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**OFFICIAL LANGUAGES COMMISSION  
BALANCE SHEET AS AT 31 st DECEMBER 2002**

ASSETS	NOTE	2002 Rs . Cts	2001 Rs
<b>Non - Current Asset</b>			
Property,Plant and Equipment	2	#REF!	3,107,397.53
<b>CURRENT ASSETS</b>			
Inventories- Glossary Books	3	217,905.00	233,286.00
Debtors and other Receivables		200.00	
Pre-Payments	4	1,230,671.55	2,040.00
Cash and Cash Equivalents	-	278284.39	-
		<b>1,727,060.94</b>	<b>235,326.00</b>
		<b>#REF!</b>	<b>3,342,723.53</b>
<b>FUND AND LIABILITIES</b>			
Accumulated Fund	5	3,464,678.90	3,306,384.44
<b>LIABILITIES</b>			
Current Liabilities	6	57,824.32	23,271.00
Accrued expenses	7	124,790.65	13,068.09
		<b>182,614.97</b>	<b>36,339.09</b>
		<b>3,647,293.87</b>	<b>3,342,723.53</b>

.....  
Chairman  
Date.....

.....  
Accountant

**OFFICIAL LANGUAGES COMMISSION**

**INCOME STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2002**

<b>Income</b>	<b>Note</b>	<b>2002</b>		<b>2001</b>
		Rs	.Cts	Rs
Imprest received from Ministry for Recurrent Expenditure		6,533,550.00		6,631,427.37
Sundry Income		222,323.40		
Sale of Glossary		1,424.00		
		<b>6,757,297.40</b>		<b>6,631,427.37</b>
<b>Less</b>				
<b>Expenditure</b>				
Personal Emoluments	<b>8</b>	2,031,933.38		1,990,989.13
Travelling	<b>9</b>	28,980.50		23,957.50
Supply & Requisites	<b>10</b>	341,821.25		347,250.75
Repairs & maintenance of Assets	<b>11</b>	287,588.98		281,568.97
Utility & Other Services	<b>12</b>	367,180.38		193,476.38
Implementation of OLP	<b>13</b>	1,761,783.44		116,984.20
Rent & Hire Charges		19,760.00		590,085.40
Holiday Warrant		1,970.25		238.00
Revision & Printinng of Glossary		-		2,815,240.81
Other Recurrent Expenditure	<b>14</b>	570820.16		
Transportation		-		580.00
Inaiyam		-		87,388.17
Disposal of Furniture		-		16,824.97
Sales of Goods - (Remittance to the Ministry)		-		5,870.00
Depreciation		747,239.10		913,268.80
		<b>6,159,077.44</b>		<b>7,383,723.08</b>
<b>Excess of Income Over Expenditure for the year</b>		598,219.96		(752,295.71)

**OFFICIAL LANGUAGES COMMISSION**  
**CASH FLOW STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2002**

	2002	2001
<b>Cash flow generated from Operating Activities</b>	Rs	Rs
Excess of Income over Expenditure	598,219.96	(752,296)
Adjustment for Depreciation	747,239.10	913,269
Disposal of Fixed Assets - Loss		17,075
- Pofit	-	(250)
<b>Operating Profit Before Changes in Working Capital</b>	<b>1,345,459.06</b>	<b>177,798</b>
<i>Increase / Decrease</i> in Inventaries	15,381.00	(233,286)
<i>Increase / Decrease</i> in Debtors & Receivable	(200.00)	10,432
<i>Increase / Decrease</i> in Pre Payments	(1,228,631.55)	140
<i>Increase / Decrease</i> in Advance		240,000
<i>Increase / Decrease</i> in Payable	57,424.32	-
<i>Increase / Decrease</i> in Accrued Expenses:	111,722.56	(178,260)
Adjustment in respect of Previous Year		(22,694)
<b>Net cash flow from Operaing Activities</b>	<b>301,155.39</b>	<b>(5,870)</b>
<b>Cash Flow from Investment Activities</b>		
<b>Disposal of Fixed Assets</b>		
Push Bicycle	-	250
Furniture & Office Equipment		5,620
<b>Purchase of Fixed Assets</b>		
Mechinary	-	-
Improvement to the Vehicles	(185,250.00)	
Furniture & Office Equipment	(12,200.00)	(288,971)
<b>Net Cash Flow from Investment Activities</b>	<b>(197,450.00)</b>	<b>(283,101)</b>
<b>Cash Flow from Financial Activities</b>		
Treasury Contribution -Capital	197,450.00	288,971
<b>Net Cash Flow from Financial Activities</b>	<b>197,450.00</b>	<b>5,870</b>
<b>Net Increase / Decrease in Cash</b>	<b>301,155.39</b>	<b>-</b>
Cash at 1.1.2002	(22,871.00)	(22,871)
<b>Cash at 31.12.2002</b>	<b>278,284.39</b>	<b>(22,871)</b>

<b>4 Pre-Payments</b>	
Printing of Glossaries	666,000.00
Official Languages Dept	564,671.55
	1,230,671.55
<b>5 Accumulated Fund</b>	
Accumulated Fund as at 1.1.2002	<b>3,306,384.44</b>
<b>Add</b>	
Fund received from the Treasury for Capital Expenditure for the year 2002.	197,450.00
Excess of Income over Expenditure for the year 2002	598,219.96
	4,102,054.40
Less	
Income & Expenditure Adjustment Account	637,375.50
	<b>3,464,678.90</b>
<b>6 Current Liabilities</b>	
1 Over Settlement of the Imprest balance to the ministry by the end of the year 2000..	1,386.00
2 Deposits	56,438.32
	57,824.32
<b>7 Accrued Expenses</b>	
Electricity	18,613.48
Communication	8,718.06
Over Time	2,584.36
Holiday Pay	549.75
Implementation of Official languages Policy-lecture Fees	94,325.00
	124,790.65

<b>8 Personal Emoluments</b>	
Salaries & Wages	1,580,612.06
Pentionary Contribution	281,043.39

Over Time	16,279.33
Holiday Pay	4,357.51
Other Allowances	149,641.09
	<u>2,031,933.38</u>
<b>9 Travelling</b>	
Travelling - Local	28,980.50
- Foreign	-
	<u>28,980.50</u>
<b>10 Supply &amp; Other Requisites</b>	
Stationary & other	91,498.85
Newspapers Periodicals	32,078.40
Fuel & Lubricant	193,452.25
Uniforms	3,977.50
Other Supplies	20,814.25
	<u>341,821.25</u>
<b>11 Repairs &amp; Maintenance of Assets</b>	
Plant & Machinery	80,105.78
Vehicle Maintenance	207,483.20
	<u>287,588.98</u>
<b>12 Utility &amp; other Services</b>	
Communication	96,692.00
Postal Charges	18,453.50
Electricity & water	184,534.88
Janitorial Services	67,500.00
	<u>367,180.38</u>
<b>13 Implementation of Official Languages Policy</b>	
Research & Survey	67,767.44
Lecture Fees	712,845.00
Hiring halls & Equipment	1,000.00
Field Visits	80,158.30
Work shops & seminars	21,734.50
Official Languages Department-Tiiligual Dictionary	819,328.45
Meals	58,949.75
	<u>1,761,783.44</u>
<b>14 Other Recurrent Expenditure</b>	
Advertising	257,180.66
Staff Training	3,200.00
Board Meeting Expenses	166,800.00
Other	143,639.50
	<u>570,820.16</u>

**Schedule 01**

**Purchasing of Capital Assets**

<b>Month</b>	<b>Particulars</b>	<b>Amount</b>
2002.September	Telephone (Erikson)	12,200.00
2002.November	Repairing of Van	185,250.00
		<hr/>
		<b><u>197,450.00</u></b>

**Profit & Loss Adjustment Account - 2002**

Building and Structure	Dr	708195.00
		-
Provision for Depreciation	Cr	70,819.50

637375.50

OFFICIAL LANGUAGES COMMISSION

MONTH	2811	2814	2817	2815	2816	2831	2841	2843	2844	2849
	Salaries & Wages	Pensionery Contribution	Other Allowances	OverTime	Holiday Pay	Travelling Local	Stationery	Uniforms	Newspapers	Others
JANUARY	107,944.33	-	6,000.00	2,432.56	1,099.50	900.00	262.50	-	22,006.65	-
FEBRUARY	83,483.20	-	20,109.50	1,351.34	-	630.00	-	2,477.50	7,943.00	-
MARCH	108,052.32	-	5,500.00	3,442.00	638.65	825.00	4,252.85	1,500.00	-	-
APRIL	100,915.80	-	5,500.00	125.77	656.66	1,005.00	-	-	-	-
MAY	101,246.33	-	20,025.00	2,455.30	-	2,040.00	-	-	88.75	246.00
JUNE	94,593.33	-	18,000.00	-	-	1,590.00	3,800.00	-	-	-
JULY	93,352.80	-	4,500.00	-	-	1,080.00	515.00	-	-	272.25
AUGUST	95,908.58	22,976.59	26,760.34	1,662.60	-	3,840.00	8,731.00	-	-	1,701.75
SEPTEMBER	113,472.33	1,188.75	11,168.75	-	-	5,864.00	59,530.50	-	-	5,195.75
OCTOBER	248,492.29	6,225.00	24,227.50	2,938.64	-	2,830.00	2,325.00	-	-	5,904.00
NOVEMBER	199,433.01	192,252.93	7,850.00	236.52	-	3,181.50	8,408.00	-	-	2,654.50
DECEMBER	238,717.74	58,400.12	-	1,172.47	1,412.95	5,195.00	3,674.00	-	-	4,840.00
	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,585,612.06</b>	<b>281,043.39</b>	<b>149,641.09</b>	<b>15,817.20</b>	<b>3,807.76</b>	<b>28,980.50</b>	<b>91,498.85</b>	<b>3,977.50</b>	<b>30,038.40</b>	<b>20,814.25</b>

OFFICIAL LANGUAGES COMMISSION

MONTH	2851	2853	2854	2862	2864	2866	2883	2884	2886	2888
	Fuel	Vehicle	Tyres	Repairs	Repairs	Repairs	Telephone	Electricity	Janitorial	Postal Charges
	Hiring Charges			Main:O.E	Main:Computer	Main:MV				
JANUARY	13,930.00	450.00	-	-	24,665.78	1,810.00	4,135.86	-	-	499.00
FEBRUARY	5,509.00	-	23,130.00	-	-	14,110.00	1,750.00	-	5,625.00	-
MARCH	26,428.00	-	-	-	-	12,875.38	10,476.72	13,479.30	5,625.00	648.50
APRIL	14,783.00	-	-	-	-	50,899.00	2,389.79	22,753.34	5,625.00	200.00
MAY	16,624.00	-	-	20,700.00	-	18,407.42	12,467.66	-	5,625.00	868.50
JUNE	17,607.00	-	-	-	-	20,750.00	5,019.63	33,965.26	5,625.00	-
JULY	16,828.50	-	-	7,440.00	-	6,638.00	5,028.94	-	5,625.00	1,016.50
AUGUST	13,275.00	10,875.00	-	-	15,000.00	7,913.54	12,831.48	-	5,625.00	537.00
SEPTEMBER	25,708.50	-	21,470.00	-	-	3,397.36	5,700.00	39,442.70	5,625.00	3,812.00
OCTOBER	13,763.00	8,085.00	-	-	-	10,020.00	13,421.76	20,886.52	5,625.00	3,435.00
NOVEMBER	11,750.00	-	-	-	-	17,872.50	1,824.48	19,467.00	5,625.00	3,961.00
DECEMBER	17,246.25	350.00	-	-	12,300.00	-	17,063.48	15,927.28	11,250.00	3,476.00
			-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>193,452.25</b>	<b>19,760.00</b>	<b>44,600.00</b>	<b>28,140.00</b>	<b>51,965.78</b>	<b>164,693.20</b>	<b>92,109.80</b>	<b>165,921.40</b>	<b>67,500.00</b>	<b>18,453.50</b>

OFFICIAL LANGUAGES COMMISSION

MONTH	3020	3031	3032	3033	3034	3050	3070	3301	3302	3304
	Implementations	Implementations	Hiring of halls	Field Visits	Meals	Work shops &	Printing of Books	Holiday	Advertising	Staff
	Research	Lecture	& Equipment			seminars	Others	Warrants		Training
JANUARY	30,000.00	-	-	3,000.00	-	-	-	-	-	
FEBRUARY	6,600.00	-	-	-	-	-	-	-	-	
MARCH	7,200.00	-	-	9,000.00	-	-	337,500.00	126.00	-	
APRIL	10,800.00	-	-	-	-	-	-	-	-	
MAY		-	-	11,250.00	270.25	-	-	-	-	
JUNE	1,837.22	-	-	3,000.00	-	-	-	-	-	3,200.00
JULY		-	-	-	554.50	-	-	579.25	2,462.66	
AUGUST	5,242.22	56,500.00	-	9,000.00	-	-	200,000.00	845.00	-	
SEPTEMBER		-	-	10,500.00	-	-	-	-	240,858.00	
OCTOBER	-	1,000.00	1,000.00	15,000.00	41,125.00	11,700.00	-	-		
NOVEMBER	-	211,620.00	-	18,358.30	17,000.00	134.50	846,500.00	420.00		
DECEMBER	6,088.00	349,400.00	-	1,050.00	-	9,900.00	666,000.00	-	13,860.00	
		-	-	-	-	-	-	-		
<b>TOTAL</b>	<b>67,767.44</b>	<b>618,520.00</b>	<b>1,000.00</b>	<b>80,158.30</b>	<b>58,949.75</b>	<b>21,734.50</b>	<b>2,050,000.00</b>	<b>1,970.25</b>	<b>257,180.66</b>	<b>3,200.00</b>

OFFICIAL LANGUAGES COMMISSION

MONTH	3305	3309	2510	2202	2206	2331	2332	2334	2342	2350	
	Board Meeting	Other	Current	Office Equip:	Motor Vehicle	Distress	Festival Ad	Special Ad	Advance	Deposits &	Total
	Expences		Liabilities			Loan			Other	Receivables	
JANUARY	-	5,487.79		-		12,881.00	-	5,000.00	7,500.00	-	250,004.97
FEBRUARY		-		-		--	-	-	14,000.00	-	186,718.54
MARCH		-		-		--	12,000.00	-	1,910.00	811.12	562,290.84
APRIL		-		-		--	2,000.00	-	-	-	217,653.36
MAY	-	18,416.00		-		-	-	-	3,900.00	-	234,630.21
JUNE		-		-		--	-	-	974.00	960.00	210,921.44
JULY	3,000.00	-		-		-	-	-	3,000.00	-	151,893.40
AUGUST		-		-		--	-	-	-	-	499,225.10
SEPTEMBER	12,000.00	-		12,200.00		-	-	-	13,900.00	-	591,033.64
OCTOBER	35,000.00	33,642.00		-		-	-	-	34,150.00	1,845.50	542,641.21
NOVEMBER	51,800.00	-		-	89,980.00	-	-	-	48,000.00	2,000.00	1,760,329.24
DECEMBER	65,000.00	91,581.50	21,885.00	-	95,270.00	-	-	-	68,500.00	-	1,779,559.79
		-		-		--	-	-	-	-	-
<b>TOTAL</b>	<b>166,800.00</b>	<b>149,127.29</b>	<b>21,885.00</b>	<b>12,200.00</b>	<b>185,250.00</b>	<b>12,881.00</b>	<b>14,000.00</b>	<b>5,000.00</b>	<b>195,834.00</b>	<b>5,616.62</b>	<b>6,986,901.74</b>



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கணக்காளர் தலைமை அலுவல்தி திணைக்களம்.

AUDITOR-GENERAL'S DEPARTMENT



මගේ අංකය  
எனது இல. }  
My No. } /2002

REF/OLC

ඔබේ අංකය  
உமது இல. }  
Your No. }

දිනය  
திகதி }  
Date }

28 March 2003

The Chairman,  
Official Languages Commission.

Report of the Auditor General on the Accounts of the  
Official Languages Commission for the year ended 31  
December 2002 in terms of Section 14(2)(c) of the  
Finance Act, No. 38 of 1971

The audit of accounts of the Official Languages Commission for the year ended 31 December 2002 was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 13(1) of the Finance Act, No.38 of 1971 and Section 17(3) of the Official Languages Commission Act, No.18 of 1971. My observations which I consider should be published with the annual report of the Commission in terms of Section 14(2)(c) of the Finance Act appear in this report. This report should also be considered as the detailed report to be issued in terms of Section 13(7)(a) of the Finance Act.

1.2. Scope of Audit

Audit opinion, comments and findings in this report are based on a review of the financial statements presented to audit and substantive tests of samples of transactions. The scope and the extent of such review and tests were such as to enable as wide an audit coverage as possible within the limitations of staff, other resources and time available to me. The audit was carried out in accordance with Sri Lanka Auditing Standards, methods and practices to obtain reasonable assurance as to whether the financial statements are free of material misstatements. The audit included examination of evidence supporting the amounts and disclosures in financial statements and assessment of accounting principles and significant estimates and judgements made in the preparation of financial statements evaluation of their overall presentation and determining whether accounting policies adopted were appropriate, consistently applied and adequately disclosed. Sub sections (3) and (4) of Section 13 of the Finance Act No.38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

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කොළඹ 07, ශ්‍රී ලංකාව

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### 1.3. Establishment of the Commission

The Commission was established under the provision of the Official Languages Commission Act, No.18 of 1991 and by the Notification published in the Gazette Extraordinary No.673/13 dated 02 August 1991 the Commission was brought under the purview of the Minister of Public Administration, Provincial Councils and Home Affairs with effect from that date.

The Commission Functioned under the Ministry of Justice, Legal Reforms and National Integration during the year under review.

## 2. Accounts

### 2.1. Audit Opinion

Except for the effects of the adjustments arising from the matters referred to in paragraph 2.3 of this report, I am of opinion that the financial statements have been satisfactorily prepared to present fairly in all material respects, the financial position of the Commission as at 31 December 2002 and the results of its operation and the cash flow for the year then ended in accordance with Sri Lanka Accounting Standards.

### 2.2. Financial Results

According to the accounts presented, the excess of income over expenditure of the Commission for the year ended 31 December 2002 amounted to Rs.598,220 as against the excess of expenditure over income of Rs.752,296 for the preceding year.

### 2.3. Comments on Accounts

A sum of Rs.1,230,672 paid to the Department of Official Languages to defray the expenditure on the printing of the Glossaries and other related expenditure had been shown as a prepayment under the current assets.

2:1:2 Non-compliance with Laws, Rules, Regulations and  
Management Decisions

The following instances of non-compliance were observed in 1981.

Reference to Laws, Rules, Regulations and Management Decisions	Particulars of non-compliance
(a) Official Languages Commission Act, No. 18 of 1961  Section 14(2)(b)	The salaries of officers of the Commission should be determined in consultation with Director General of Establishments and the Treasury. However, the salary of one of its officers who had not been recruited according to a scheme of recruitment had been determined without such consultation. He had been paid a maximum salary of Rs. 6,000 per month during the year under review.
(b) Finance Act, No 98 of 1971 Section 14(1)	A draft annual report on the workings, discharge and performance of the Commission's powers, functions and duties during the year and of its policy and programme had not been prepared from the inception of the Commission.
(c) Treasury Circular No 842 of 13 December 1976	A Register of Fixed Assets in terms of the circular had not been maintained by the Commission.
(d) Financial Regulation 758	Verification of stores in respect of the year under review had not been carried out.

### 2.3.3. Payments in the Financial Control

#### Payments without Proper Authority

The Chairman, the Secretary and the Assistant Secretary of the Commission had been paid a daily allowance of Rs 1,000 each for attending to duties outside Cuttack. These payments are contrary to provisions in Section 4 of Chapter XIV of the Establishment Code. According to an audit trail carried out, such payments made during the year under review amounted to Rs 32,425.

#### 2.3.4. Lack of Evidence for Audit

A sum of Rs.58,500 had been paid to the Trainers who conducted course in Tamil language at the Police In-service Training Centre, One Program during the period 30 June 2002 to 30 June 2003. However, the particulars regarding the participants had not been furnished with the paid documents.

### 2.3.5. Sale of Newspapers (Glossaries)

The following observations are made on the stock of Glossaries printed by the Commission for sale, the value of which as at 31 December 2004 amounted to Rs 217,905.

- (a) Sales of the Glossaries printed during the years 2001 and 2002 are as follows.

Year	Medium of publication	Number of Copies Sold	Unit Price
			Rs
2001	Sinhala	21	51
	Tamil	38	83
	Tamil Special	91	115
2002	Sinhala	181	51
	Tamil	94	67
	Tamil Special	-	-

Although the books had been printed for sale, the sales had been at a very low level.

- (b) The Commission had not conducted a publicity programme for the sale of books published with public funds. The possibility of deterioration of the books due to long storage cannot be ruled out as such.