



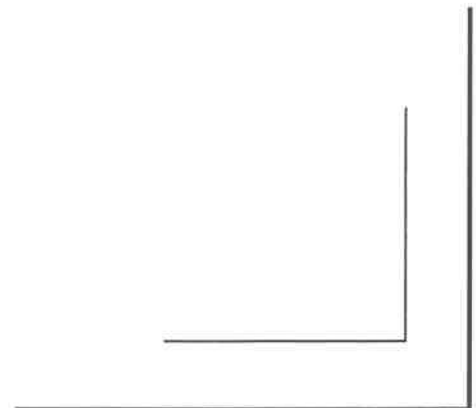
Grant Thornton

Neuhaus

**INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated
Under Section 21)
REGISTRATION NUMBER 21/2000/468**

ANNUAL FINANCIAL STATEMENTS

28 FEBRUARY 2018



**INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)**

ANNUAL FINANCIAL STATEMENTS

28 FEBRUARY 2018

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INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

GENERAL INFORMATION

28 FEBRUARY 2018

COUNTRY OF INCORPORATION	Namibia
COMPANY REGISTRATION NUMBER	21/2000/468
BOARD OF DIRECTORS	M M C Koep D Motinga G Hopwood N H Nghipondoka Robiati J Ellis
REGISTERED ADDRESS	12 th Floor, Sanlam Centre 145-157 Independence Avenue P O Box 2558 Windhoek 10005 Namibia
BUSINESS AND POSTAL ADDRESS	70-72 Dr Frans Indongo Street P O Box 6566 Ausspannplatz 10017 Namibia
BANKERS	Standard Bank Namibia Limited
AUDITOR	Grant Thornton Neuhaus

STATEMENT OF RESPONSIBILITIES AND APPROVAL

28 FEBRUARY 2018

The Board of Directors is required by the Companies Act of Namibia to maintain adequate accounting records and is responsible for the content and integrity of the financial statements and related financial information included in this report. It is the responsibility of the Board of Directors to ensure that the financial statements fairly present the state of affairs of the association as at 28 February 2018 and the results of its operations and cash flows for the year then ended, in conformity with IFRS for SMEs. The external auditors are engaged to express an independent opinion on the financial statements.

The financial statements are prepared in accordance with IFRS for SMEs and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

The Board of Directors acknowledges that it is ultimately responsible for the system of internal financial control established by the association and place considerable importance on maintaining a strong control environment. To enable the Board of Directors to meet these responsibilities, it sets standards for internal control aimed at reducing the risk of error or loss in a cost-effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the association and all employees are required to maintain the highest ethical standards in ensuring the association's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the association is on identifying, assessing, managing and monitoring all known forms of risk across the association. While operating risk cannot be fully eliminated, the association endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The Board of Directors is of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss.

The Board of Directors has reviewed the association's cash-flow forecast for the year to 28 February 2019 and, in the light of this review and the current financial position, the board is satisfied that the association has or had access to adequate resources to continue in operational existence for the foreseeable future.

The external auditors are responsible for independently reviewing and reporting on the association's financial statements. The financial statements have been examined by the association's external auditors and their report is presented on pages 4 to 5.

The financial statements, set out on pages 6 to 16, which have been prepared on the going-concern basis, were approved by the Board of Directors on 30 August 2019 and are signed on its behalf by:

DIRECTOR

DIRECTOR

WINDHOEK

INDEPENDENT AUDITOR'S REPORT
TO THE BOARD OF DIRECTORS OF THE
INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

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Opinion

We have audited the financial statements of the Institute for Public Policy Research (Non-Profit Association Incorporated Under Section 21), set out on pages 7 to 16, which comprise the statement of financial position as at 28 February 2018, and the statements of profit or loss and cash flows for the year then ended, and the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the association as at 28 February 2018, and its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards for Small and Medium-sized Entities (IFRS for SMEs) and the requirements of the Companies Act of Namibia.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (ISA). Our responsibilities under these standards are further described in the "Auditor's responsibilities for the audit of the financial statements" section of our report. We are independent of the company in accordance with sections 290 and 291 of the International Ethics Standards Board for Accountants *Code of Ethics for Professional Accountants (Revised July 2016)*, parts 1 and 3 of the International Ethics Standards Board for Accountants *International Code of Ethics for Professional Accountants (including International Independence Standards) (Revised July 2018)* and other independence requirements applicable to performing audits of financial statements in Namibia. We have fulfilled our other ethical responsibilities in accordance with the ethical requirements applicable to performing audits in Namibia. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other information

The Board of Directors is responsible for the other information, which comprises the "Report of the Board of Directors" as set out on page 6.

Our opinion on the financial statements does not cover the other information and we do not express an audit opinion or any form of assurance or conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information that we obtained prior to the date of this auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Board of Directors for the financial statements

The Board of Directors is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards for Small and Medium-sized Entities and the requirements of the Companies Act of Namibia, and for such internal control as the Board of Directors determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board of Directors is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to the going concern and using the going-concern basis of accounting unless the Board of Directors either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

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INDEPENDENT AUDITOR'S REPORT (Contd)

28 FEBRUARY 2018

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with International Standards on Auditing will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with International Standards on Auditing, we exercise professional judgement and maintain professional scepticism throughout the audit. We also -

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- Conclude on the appropriateness of the use of the going-concern basis of accounting by the Board of Directors and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the association or business activities of the association to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the audit. We remain solely responsible for our audit opinion.

We communicate with the Board of Directors regarding, amongst other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the Board of Directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with the board all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Supplementary information

The supplementary schedule, set out on page 17, does not form part of the financial statements and is presented as additional information. We have not audited this schedule and accordingly, we do not express an opinion thereon.

GRANT THORNTON NEUHAUS

Registered Accountants and Auditors

Chartered Accountants (Namibia)

Per: T Newton (Partner)

Windhoek

30 August 2019

**INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)**

REPORT OF THE BOARD OF DIRECTORS

28 FEBRUARY 2018

The Board of Directors herewith present its annual report, which forms part of the audited financial statements of the association for the year ended 28 February 2018.

GENERAL

The company is a not-for-profit organisation with a mission to deliver independent, analytical, critical yet constructive research on social, political and economic issues, which affect development in Namibia. The IPPR has been established in the belief that development is best promoted through free and critical debate informed by quality research.

The company is independent of Government, political parties, business, trade unions and other interest groups and is governed by a board of directors from different areas of Namibian society. The company is mainly grant funded, but also undertakes paid research on public policy issues provided independent conclusions can be reached and made available to the public.

The work of the IPPR is divided into three core **programmes** so that issues can be examined on an ongoing basis:

- Democracy and Governance Research Programme
- Public Opinion Programme
- Public Policy Analysis Programme

STATE OF AFFAIRS AND RESULTS

All matters material to the appreciation of the state of the association's affairs and results are disclosed in the financial statements and do not require further comment or explanation.

The results are attributable to the main activity of the association.

BOARD OF DIRECTORS

The Board of Directors at the end of the financial year and at the date of this report is as stated under General Information on page 2.

EVENTS SUBSEQUENT TO THE YEAR-END

The Board of Directors is not aware of any matter or circumstance arising since the end of the financial year, not otherwise dealt with in the financial statements, which significantly affects the financial position of the association or the results of its operations.

WINDHOEK
30 August 2019

INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

STATEMENT OF FINANCIAL POSITION

AS AT 28 FEBRUARY 2018

	Notes	2018 N\$	2017 N\$
ASSETS			
Non-current assets			
Plant and equipment	2	30 481	17 901
Current assets		1 726 477	2 842 558
Trade and other receivables	3	94 568	81 322
Cash and cash equivalents	4	1 631 909	2 761 236
TOTAL ASSETS		<u>1 756 958</u>	<u>2 860 459</u>
FUNDS AND LIABILITIES			
Accumulated funds		1 640 391	2 785 977
Balance at 1 March		2 785 977	920 074
(Deficit)/Surplus for the year		(1 145 586)	1 865 903
Current liabilities			
Trade and other payables	5	116 567	74 482
TOTAL EQUITY AND LIABILITIES		<u>1 756 958</u>	<u>2 860 459</u>

INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

STATEMENT OF PROFIT OR LOSS

FOR THE YEAR ENDED 28 FEBRUARY 2018

	Notes	2018 N\$	2017 N\$
INCOME		2 827 283	4 559 904
Funding received	8	2 780 049	4 498 274
Book sales		22 744	-
Consulting income		3 000	-
Research coordination		16 000	-
Sundry income		5 490	61 630
EXPENDITURE		(3 972 869)	(2 694 001)
Administrative and project expenses:			
- Core account	9.1	500 236	554 003
- Finland	9.2	169 660	1 165 221
- Governance	9.3	1 791 893	403 931
- Project One	9.4	1 449 567	546 829
- European Union	9.5	61 513	24 017
(DEFICIT)/SURPLUS for the year		(1 145 586)	1 865 903
OPENING ACCUMULATED FUNDS		2 785 977	920 074
CLOSING ACCUMULATED FUNDS		1 640 391	2 785 977

INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 28 FEBRUARY 2018

	Note	2018 N\$	2017 N\$
Operating activities			
Cash receipts from donors and others		2 814 037	4 568 098
Cash paid to suppliers and employees		(3 923 345)	(2 673 103)
Cash (utilised by)/generated from operations	A	(1 109 308)	1 894 995
Investing activities			
Plant and equipment acquired		(20 019)	(18 843)
Net movement in cash and cash equivalents		<u>(1 129 327)</u>	<u>1 876 152</u>
Change in cash and cash equivalents			
Balance at beginning of the year		2 761 236	885 084
Net movement		(1 129 327)	1 876 152
Balance at end of the year		<u>1 631 909</u>	<u>2 761 236</u>
The balance comprises:			
Cash at bank		1 631 550	2 761 236
Petty cash		359	-
		<u>1 631 909</u>	<u>2 761 236</u>

NOTE A

Reconciliation of (deficit)/surplus for the year to cash (utilised by)/generated from operations

(Deficit)/Surplus for the year		(1 145 586)	1 865 903
Adjusted for:			
• Depreciation		7 439	942
Operating (deficit)/surplus before working capital changes		(1 138 147)	1 866 845
Working capital changes:			
• (Increase)/Decrease in receivables		(13 246)	8 194
• Increase in payables		42 085	19 956
Cash (utilised by)/generated from operations		<u>(1 109 308)</u>	<u>1 894 995</u>

NOTES TO THE FINANCIAL STATEMENTS

28 FEBRUARY 2018

1. BASIS OF PREPARATION AND ACCOUNTING POLICIES

The financial statements of the association for the year ended 28 February 2018 have been prepared in accordance with International Financial Reporting Standards for Small and Medium-sized Entities (IFRS for SMEs) issued by the International Accounting Standards Board (IASB) and in the manner required by the Companies Act of Namibia. These financial statements are presented in Namibia Dollar.

The principal accounting policies that have been used in the preparation of these financial statements are summarised below.

1.1 **Significant accounting judgements, estimates and assumptions**

When preparing the financial statements, management makes a number of judgments, estimates and assumptions about recognition and measurement of assets, liabilities, income and expenses. The actual outcomes may differ.

The estimates considered most significant are discussed below.

- Provision for impairment of trade receivables

This provision is calculated by identifying specific debtors to be impaired and by providing for certain customers exceeding a specific age, due to disputes with the customers or due to the inability of customers to pay.

- Provision for trade payables - Provision for credit requests not allowed.

This provision is calculated by identifying specific requests for credit which might not be granted by the suppliers.

Sources of estimation uncertainty:

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the year-end date that management has assessed as having a significant risk of causing material adjustment to the carrying amounts of the assets and liabilities within the next financial year.

1.2 **Plant and equipment**

Items of plant and equipment are measured at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. The following annual rates are used for the depreciation of plant and equipment:

- Computer equipment 5 years
- Furniture and fittings 5 years

If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of an asset, the depreciation of that asset is revised prospectively to reflect the new expectations.

NOTES TO THE FINANCIAL STATEMENTS (Contd)

28 FEBRUARY 2018

1.3 Revenue

Revenue comprises funding, sales, rent received and donations received and excludes investment income and other non-operating income and value-added tax.

1.4 Operating leases

Leases of assets under which all the risks and benefits of ownership are effectively retained by the lessor are classified as operating leases. Lease payments under an operating lease are recognised in the statement of profit or loss over the lease term on a basis representative of the pattern of use.

1.5 Rentals payable

Rentals payable under operating leases are charged to profit or loss on a straight-line basis over the term of the relevant lease. Inflationary adjustments are not straight-lined.

1.6 Financial instruments

Financial assets

- Trade and other receivables and cash and cash equivalents

These financial assets are recognised initially at the transaction price. Subsequently, they are measured at amortised cost using the effective interest method, less provision for impairment. Sales are made on normal credit terms and trade receivables do not bear interest.

Where there is objective evidence that the carrying amounts of receivables are not recoverable, an impairment loss is recognised in profit or loss.

Financial liabilities

- Trade and other payables

These financial liabilities are recognised initially at the transaction price. After initial recognition, they are measured at amortised cost using the effective interest method. Trade payables are on normal credit terms and do not bear interest.

1.7 Value-added tax

Revenues, expenses and assets are recognised net of the amount of value-added tax except:

- where the value-added tax incurred on a purchase of assets or services is not recoverable from the taxation authority, in which case the value-added tax is recognised as part of the cost of acquisition of the asset or as part of the expense item as applicable; and
- receivables and payables that are stated with the amount of value-added tax included.

The net amount of value-added tax recoverable from, or payable to, the taxation authority is included as part of receivables or payables in the statement of financial position.

NOTES TO THE FINANCIAL STATEMENTS (Contd)

28 FEBRUARY 2018

			2018	2017	
			N\$	N\$	
2.	PLANT AND EQUIPMENT	Computer equipment N\$	Furniture and fittings N\$	Office equipment N\$	Total N\$
	Carrying amount at 28 February 2017	13 962	3 939	-	17 901
	At cost	14 697	4 146	-	18 843
	Accumulated depreciation	(735)	(207)	-	(942)
	Additions	-	14 450	5 569	20 019
	Depreciation	(2 939)	(3 479)	(1 021)	(7 439)
	Carrying amount at 28 February 2018	11 023	14 910	4 548	30 481
	At cost	14 697	18 596	5 569	38 862
	Accumulated depreciation	(3 674)	(3 686)	(1 021)	(8 381)
	Carrying amount at 29 February 2016	-	-	-	-
	At cost	-	-	-	-
	Accumulated depreciation	-	-	-	-
	Additions	14 697	4 146	-	18 843
	Depreciation	(735)	(207)	-	(942)
	Carrying amount at 28 February 2017	13 962	3 939	-	17 901
	At cost	14 697	4 146	-	18 843
	Accumulated depreciation	(735)	(207)	-	(942)
3.	TRADE AND OTHER RECEIVABLES				
	Sundry debtors			36 398	36 527
	VAT control account			58 170	44 795
	Total receivables			94 568	81 322
4.	CASH AND CASH EQUIVALENTS				
	Cash and cash equivalents include the following components:				
	Cash at bank				
	• Core account			14 484	116 774
	• Governance account			1 031 686	1 925 934
	• Finland account			442 007	495 686
	• Project One account			136 575	179 531
	• European Union			6 798	43 311
	Petty cash				
	• Governance account			785	-
	• Core account overdrawn			(426)	-
	Total			1 631 909	2 761 236

INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

NOTES TO THE FINANCIAL STATEMENTS (Contd)

28 FEBRUARY 2018

	2018	2017
	N\$	N\$
5. TRADE AND OTHER PAYABLES		
Trade creditors	116 567	74 482
6. FINANCIAL ASSETS AND LIABILITIES		
Financial assets measured at cost less impairment		
Trade and other receivables	94 568	81 322
Cash and cash equivalents	1 631 909	2 761 236
Total financial assets	1 726 477	2 842 558
Financial liabilities measured at amortised cost		
Trade and other payables	116 567	74 482
7. EXECUTIVE DIRECTOR'S REMUNERATION		
For services rendered		
G Hopwood	620 000	636 000
8. FUNDING RECEIVED		
African Policy Circle	-	7 803
Afrobarometer	113 347	-
Australian High Commission - Access to Information Project	-	296 770
Core Fund Overhead Income	304 532	276 701
Engine room: oil and gas research	-	28 495
Finland donor funding - Democracy Report	-	2 628 553
German Embassy Housing Project	612 000	-
Hanns Seidel Foundation - various	392 283	374 505
HSF Institutional Support	405 600	25 000
IJG Business Climate Monitor	-	60 000
International Budget Partnership - Open Budget Index	23 800	69 759
OSISA - Anti Corruption	345 742	561 926
OSISA - Namibia's Wealth	538 680	-
RMB Namibia funding - Guide to economy	-	120 000
World Economic Forum - Global Competitiveness Survey	44 065	48 762
Total funding received	2 780 049	4 498 274

INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

NOTES TO THE FINANCIAL STATEMENTS (Contd)

28 FEBRUARY 2018

	2018	2017
	N\$	N\$
9. ADMINISTRATIVE AND PROJECT EXPENSES		
9.1 Core account		
Accounting fees	550	28 875
Advertising and promotions	1 191	760
Audit fees	42 597	22 600
Bank charges	16 354	10 886
Consulting fees	-	35 000
Courier and postage	250	5 549
Depreciation	7 439	942
Donation	-	1 080
Guide to Namibia Economy	-	1 500
Insurance	10 296	8 663
IT expenses	6 195	21 392
Non-project activities	15 358	-
Office expenses	5 467	372
Printing and stationery	1 543	6 193
Publications and dissemination	3 435	-
Rent paid	120 469	107 289
Repairs and maintenance	350	-
Salaries and wages - IPPR	237 538	274 861
Staff refreshments	3 544	4 269
Subscriptions	4 453	3 840
Telephone and fax	19 934	18 242
Travelling and accommodation	3 273	1 690
Core account expenses	500 236	554 003
9.2 Finland		
4 Business briefing authors	20 000	-
5 Business briefing authors	50 000	-
Bank charges	-	-
Contingencies	3 459	20 175
Courier and postage	1 705	3 000
Design, Monitoring and Printing	48 796	297 688
Guide to Economy	-	271 089
IPPR overheads	-	79 100
Launches and presentations	24 200	35 669
Research and coordination - Coordinator	-	192 000
Research and coordination - Junior researcher	8 500	110 500
Research and coordination - Lead researcher	13 000	156 000
Total project expenses	169 660	1 165 221

INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

NOTES TO THE FINANCIAL STATEMENTS (Contd)

28 FEBRUARY 2018

	2018	2017
	N\$	N\$
9. ADMINISTRATIVE AND PROJECT EXPENSES (contd)		
9.3 Governance		
African Policy Circle Expense	5 490	-
Access To Information -Project Coordinat	90 000	33 000
Access To Information - Research	90 000	-
Access To Information - Layout	14 893	-
Access To Information - Printing	35 288	-
Access To Information - Video	8 500	-
Access to Information - Event Launch	13 046	-
Access To Information - CORE Overheads	27 000	-
OSISA - Anti Corruption Project	-	324 712
OSISA Anticorruption - Policy Dialogues	18 516	-
OSISA Anticorruption Briefing Papers	57 432	-
OSISA Anticorruption - Researchers	18 836	-
OSISA Anticorruption - Lead Researcher	57 616	-
OSISA Anticorruption - Specialists Authors	28 254	-
OSISA Anticorruption - Project Coordination	140 225	-
OSISA Anticorruption - Administrator	22 160	-
OSISA Anticorruption - Project Overheads	53 323	-
OSISA AntiCorruption - Office Supplies	15 334	-
OSISA Anticorruption - Computer Expenses	1 380	-
Engine room: oil and gas research	-	28 495
OSISA Namibia's Wealth - Project Coordination	157 599	-
OSISA Namibia's Wealth - Website	45 144	-
OSISA Namibia's Wealth - Research	103 046	-
OSISA Namibia's Wealth - Admin Support	42 431	-
OSISA Namibia's Wealth - Office Supplies	215	-
OSISA Namibia's Wealth - IPPR Overheads	28 287	-
FINLAND Democracy Report Parliamentary Perspective - Layout	16 761	-
FINLAND Democracy Report Parliamentary Perspective - Printing	10 845	-
FINLAND Democracy Report Briefing Papers - Layout	19 205	-
FINLAND Democracy Report Briefing Papers - Printing	25 214	-
FINLAND Democracy Report Briefing Papers - Launch Event	6 014	-
FINLAND Democracy Report - IPPR Overheads	82 500	-
FINLAND Democracy Report - Project Coordination	180 000	-
FINLAND Democracy Report - Lead Project Researcher	165 000	-
FINLAND Democracy Report - Junior Project Researcher	110 000	-
FINLAND Democracy Report - Explainer Video	7 000	-
OBI - Research expenses	93 559	-
Sundry expenses	1 781	17 724
Total project expenses	1 791 893	403 931

INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

NOTES TO THE FINANCIAL STATEMENTS (Contd)

28 FEBRUARY 2018

	2018	2017
	N\$	N\$
9. ADMINISTRATIVE AND PROJECT EXPENSES (contd)		
9.4 Project One		
Afrobarometre - Monitoring	3 225	-
Hanns Seidel Foundation - Anti Corruption	-	184 096
Hanns Seidel Foundation - Design	30 130	-
Hanns Seidel Foundation - Economy Watch	26 000	93 284
Hanns Seidel Foundation - Institutional support	405 600	25 000
Hanns Seidel Foundation - IPPR Overheads	-	39 000
Hanns Seidel Foundation - Miscellaneous	-	11 211
Hanns Seidel Foundation - Printing	86 049	-
Hanns Seidel Foundation - Public events	49 104	-
Hanns Seidel Foundation - Research fees	201 000	-
Hanns Seidel Foundation - Website	-	48 000
Housing Project - Accommodation	12 200	-
Housing Project - Administration fees	47 500	-
Housing Project - Field staff remuneration	92 000	-
Housing Project - Layout and design	25 520	-
Housing Project - Printing	52 388	-
Housing Project - Research fees	95 000	-
Housing Project - Senior researcher and coordinator	237 500	-
Housing Project - Stationery and consumables	2 411	-
Housing Project - Travel and Per Diem	18 900	-
IJG Business Climate Monitor	19 350	87 924
World Economic Forum (WEF)	44 065	52 342
Other expenses	1 625	5 972
Total project expenses	1 449 567	546 829
9.5 European Union		
Accounting fees	-	4 489
Audit fees	59 915	-
Project coordinator	-	6 957
Researcher	-	11 020
Telephone and fax	1 598	1 551
Total project expenses	61 513	24 017

10. TAXATION

The association is by virtue of its incorporation, exempt from the payment of taxation and, accordingly, no provision for taxation has been made.

INSTITUTE FOR PUBLIC POLICY RESEARCH
(Non-Profit Association Incorporated Under Section 21)

ADDITIONAL INFORMATION

28 FEBRUARY 2018

	Core account N\$	Finland N\$	Project One N\$	Governance N\$	European Union N\$	Freedom House N\$	Capital Reserve Fund N\$	Total N\$
Income	330 276	16 000	1 567 295	913 712	-	-	-	2 827 283
Afrobarametre	-	-	113 347	-	-	-	-	113 347
Book sales	22 744	-	-	-	-	-	-	22 744
Consultation	3 000	-	-	-	-	-	-	3 000
Core fund overheads	304 532	-	-	-	-	-	-	304 532
German Embassy Housing Project	-	-	612 000	-	-	-	-	612 000
Hanns Seidel Foundation - various	-	-	392 283	-	-	-	-	392 283
HSF Institutional Support	-	-	405 600	-	-	-	-	405 600
International Budget Partnership	-	-	-	23 800	-	-	-	23 800
OSISA - Anti Corruption	-	-	-	345 742	-	-	-	345 742
OSISA - Namibia's Wealth	-	-	-	538 680	-	-	-	538 680
Research coordination	-	16 000	-	-	-	-	-	16 000
Sundry income	-	-	-	5 490	-	-	-	5 490
World Economic Forum	-	-	44 065	-	-	-	-	44 065
Expenditure incurred	(500 236)	(169 660)	(1 449 567)	(1 791 893)	(61 513)	-	-	(3 972 869)
Surplus for the year	(169 960)	(153 660)	117 728	(878 181)	(61 513)	-	-	(1 145 586)
Opening accumulated funds	(662 314)	495 686	(41 032)	1 886 768	29 993	(3)	1 076 879	2 785 977
Closing accumulated funds	(832 274)	342 026	76 696	1 008 587	(31 520)	(3)	1 076 879	1 640 391

Institute for Public Policy Research

(Non-Profit Association Incorporated Under Section 21)

P O Box 6566 • Ausspanplatz • 10017 • Namibia

30 August 2019

Grant Thornton Neuhaus
P O Box 2558
Windhoek
10005
Namibia

FINANCIAL STATEMENTS OF INSTITUTE FOR PUBLIC POLICY RESEARCH (Non-Profit Association Incorporated Under Section 21) FOR THE YEAR ENDED 28 FEBRUARY 2018

This representation letter is provided in connection with your audit of the financial statements of Institute for Public Policy Research (Non-Profit Association Incorporated Under Section 21) for the year ended 28 February 2018 for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position of Institute for Public Policy Research (Non-Profit Association Incorporated Under Section 21) at 28 February 2018 and the results of its operations and cash flows for the year then ended in accordance with IFRS for SMEs and the Companies Act of Namibia.

We acknowledge our responsibility for fair presentation in the financial statements in accordance with the Companies Act of Namibia and IFRS for SMEs applied on a basis consistent with the previous year and acknowledge that the financial statements are the representations of the Board of Directors.

We confirm to the best of our knowledge and belief, the following representations:

1. We have made available to you all books of account and supporting documentation and all minutes of meetings of the Board of Directors.
2. Nothing has come to our notice that causes us to doubt the reliability of the financial records.
3. No material breakdown in the functioning of the association's internal controls, procedures and systems has occurred during the year.
4. The financial statements fairly present the results and cash-flow information for the year and the financial position at the year-end date.
5. The financial statements are free of material misstatements, including omissions; the effects of those uncorrected financial statement misstatements aggregated by the auditor during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
6. All income has been included in the financial statements.
7. All transactions undertaken -
 - have been included in the financial statements,
 - were in the normal course of business, or
 - were at arm's length.
8. Except as disclosed in the financial statements, the results of operations for the year were not materially affected by transactions of an extraordinary or abnormal nature, or items relating to a prior year.

9. The following have been properly recorded and when appropriate, adequately disclosed in the financial statements:
- The identity of, and balances and transactions with, related parties.
 - Losses arising from sale and purchase commitments.
 - Agreements and options to buy back assets previously sold.
 - Assets pledged as collateral.
10. The major accounting policies adopted are as set out in the financial statements. The accounting policies remained unchanged from the previous year.
11. The accounting policies comply with all the requirements of each applicable IFRS for SMEs and each applicable approved Interpretation.
12. All final adjusting journal entries have been approved by ourselves, are appropriate and have been entered in the accounting records.
13. The association has satisfactory title to all assets and there are no liens or encumbrances on the association's assets, except for those that are disclosed in the financial statements.
14. No securities/guarantees/encumbrance/cession of assets have been given by the entity other than those disclosed in the financial statements.
15. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
16. We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the financial statements all guarantees that we have given to third parties.
17. VAT has been correctly accounted for where relevant on all transactions undertaken.
18. PAYE and other payroll deductions have, where applicable, been correctly deducted and paid to the Receiver of Revenue.
19. Fair value information in the financial statements has properly been prepared from appropriate and reasonable assumptions; management has the ability and intent to carry out specific courses of action relevant to fair value measurements and disclosures.
20. We confirm the completeness and accuracy of the information provided regarding the identification of related parties as well as related party disclosures in the financial statements.
21. No claims in connection with litigation have been or are expected to be received.
22. The association has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
23. Other than described in the financial statements, there have been no events subsequent to the year-end, which require adjustment of or disclosure in the financial statements or the notes thereto.
24. The financial statements have been prepared on the basis of accounting practices applicable to a going concern; after making enquiries we have no reason to believe that the association will not be a going concern in the year
25. We acknowledge that management is responsible for the implementation and operations of accounting and internal control systems that are designed to prevent and detect fraud and error.

26. We have assessed as minimal the risk that the financial statements may be materially misstated as a result of fraud.
27. No irregularities have come to our attention during the year under examination and to the date of approval of the financial statements. We have disclosed to you all facts relating to any fraud or suspected fraud known to management that may have affected the entity involving:
 - Management.
 - Employees who have significant roles in internal control.
 - Others where the fraud could have a material effect on the financial statements.
28. We have disclosed to you any allegations known to management of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
29. All known, actual or possible, non-compliance with laws and regulations, the effects of which should be considered when preparing financial statements, has been disclosed to the auditor.
30. There were no transactions or arrangements involving the Board of Directors that should be disclosed except as disclosed in the financial statements.
31. We are satisfied that the insurance (including for political riot and fidelity cover), is both current and adequate.
32. There are no formal or informal compensating balance arrangements with any of our cash and investment accounts. Except as disclosed in the financial statements, we have no other line of credit arrangements.

We appreciate that Grant Thornton Neuhaus have prepared the financial statements on behalf of the Board of Directors. The financial statements have been fully explained to and discussed with us and we are of the opinion that they fairly present the results and cash-flow information for the year and the financial position at the year-end date.

CHAIRPERSON

DIRECTOR