of each Trading Manufacturing Account. Decisive and prudent management decisions are always made for the improvement and survival of Trading Accounts.

2022 Comments

Comments from audit is noted and improvements mentioned are currently being implemented by the Divisions. In addition, once the TMA credit policy is approved, and the reassignment of Public Works in the FY/24, and with implementation of revised SOP's Ministry will enhance TMA profitability. Also the Ministry will review the prices of nonstandard items.

¹⁷ Ministry of Infrastructure & Transport 2017/2018 Finance Manual, Section 6.5.1

2023 Comments

Ministry is being advised by Ministry of Finance that TMA will be transferred to Fund 1 and will be operated through budgetary process from 01st August 2024.

40.18 Risk Management Policy and Risk Register were not Reviewed

The purpose of the Risk Management Policy is to:

- identify, reduce, and prevent undesirable incidents or outcomes; and
- review past incidents and implement lessons learnt to prevent or reduce future incidents.

A Risk Management Policy came into effect on 12/09/14, requiring the Ministry to review the policy annually. The audit noted that the Ministry has not reviewed the policy as required. This issue has not been resolved for 5 years.

The risk of not maintaining adequate and/or updated risk controls to counter new threats that can cause disruptions to the operation of the Ministry remains high.

Recommendation

The Ministry should prioritise the review of its Risk Management Policy and Risk Register.

Ministry's Comments**2019 Comments**

A Policy on Risk Management Policy and Risk being formulated in 2016 by the Ministry. The review is currently in progress. Draft Risk Management Framework (RMF) determined to consider additional mitigation methodologies and utilize technologies in the formulation of the Risk Management Policy. The Risk Management Framework being derived shall drive the formulation of the Policy to be developed and implemented. This is planned to be completed by the end of the 1st quarter of the 2020-2021 Financial year.

2021 Comments

- Draft Management Policy has been formulated for adoption.
- Document needs to be amended and we still on that stage.
- A new Manager Policy has been appointed who will ensure that the full process of implementation, evaluation and termination is completed.
- Timeline 2nd Quarter of the 2022-2023 financial year.

2022 Comments

First draft has been developed and currently under review and to be finalized by first quarter FY/24.

2023 Comments

The first draft was completed for vetting and finalization when the Administrative Officer responsible proceeded on 1 year overseas leave without pay from 26/07/2023 than officially resigned on 11/02/2024. This has created delay in the finalizing of the policy, and we anticipate completing this before end of current financial year as the vacant position is currently under the OMRS process.

40.19 Absence of Disaster Recovery Plan

Disaster recovery involves a set of policies, tools and procedures to enable the recovery or continuation of vital technology infrastructure and systems following a natural or human-induced disaster. Disaster recovery focuses on the IT or technology systems supporting critical business functions, as opposed to business continuity, which involves keeping all essential aspects of a business functioning despite significant disruptive events.

It is imperative to have a Disaster Recovery Plan to ensure that data are secure and protected from security breaches and natural disasters. Audit noted that the Ministry did not have a Disaster Recovery Plan. Although a draft plan had been formulated, it has been in the process of being approved for implementation for the past 5 years.

Failure to have a Disaster Recovery Plan increases the risk of data loss in the event of security breaches or natural disaster.

Recommendation

The Ministry should prioritise the approval and implementation of its Disaster Recovery Plan.

Ministry's Comments

2019 Comments

The recommendations are noted. There are procedures that the IT Unit does in terms of file backups on servers and individual PC's. This was documented thus as per the requirements outlined and IT Unit is now documenting formal document for Disaster Recovery Plan which will be a working document for the Ministry. The Ministry is progressing consultation with the ITC Services to develop a Recovery Plan to ensure no loss of digitally stored information and computer equipment in an event of disaster. This Policy is expected to be completed and implemented by the end of the 1st quarter of the 2020-2021 FY.

2021 Comments

The Acting Assistant Programmer, Mr. Rokoua is assigned the responsibility to engage with the ITC to develop this, Policy.

- Disaster Recovery Plan (DRP) has been formulated.
- Has not been implemented due to the request to purchase three (3) servers has been unsuccessful in the last budget submissions.
- As this plan provides an accurate representation of applications, hardware, software, and telecommunication components; unless the three servers are procured this Disaster plan will not be implemented.
- Team IT is currently doing back up on an existing server that has less storage space.
- Once the servers are procured then we will complete the process in the 2nd quarter of the 2022-2023 financial year.

2022 Comments

The Draft Copy of the Disaster Recovery Plan has been submitted to the office of the Manager Policy (2022). This document is still under review by the Policy Team due to the recommendations in the DRP on the procurement of IT hardware (Servers) that will assist in the data recovery and backup.

A submission was made in the budget submission (2022-2023) for the procurement of these servers which was unfortunately rejected. Ministry will try and source from within the FY/24 budget, to purchase the IT hardware.

2023 Comments

The Ministry IT position is currently vacant on the resignation of the post holder on 20/02/24 thus we would anticipate delays. The 1st draft was completed and forwarded to the Policy Unit and unfortunately our Manager Policy resigned on 29/05/2023. The position eventually was filled in January 2024 after a lapse of 6 months. Consultation is underway with the new Manager Policy to clear this before end of the current financial year.

PART C: ASSESSMENT OF FINANCIAL REPORTING

40.20 Preparation of Draft Agency Financial Statements

When Ministries and Departments achieve the key focus areas highlighted by the Permanent Secretary for Finance by the given dates, they are more likely to prepare accurate and timely draft financial statements for audit.

KEY FOCUS AREAS	ACHIEVEMENT	KEY FOCUS AREAS	ACHIEVEMENT
Closing date for journal adjustments by 17 August 2023	✓	Cancellation of unprocessed purchase orders by 18 July 2023	✓
Clearance of Inter-departmental clearance accounts by 08 August 2023	✓	Processing of payments by 28 July 2023	✓
Retirement of imprests by 14 July 2023	✓	Processing of virement by 18 August 2023	✗
Submission of arrears of revenue returns by 25 August 2023	✗	Completion of reconciliations by 25 August 2023	✓

Based on information received, we have assessed the 2023 year-end closing process as:

Rating	Year-end closing process assessment
☀ Generally effective	6 key processes completed by due date

40.21 Quality of Draft Financial Statements

We assessed the quality of draft financial statements by the impact audit adjustments had on the operating results or net assets of the entity subject to our audit. Our assessment of the Ministry of Infrastructure and Meteorological Services was:

Rating	Quality of draft financial statements assessment
🔴 Ineffective	Adjustments on operating results/net assets were more than one percent

40.22 Timeliness of Draft Financial Statements

To assess the timeliness of acceptable draft financial statements, we have compared the date the draft financial statements were due and the date received for audit. Accordingly, we have assessed timeliness as:

Rating	Timeliness of draft financial statements assessment
🔴 Ineffective	Acceptable draft financial statements received after 31 October 2023

40.23 Timeliness of Provision for Management Comments and Financial Statements for Signing

To assess the timeliness of provision of management comments and signing of financial statements, we have compared the dates the draft management letter and audited financial statements were issued and the date management comments and signed accounts were received.

Accordingly, we have assessed timeliness as:

Rating	Timeliness of Management Comments Received
✖ Ineffective	Received after 14 days from the issue date of Draft Management Letter

Rating	Timeliness of Signed Financial Statements Received
✖ Ineffective	Received after 14 days from the issue date of Financial Statement for signing

APPENDIX 4o.1: DETAILS OF DORMANT TMA TRUST ACCOUNT BALANCES

Account No.	2020 (\$)	2021 (\$)	2022 (\$)	2023 (\$)
44025291011861100	(78.20)	(78.20)	(78.20)	(78.20)
44025291011861100	(7.31)	(7.31)	(7.31)	(7.31)
44025291011861200	(15.08)	(15.08)	(15.08)	(15.08)
44025291011861200	(199.64)	(199.64)	(199.64)	(199.64)
44025291011861500	(10.88)	(10.88)	(10.88)	(10.88)
44025291011861500	(240.00)	(240.00)	(240.00)	(240.00)
44025291011861500	(38.55)	(38.55)	(38.55)	(38.55)
44025291011861600	(25.00)	(25.00)	(25.00)	(25.00)
44025291011861700	(60.00)	(60.00)	(60.00)	(60.00)
44025291011861900	(1,381.14)	(1,381.14)	(1,381.14)	(1,381.14)
44025291011861900	(20.00)	(20.00)	(20.00)	(20.00)
44025291011861900	(263.76)	(263.76)	(263.76)	(263.76)
44025291011861900	(43.76)	(43.76)	(43.76)	(43.76)
44025891011861900	(517.49)	(517.49)	(517.49)	(517.49)
44026291011861100	(59.13)	(59.13)	(59.13)	(59.13)
44026291011861100	(181.73)	(181.73)	(181.73)	(181.73)
44026291011861100	(318.45)	(318.45)	(318.45)	(318.45)
44026291011861100	(85.53)	(85.53)	(85.53)	(85.53)
44026291011861200	(823.07)	(417.97)	(417.97)	(417.97)
44026291011861200	(1,140.89)	(1,140.89)	(1,140.89)	(1,140.89)
44026291011861200	(4,146.48)	(4,146.48)	(4,146.48)	(4,146.48)
44026291011861200	(51.36)	(51.36)	(51.36)	(51.36)
44026291011861300	(0.01)	(0.01)	(0.01)	(0.01)
44026291011861500	(15.00)	(15.00)	(15.00)	(15.00)
44026291011861500	(44.50)	(44.50)	(44.50)	(44.50)
44026291011861500	(740.00)	(740.00)	(740.00)	(740.00)
44026291011861500	(3,108.17)	(3,108.17)	(3,108.17)	(3,108.17)
44026291011861500	(2,416.41)	(2,416.41)	(2,416.41)	(2,416.41)
44026291011861500	(112.00)	(112.00)	(112.00)	(112.00)
44026291011861500	(2,145.61)	(2,145.61)	(2,145.61)	(2,145.61)
44026291011861500	(1,529.50)	(1,529.50)	(1,529.50)	(1,529.50)
44026291011861600	(34.00)	(34.00)	(34.00)	(34.00)
44026291011861700	(343.00)	(343.00)	(343.00)	(343.00)
44026291011861700	(10.00)	(10.00)	(10.00)	(10.00)
44026291011861700	(1.71)	(1.71)	(1.71)	(1.71)
44026291011861900	(618.57)	(618.57)	(618.57)	(618.57)
44026291011861900	(1,255.80)	(112.30)	(112.30)	(132.30)
44026291011861900	(215.00)	(25.00)	(25.00)	(25.00)
44026291011861900	(0.01)	(0.01)	(0.01)	(0.01)
44026291011861900	(5,477.25)	(5,477.25)	(5,477.25)	(5,477.25)
44026291011861900	(15.07)	(16.87)	(16.87)	(16.87)
44026291011861900	(164.73)	(164.73)	(164.73)	(205.73)
44026291011861900	(611.93)	(611.93)	(611.93)	(611.93)
44026291011861900	(20.00)	(20.00)	(20.00)	(20.00)
44026291011861900	(224.19)	(180.19)	(180.19)	(175.19)
44025893011861100	(130.84)	(130.84)	(130.84)	(150.84)
44025893011861100	(856.74)	(856.74)	(856.74)	(856.74)
44025893011861100	(72.00)	(72.00)	(72.00)	(72.00)
44025893011861100	38.50	(156.50)	(156.50)	(142.37)
44025893011861200	(1,921.75)	(1,921.75)	(1,921.75)	(2,672.01)

Account No.	2020 (\$)	2021 (\$)	2022 (\$)	2023 (\$)
44025893011861200	(9.25)	(9.25)	(9.25)	(9.25)
44025893011861300	(130.00)	(130.00)	(130.00)	(130.00)
44025893011861300	(166.00)	(166.00)	(166.00)	(166.00)
44025893011861500	(34.84)	(34.84)	(34.84)	(34.84)
44025893011861500	(140.00)	(140.00)	(140.00)	(140.00)
44025893011861600	(593.00)	(593.00)	(593.00)	(593.00)
44025893011861700	(35.84)	(35.84)	(35.84)	(35.84)
44025893011861900	(335.25)	(335.25)	(335.25)	(335.25)
44025893011861900	(220.05)	(220.05)	(220.05)	(220.05)
44025893011861900	(385.00)	(385.00)	(385.00)	(385.00)
44025893011861900	(31.87)	(31.87)	(31.87)	(31.87)
44025893011861900	(163.98)	(68.58)	(68.58)	(68.58)
44026393011861100	-	(20.00)	(20.00)	-
44026393011861100	(671.37)	(671.37)	(671.37)	-
44026393011861100	(165.00)	(165.00)	(165.00)	(165.00)
44026393011861200	(817.36)	(817.36)	(817.36)	-
44026393011861200	(750.26)	(750.26)	(750.26)	-
44026393011861500	(237.00)	(237.00)	(237.00)	-
44026393011861500	(133.00)	(133.00)	(133.00)	-
44026393011861600	(35.00)	(35.00)	(35.00)	(35.00)
44026393011861900	(11,862.32)	(11,862.32)	(11,862.32)	-
44025193011861100	(130.00)	(130.00)	(130.00)	(130.00)
44025193011861100	(16.00)	(16.00)	(16.00)	(16.00)
44025193011861200	(256.57)	(256.57)	(256.57)	(256.57)
44025193011861200	(394.97)	(394.97)	(394.97)	(394.97)
44025193011861300	(35.00)	(35.00)	(35.00)	(35.00)
44025193011861500	(2.25)	(2.25)	(2.25)	(2.25)
44025193011861500	(2.48)	(2.48)	(2.48)	(2.48)
44025193011861500	(10.00)	(10.00)	(10.00)	(10.00)
44025193011861600	(52.50)	(52.50)	(52.50)	(52.50)
44025193011861700	(5.12)	(5.12)	(5.12)	(5.12)
44025193011861900	(7.00)	(7.00)	(7.00)	(7.00)
44025193011861900	(45.00)	(45.00)	(45.00)	(45.00)
44025193011861900	(994.88)	(994.88)	(994.88)	(994.88)
Total	(50,620.90)	(48,959.70)	(48,959.70)	(35,280.52)

APPENDIX 40.2: STALE CHEQUE LISTING 2023

Cheque/EFT Number	Date	Amount (\$)
21672	15/08/2016	34,100.16
10025	18/12/2019	1,600.00
10026	18/12/2019	600.98
23309	24/12/2019	3,890.27
1001	06/02/2020	20.00
1002	06/02/2020	200.00
1003	06/02/2020	483.60
1004	06/02/2020	194.30
1005	06/02/2020	421.34
1006	06/02/2020	20.00
50320 E2	13/03/2020	107.06
50320 E2	13/03/2020	14.38
60320 E2	13/03/2020	162.79
90320 E2	13/03/2020	9.50
90320 E2	13/03/2020	86.45
220520	22/05/2020	9.50
220520	22/05/2020	103.28
220520	22/05/2020	14.38
220520	22/05/2020	6.00
220520	22/05/2020	104.21
220520	22/05/2020	9.50
220520	22/05/2020	86.45
30720	03/07/2020	55.45
30720	03/07/2020	14.75
30720	03/07/2020	132.82
30720	03/07/2020	10.00
23440	15/07/2020	113.85
23446	28/07/2020	40.00
290720	29/07/2020	83.50
290720	29/07/2020	36.59
180920	18/09/2020	71.75
230920	23/09/2020	1,000.00
240920	24/09/2020	20.00
240920	24/09/2020	800.00
250920	25/09/2020	71.75
290920	29/09/2020	49.54
290920	29/09/2020	49.54
290920	29/09/2020	22.04
51020	05/10/2020	28.31
51020	05/10/2020	71.75
51020	05/10/2020	3.00
51020	05/10/2020	70.50
51020	05/10/2020	41.00
290920	04/11/2020	49.54
70421	07/04/2021	558.50
23508	30/04/2021	45.00
2494	31/01/2022	60.00
250322 E1	25/03/2022	20.00
250322 E1	25/03/2022	120.00
250322 E1	25/03/2022	20.00
250322 E1	25/03/2022	70.00
250322 E1	23/05/2022	30.00
250322 E1	23/05/2022	60.00
50620	01/07/2022	6.00
160822 E2	16/08/2022	90.00
250322 E1	23/05/2022	30.00
250322 E1	23/05/2022	60.00

Cheque/EFT Number	Date	Amount (\$)
250322 E1	23/05/2022	75.00
250322 E1	23/05/2022	167.00
250322 E1	23/05/2022	180.00
250322 E1	23/05/2022	45.00
250322 E1	23/05/2022	30.00
140622 E2	14/06/2022	146.00
23554	20/07/2022	839.70
23552	07/07/2022	43.14
160822 E2	16/08/2022	15.00
160822 E2	16/08/2022	290.00
160822 E2	16/08/2022	60.00
160822 E2	16/08/2022	90.00
160822 E2	16/08/2022	30.00
160822 E2	16/08/2022	90.00
160822 E2	16/08/2022	45.00
160822 E2	16/08/2022	110.00
160822 E2	16/08/2022	15.00
160822 E2	16/08/2022	45.00
160822 E2	16/08/2022	515.00
160822 E2	16/08/2022	54.00
160822 E2	16/08/2022	211.00
160822 E2	16/08/2022	45.00
160822 E2	16/08/2022	45.00
160822 E2	16/08/2022	30.00
Total		49,465.17

Head 42**Ministry of Waterways and Environment****Roles and Responsibilities**

The Ministry of Waterways and the Ministry of Environment have been combined to form the newly established Ministry of Waterways and Environment ('Ministry'), in recognition that waterways management and the preservation of Fiji's natural environment share many inherent linkages. Fiji's waterways, as part of our natural environment, also share a unique vulnerability to the worsening impacts of climate change.

Duties previously carried out by the Ministry of Environment will now fall under the purview of the new Ministry. That includes the steadfast commitment of the Fijian Government to ensure that no development in Fiji comes at the cost of the overall health of our natural environment.

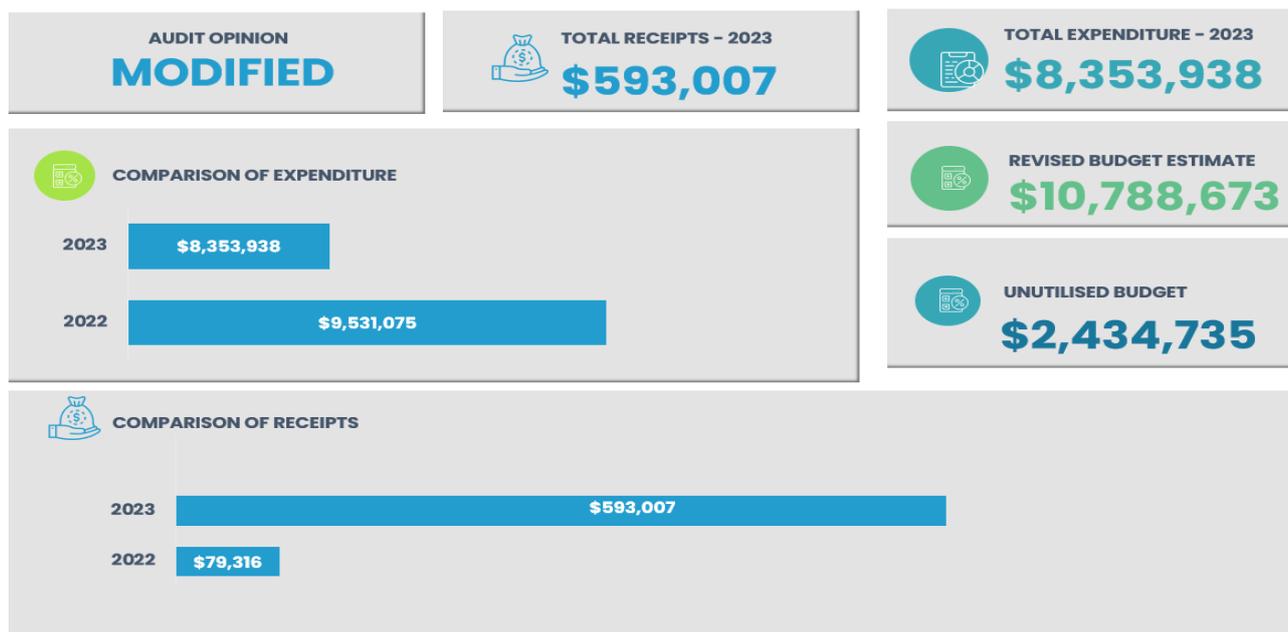
The new Ministry also carries out the full mandate of the previous Ministry of Waterways to address the growing threat that flooding poses to Fijian cities, towns and communities, a threat that is projected to worsen due to the effects of climate change. The Ministry maintains drainage systems and manages waterways in Fiji, including creeks, tributaries and rivers, to build Fiji's overall resilience to the economic setbacks of extreme and widespread flooding.

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PART A: FINANCIAL INFORMATION

42.1 Financial Information



42.2 Audit Opinion

The audit of the 2023 accounts of the Ministry of Waterways and Environment resulted in a modified audit opinion, based on the following qualifications:

1. The Ministry was unable to provide journal vouchers with appropriate supporting documents for revenues from Recoveries of Overpayments in Previous Years totalling \$574,167 and Rental for Building of \$7,830. As a result, the audit was unable to verify the completeness and accuracy of the relevant revenue account balances as reflected in the Statement of Receipts and Expenditure. In addition, the audit was unable to determine whether any adjustments might have been necessary in respect of these revenue balances at the end of the financial year and any corresponding adjustments to the elements making up the Statement of Receipts and Expenditure.
2. The Ministry was unable to provide personal and salaries files that were requested for audit. These files contained payroll records such as input forms, contracts, resignation/appointment/acting letters, approval letters and timesheets. Also, the Ministry was unable to provide the salaries and wages reconciliations statements for the Department of Environment. As a result, the audit was unable to perform necessary audit procedures to substantiate the accuracy and completeness of Established Staff and Government Wage Earners expenditures totalling \$2,770,637 and \$898,384 respectively, as reflected in the Statement of Receipts and Expenditure.
3. The Ministry was unable to provide payment vouchers and journal vouchers for special expenditure transactions valued at \$19,002 and \$20,585 respectively. As a result, the audit was unable to verify the occurrence and accuracy of the Special Expenditures balance of \$92,810 reflected in the Statement of Receipts and Expenditure.

4. An unreconciled variance of \$589,108 exists between the total trust fund balance and the cash at bank general ledger balance for the Environment Trust Fund Account. Also, the Ministry was unable to provide payment vouchers for transactions valued at \$598,835 and journal vouchers relating to trust receipts totalling \$5,461,830 for audit. In addition, the Ministry was unable to provide the detailed listings of the monies held in the Environment Trust Fund Account. Consequently, the audit was unable to substantiate the accuracy and completeness of the Trust Fund Account balance of \$20,776,803 reflected in the Environment Trust Fund Account Statement of Receipts and Payments.
5. The Ministry was unable to provide a detailed listing of the retention funds held in the Waterways Trust Fund Account. Also, the Ministry was unable to provide trust payment vouchers totalling \$143,637 for audit. Consequently, the audit was unable to substantiate the accuracy and completeness of the Trust Fund Account balance of \$232,493 reflected in the Waterways Trust Fund Account Statement of Receipts and Payments.
6. The Ministry was unable to provide the approved annual board of survey report for the year ended 31 July 2023. As a result, the audit was unable to verify the existence and condition of assets and could not ascertain the accuracy of Loss of Assets recorded in the Statement of Losses.

In addition, attention was drawn to Note 4 of the financial statements, which shows a significant savings of \$1,266,947 or 38% of Capital Construction Expenditure.

42.3 Head 42 - Appropriation Statement

The Ministry incurred expenditure totalling \$8.4 million against a revised budget of \$10.8 million resulting in a saving of \$2.4 million or 22%. A total of \$0.5 million in revenue was collected by the Ministry.

Details of expenditure against the revised budget are provided in Table 42.1.

Table 42.1: Head 42 - Appropriation Statement for 2023

SEG	Item	Budget Estimate (\$)	Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Lapsed Appropriation (\$)
1	Established Staff	3,199,950	(149,919)	3,050,031	2,770,637	279,394
2	Government Wage Earners	1,084,593	(35,703)	1,048,890	898,384	150,506
3	Travel & Communications	215,000	105,040	320,040	224,990	95,050
4	Maintenance & Operations	1,027,500	(39,407)	988,093	778,393	209,700
5	Purchase of Goods & Services	247,000	153,089	400,089	338,165	61,924
6	Operating Grants & Transfers	1,084,900	-	1,084,900	838,414	246,486
7	Special Expenditures	165,000	(33,100)	131,900	92,810	39,090
	Total Operating Expenditure	7,023,943	-	7,023,943	5,941,793	1,082,150
8	Capital Construction	11,307,175	(7,989,908)	3,317,267	2,050,320	1,266,947
	Total Capital Expenditure	11,307,175	(7,989,908)	3,317,267	2,050,320	1,266,947
13	Value Added Tax	1,166,555	(719,092)	447,463	361,825	85,638
	Total Expenditure	19,497,673	(8,709,000)	10,788,673	8,353,938	2,434,735

The unutilised budget resulted from the following:

- Vacant positions created from high staff turnover were not filled.
- Implementation of controls to reduce expenditures.
- Delay in project implementation especially for the Implementation and Enforcement of the Environment Management Act and Consultancy for Development of Container Deposit Regulations.
- Delay in the tender process which in turn delays the implementation of most capital projects for the Ministry.

42.4 Main Trust Fund Account

The Ministry operates and maintains two main trust fund bank accounts which include the Environment Trust Fund Account and the Waterways Retention Trust Fund Account.

42.4.1 Environment Trust Fund Account

The Environment Trust Fund Account consisted of four trust fund accounts including the Ozone Depletion Substance (ODS) Fines, Naboro Landfill, Environment Trust and Convention on International Trade in Endangered Species (CITES).

The Ministry collected revenue totalling \$6.1 million for the Environment Trust Fund in 2023 and incurred expenditure totalling \$2.8 million resulting in a surplus of \$3.3 million compared to the surplus of \$12.7 million in 2022.

The detailed Environment Trust Fund Account statement of receipts and payments for the year ended 31 July 2023 are provided in Table 42.2 below.

Table 42.2: Head 42 -Environment Trust Fund Account for 2023

Description	31 July 2023 (\$)	31 July 2022 (\$)
Receipts		
Ozone Depletion Substance (ODS) Fines	288,120	398,991
Naboro Landfill	4,277,448	9,649,034
Environment Trust	1,503,509	5,906,541
Convention on International Trade in Endangered Species (CITES)	10,075	3,079,145
Total Receipts	6,079,152	19,033,711
Payments		
Ozone Depletion Substance (ODS) Fines	59,435	40,492
Naboro Landfill	2,614,556	2,362,199
Environment Trust	101,555	1,093,418
Convention on International Trade in Endangered Species	6,298	2,829,402
Total Payments	2,781,844	6,325,511
Net Surplus	3,297,308	12,708,200
Opening balance as at 1 August	17,479,496	4,771,296
Closing balance as 31 July	20,776,804	17,479,496

The Environment Trust Fund Account total receipts decreased by \$12.9 million or 68% in 2023. This was mainly due to the decrease in the Naboro Landfill gate fees collected, decrease in CITES permit received and decrease in Environment Trust revenue such as waste permit application, environment bond, EIA processing fee and recycling permit.

The Environment Trust Fund Account total payments decreased by \$3.5 million or 56% in 2023. This was mainly due to the decrease in environmental bond refund and CITES related expenditures.

42.4.2 Waterways Retention Trust Fund Account

The Retention Trust Fund Account for the Department of Waterways includes deposits and refund of retention monies for capital projects under contract.

The Ministry collected retention revenue totalling \$210,045 in 2023 and incurred total expenditure of \$248,874 resulting in a deficit of \$38,829, compared to a surplus of \$332,677 in 2022.

The detailed Waterways Retention Trust Fund Account statement of receipts and payments for the year ended 31 July 2023 are provided in Table 42.3 below.

Table 42.3: Waterways Retention Trust Fund Account for 2023

Description	31 July 2023 (\$)	31 July 2022 (\$)
Receipts		
Retention funds Deposits	210,045	462,834
Total Receipts	210,045	462,834
Payments		
Retention pay-outs	248,874	130,157
Total Payments	248,874	130,157
Net (Deficit)/Surplus	(38,829)	332,677
Add Balance as at 1 August	271,322	(61,355)
Closing Balance as at 31 July	232,493	271,322

PART B: OTHER SIGNIFICANT MATTERS

The Audit Act 1969 requires, amongst other things, that the Auditor-General must report on other significant matters which the Auditor-General wishes to bring to the attention of Parliament.

Other significant matters highlighted in this report, include control weaknesses which could cause or is causing severe disruption to the process or on the ability of an auditee to achieve process objectives and comply with relevant legislation.

It is likely that these issues may have an impact on the operations of the Ministry in future, if necessary, action is not taken to address them.

It is important to note that the deficiencies detailed in this report were identified during the audit and may have been subsequently resolved by the Ministry. These have been included in this report as they impacted on the overall system of control of the Ministry as at 31 July 2023.

42.5 No formal handing over of accounting records

In accordance with the new Ministerial Assignment as per Legal Notices dated 05/01/023, the Department of Environment was to join the Office of the Prime Minister¹⁸ and the Department of Waterways to join the Ministry of Agriculture¹⁹ with effect from 24/12/2022.

The audit noted that there was no formal handover of accounting records that were transferred from the old Ministry of Waterways and Environment (MOWE) to the Ministry of Agriculture and Waterways (MOAW). In addition, there was no documentation provided on the accounting records that were retained by the two departments or the status of the latest accounting records (such as reconciliations) prepared by the previous accounts section prior to the change in Ministerial assignment.

It is to be noted that the audit of the MOWE for the year ended 31 July 2023 was facilitated by the MOAW. The 2023 draft accounts for MOWE were prepared by the Director of Finance for Agriculture and Waterways. When the 2023 audit commenced, the respective Departments under the old Ministry had already joined the new Ministries. There was no more MOWE accounts section to coordinate the retrieval of accounting records and respond to audit queries.

The finding indicates a lack of awareness by the old MOWE, of proper handover processes to be undertaken during a change in Government administration. Also, there was a lack of accountability and due diligence checks to ensure that all accounting records were properly accounted for during the transition from the old MOWE to the new Ministries.

As a result, the audit could not ascertain who is accountable for the records that were not provided for the 2023 audit.

Recommendation

The Ministry should ensure that proper handover processes are undertaken whenever there is a change or reshuffle in Government administration.

¹⁸ Legal Notice 1 of 2023 – Ministerial Assignment for Prime Minister and Minister for Foreign Affairs, Climate Change, Environment, Civil Service, Information, Public Enterprises and Veteran Affairs

¹⁹ Legal Notice 15 of 2023 – Ministerial Assignment for Minister of Agriculture and Waterways

Ministry’s Comments

The audit comment is noted. The Ministry will ensure that due diligence and accountability is performed in respect of accounting documents/data in future change of Government Administration transiting into a new Ministry.

42.6 Non provision of Accounting Records

The Principal Accounts Officer is responsible for the safekeeping and proper maintenance of all accounting records or documents.²⁰

The Ministry was not able to provide the following records for audit:

- Revenue records – journal vouchers with appropriate supporting documents for Recoveries of Overpayments in Previous Years Revenue totalling \$574,167 and Rental for Building revenue totalling \$7,830.
- Payroll records – salaries and wages reconciliation statements for the Department of Environment, person to post listing, personal and salaries files which should contain employment contracts, appointment letters, salary/wages input forms and other documents needed to perform substantive audit procedures.
- Non-payroll records – payment vouchers totalling \$288,078 and journal vouchers totalling \$20,585. Refer to Table 42.4 for details.

Table 42.4: Non-Payroll records not provided

SEG	Payment Vouchers not provided (\$)	Journal Vouchers not provided (\$)	Total (\$)
SEG 3	3,840.05	-	3,840.05
SEG 4	25,148.48	-	25,148.48
SEG 5	15,298.84	-	15,298.84
SEG 6	224,788.14	-	224,788.14
SEG 7	19,002.24	20,585.00	39,587.24
Total	288,077.75	20,585.00	308,662.75

- Main Trust records – bank confirmations and detailed listings for both the Department of Environment and Waterways Trust Fund Account, payment vouchers totalling \$598,835 and \$143,637 for Environment TFA and Waterways TFA, journal vouchers relating to trust receipts totalling \$5,461,830 for Environment TFA.
- Loss records - approved annual board of survey report which included the unserviceable items that have been approved for write off in 2023 and the loss register for both the Departments.
- Other records – all underlined accounts reconciliation statements for both the Departments, payment vouchers totalling \$37,530 and \$53,409 for Accountable Advance and SLG 84, respectively, Fixed Assets Registers, Accountable Advance Registers Confirmation of Aid in Kind, Management meeting minutes and internal audit reports.

²⁰ Ministry of Waterways & Environment Finance Manual 2019, Section 18.2.2

Refer to *Appendix 42.1* for details of records not provided.

The ineffective records management and absence of proper handover by the previous Ministry of Waterways and Environment had resulted in the unavailability of records for audit. The current Ministry of Agriculture and Waterways, which facilitated the audit, had exhausted all means to obtain the records.

The non-provision of the documents is a limitation of scope on the audit affecting our ability to obtain sufficient and appropriate audit evidence to form a conclusion on various account balances. The risk of fraud and misappropriation is also high in the absence of appropriate accounting records.

Recommendation

The Ministry should ensure that effective records management practices are implemented and prioritize the retrieval of missing records for audit purposes.

Ministry's Comments

The audit comment is noted. The Ministry will ensure that due diligence and accountability is performed in respect of accounting documents/data in future change of Government Administration transiting into a new Ministry.

In terms of retrieving missing records for MOWE, we will seek the assistance and guidance of the Ministry's compliance team and Internal Audit team at MOF to help in this regard.

42.7 Unreconciled variances in the Ministry's Main Trust Fund Account

Within 5 days after the end of each month, the *Senior Accounts Officer* shall prepare a trust reconciliation to reconcile trust account balances to the ledger total and the trust bank account.²¹

The trust funds for the Department of Environment consisted of the following accounts - ODS Fines, Naboro Landfill, Environment and Cites.

The audit noted an unreconciled variance of \$589,108 that existed between the Environment Trust Fund Account balance (SLG 89, 86 and 84) and the Trust Fund cash at bank balance (SAG 52) in the FMIS General Ledger as at 31 July 2023.

Refer to Table 42.5 below for details.

Table 42.5: Variance in between SLG 89/86/84 and SAG 52

Description	Amount (\$)	Total (\$)
SAG 52 – Cash at Bank		21,441,587
SLG 89 – Trust Fund Account	20,776,804	
SLG 86 – VAT on Revenue	28,811	
SLG 84 – Withholding Tax	46,864	
SLG 89/86/84 – Total Trust Fund		20,852,479
Variance		589,108

²¹ *Ministry of Waterways & Environment Finance Manual 2019, Section 14.4.1*

The variances highlighted indicated that reconciliations were not accurately prepared and properly reviewed on a timely basis. Also, there was lack of effort placed on resolving the longstanding variances for the Environment Trust Fund Account.

As a result, the audit was not able to ascertain the accuracy and completeness of the Environment Trust Fund account balance at year end.

Recommendations

The Ministry should:

- **Prioritize working on resolving the long outstanding variance in the Environment Trust Fund Account.**
- **Ensure that Trust Fund reconciliations are accurately performed and completed in a timely manner. Any errors or variances identified should be investigated and rectified immediately.**
- **Strengthen its supervisory check and review process and ensure compliance with requirements stipulated in the Finance Management Act and Finance Manual.**

Ministry's Comments

The audit comment is noted. The Ministry will ensure that we comply with all recommendations listed above. The Ministry will also seek the assistance of our Internal Compliance team and the audit team at MOF on issues raised herein.

PART C: ASSESSMENT OF FINANCIAL REPORTING

42.8 Preparation of Draft Agency Financial Statements

When ministries and departments achieve the key focus areas highlighted by the Permanent Secretary for Finance by the given dates, they are more likely to prepare accurate and timely draft financial statements for audit.

KEY FOCUS AREAS	ACHIEVEMENT	KEY FOCUS AREAS	ACHIEVEMENT
Closing date for journal adjustments by 17 August 2023	✗	Cancellation of unprocessed purchase orders by 18 July 2023	✓
Clearance of Inter-departmental clearance accounts by 08 August 2023	✓	Processing of payments by 28 July 2023	✓
Retirement of imprests by 14 July 2023	✓	Processing of virement by 18 July 2023	✓
Submission of arrears of revenue returns by 25 August 2023	N/A	Completion of reconciliations by 25 August 2023	✗

Based on information received, we have assessed the year-end closing process as:

Rating	Year-end close process assessment
☀ Generally Effective	Five of seven relevant key processes completed by the due date

42.9 Quality of Draft Financial Statements

We assessed the quality of financial statements by the impact audit adjustments had on the operating results or net assets of the entity subject to our audit. Our assessment of the Ministry of Waterways and Environment was:

Rating	Quality of draft financial statements assessment
☠ Ineffective	Adjustments on total expenditure, operating results/net assets were more than one percent

42.10 Timeliness of Draft Financial Statements

To assess the timeliness of acceptable draft financial statements, we have compared the date the draft financial statements were due and the date it was received. Accordingly, we have assessed timeliness as:

Rating	Timeliness of draft financial statements assessment
☠ Ineffective	Acceptable draft financial statements received after 31 October 2023

42.11 Timeliness of Provision of Management Comments and Financial Statements for Signing

To assess the timeliness of provision of management comments and signing of financial statements, we have compared the date the draft management letter and audited financial statements were issued to entity and the date management comments and signed accounts were received.

Accordingly, we have assessed timeliness as:

Rating	Timeliness of Management Comments Received
✖ Ineffective	Management response received after 14 days from the issue of Draft Management Letter

Rating	Timeliness of Signed Financial Statements Received
✖ Ineffective	Signed financial statements received after 14 days from the date of issue for signing

APPENDIX 42.1: LIST OF RECORDS NOT PROVIDED FOR AUDIT VERIFICATION

REVENUE RECORDS NOT PROVIDED FOR AUDIT

Period	Voucher No.	Amount (\$)	SEG
SRG 28 – RECOVERY OF OVERPAYMENT IN PREVIOUS YEARS			
06/2023	428850	19,712.37	28
04/2023	428862	554,454.62	28
Total SRG 28		574,166.99	
SRG 27 – RENTAL FOR BUILDINGS			
03/2023	428820	240.00	27
04/2023	428834	240.00	27
01/2023	428901	700.00	27
08/2023	428926	350.00	27
02/2023	428930	500.00	27
08/2023	428939	350.00	27
02/2023	428941	350.00	27
02/2023	428944	500.00	27
03/2023	428948	350.00	27
09/2023	428954	500.00	27
09/2023	428964	500.00	27
10/2023	428976	350.00	27
10/2023	428982	500.00	27
04/2023	428987	350.00	27
11/2023	428998	350.00	27
11/2023	428999	500.00	27
12/2023	428915	350.00	28
12/2023	428915	350.00	28
08/2023	428925	500.00	28
Total SRG 27		7,830.00	

PAYROLL RECORDS NOT PROVIDED FOR AUDIT

Details of Payroll Reconciliations/Payroll Supporting Documents not provided

No.	Document
2	Salary and Wages Reconciliation – Department of Environment
3	Person to Post (P2P) listing for established and unestablished payroll – Both Departments
4	Listing of Payroll movements - new recruitments, termination, resignation, acting appointments and promotions – Both Departments

Details on Officers Salary and Personal Files not provided

EDP No.
96947
101053
98959
59808
60509
96946
53248
96237
64063
95873
98852

EDP No.
89213
95474
98890
98970
98971
61940
10060
ZQ788
QM194
167484
YU339
PK146

NON-PAYROLL RECORDS NOT PROVIDED FOR AUDIT

Details on payment vouchers not provided

Date	Cheque No.	Amount (\$)	SEG
04/05/2023	3265	3,840.05	3
Total SEG 3		3,840.05	
19/10/2022	13162	3,259.94	4
01/11/2022	6193	13,676.19	4
12/01/2023	6485	3,026.00	4
06/02/2023	6582	1,981.71	4
19/05/2023	3291	3,204.64	4
Total SEG 4		25,148.48	
05/01/2023	5950	851.38	5
30/01/2023	13608	2,937.98	5
08/05/2023	3268	717.39	5
08/05/2023	3273	1,308.69	5
12/05/2023	3279	2,051.00	5
12/05/2023	3279	1,584.00	5
12/05/2023	3279	1,092.00	5
12/05/2023	3279	939.00	5
12/05/2023	3305	669.57	5
18/05/2023	7077	3,147.83	5
Total SEG 5		15,298.84	
27/07/2023	3423	224,788.14	6
Total SEG 6		224,788.14	
16/11/2022	3167	4,443.48	7
22/02/2023	3002	1,669.56	7
26/4/2023	6149	12,889.20	7
Total SEG 7		19,002.24	

Details on journal vouchers not provided

Period	Voucher No.	Amount (\$)	SEG
12/2023	428822	665.00	7
09/2023	428862	6,640.00	7
09/2023	428862	6,640.00	7
09/2023	428862	6,640.00	7
Total SEG 7		20,585.00	

MAIN TRUST RECORDS NOT PROVIDED

Details on payment vouchers not provided

Date	Cheque No.	Amount (\$)	SEG
Environment Trust Fund Account – Payment Vouchers			
22/8/2022	5667	898.00	Fund 9
08/09/2022	5702	9,995.00	Fund 9
15/09/2022	5 713	370,650.30	Fund 9
24/11/2022	5878	187,956.38	Fund 9
12/01/2023	5965	18,642.80	Fund 9
31/03/2023	6114	7,302.50	Fund 9
05/07/2023	5645	3,389.60	Fund 9
Total – Environment TFA		598,834.58	
Waterways Trust Fund Account – Payment Vouchers			
14/11/2022	13277	63,045.01	Fund 9
14/11/2022	13276	36,467.18	Fund 9
19/12/2022	13439	22,525.03	Fund 9
26/6/2023	14324	21,599.30	Fund 9
TOTAL – Waterways TFA		143,636.52	
TOTAL FUND 9 (TRUST FUND ACCOUNT PVs)		742,471.10	

Details on journal vouchers not provided

Period	Voucher No.	Amount (\$)	SEG
Environment Trust Fund - Revenue			
01/2023	428805	175,669.65	Fund 9
01/2023	428805	723.22	Fund 9
07/2023	428811	14,167.70	Fund 9
07/2023	428813	22,565.05	Fund 9
11/2023	428814	709.56	Fund 9
02/2023	428815	84,590.78	Fund 9
07/2023	428818	12,500.85	Fund 9
07/2023	428820	10,283.05	Fund 9
07/2023	428820	832.98	Fund 9
07/2023	428821	10,283.05	Fund 9
07/2023	428821	847.67	Fund 9
07/2023	428822	35,205.19	Fund 9
07/2023	428822	1,334.34	Fund 9
12/2023	428827	84,280.62	Fund 9
12/2023	428827	441.28	Fund 9
07/2023	428830	4,234,616.90	Fund 9
07/2023	428830	59,335.79	Fund 9
07/2023	428830	29,219.10	Fund 9
03/2023	428832	76,122.00	Fund 9
08/2023	428854	105,069.01	Fund 9
08/2023	428854	8,040.87	Fund 9
08/2023	428854	802.29	Fund 9
09/2023	428873	278,600.00	Fund 9
10/2023	428892	521.82	Fund 9
11/2023	428899	2,520.00	Fund 9
11/2023	428899	2,520.00	Fund 9
12/2023	428925	105,013.77	Fund 9
12/2023	428926	53,036.17	Fund 9
12/2023	428926	51,977.60	Fund 9
Total FUND 9		5,461,830.31	

OTHER RECORDS NOT PROVIDED**Details on payment vouchers not provided**

Date	Cheque No.	Amount (\$)	SEG
Underlined Accounts – Accountable Advance			
30/8/2022	1	2,500.00	53
TOTAL SAG 53		2,500.00	
11/10/2022	5768	7,600.00	57
11/10/2022	5769	7,600.00	57
05/01/2023	5951	6,595.00	57
05/01/2023	5953	6,595.00	57
27/02/2023	6064	6,640.00	57
TOTAL SAG 57		35,030.00	
Underlined Accounts – SLG 84			
09/12/2022	5903	7,845.00	84
12/05/2023	3288	8,652.00	84
12/05/2023	3288	7,400.00	84
05/06/2023	6235	7,500.00	84
05/06/2023	6240	6,899.50	84
15/06/2023	6273	4,997.33	84
27/06/2023	6291	5,118.00	84
28/06/2023	6296	4,997.33	84
TOTAL SLG 84		53,409.16	
TOTAL UNDERLINED ACCOUNTS		90,939.16	

Details of Reconciliations/Other Supporting Documents not provided

No.	Document
1	Underline Accounts Reconciliations (Both Departments)
2	Fixed Assets Register - Both Departments
3	Accountable Advance Register - Both Departments
4	Confirmation of Aid in Kind
5	Management meeting minutes
6	Internal audit reports and status – 2023 FY
7	Risk register – Department of Waterways
8	Risk management policy/disaster recovery plan – Department of Environment
9	List of pending legal proceedings – Both Departments



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