HUMAN RIGHTS COMMISSION

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER, 2021

Building a Sustainable Culture of Human Rights Together

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THE INSTITUTIONAL PERFORMANCE REPORT

It is my honour to provide the background and overview of the performance of the Human Rights Commission for the financial year ended 31st December, 2021.

Background and Location of the Commission

The Human Rights Commission is a Constitutional, autonomous National Human Rights Institution (NHRI) for Zambia, mandated by the Constitution under Article 230 the Constitution of Zambia (Amendment) No.2 of 2016, to promote and protect human rights, by "ensuring that the Bill of Rights is upheld and protected. Further the Constitution of Zambia empowers the Commission to undertake the following:

a) Investigate and report on the observance of rights and freedoms;
b) Take necessary steps to secure appropriate redress where rights and freedoms are violated;
c) Endeavour to resolve a dispute through negotiation, mediation or conciliation;
d) Carryout research on rights and freedoms and related matters;
e) Conduct civic education on rights and freedoms; and
f) Perform such other functions as prescribed.

Functions and Powers of the Commission

The Human Rights Act, Chapter 48 of the Laws of Zambia prescribes the functions and powers of the Commission as follows:

a) Investigate human rights violations
b) Investigate any maladministration of justice
c) Propose effective measures to prevent human rights abuse
d) Visit prisons and places of detention or related facilities with a view to assessing and inspecting conditions of persons held in such places and make recommendations to redress existing problems
e) Establish a continuing programme of research, education, information and rehabilitation of victims of human rights abuse to enhance the respect for and protection of human rights
f) Do all such things as are incidental or conducive to the attainment of the functions of the Commission.

In view of the foregoing, the 2017-2021 Human Rights Strategic Plan has been prepared within the framework of the national, regional and international human rights instruments. It seeks to scale up the promotion and protection of human rights in Zambia, by expanding national coverage, and improving the standards, efficiency and effectiveness of service delivery.

The plan is founded upon the assumption that adequate funding will be provided by the Government, and the supplemental support from the Cooperating Partners and other well-wishers. It is my considered view that, the successful implementation of this plan will significantly contribute to the attainment of the national goals on human rights, and the attainment of the

THE INSTITUTIONAL PERFORMANCE REPORT

country's regional and international human rights obligations. This in the end is expected to lead to increased observation of human rights, to the benefit of all the people in Zambia.

I therefore, wish to call upon all the people of Zambia, to support this plan and contribute to "**Building a Sustainable Human Rights Culture**" in our country. I remain hopeful that the Government and our partners will be able to mobilise the required funding and support, to ensure a successful implementation of this plan

The address of the registered office of the Human Rights Commission is as follows: -

Human Rights Commission
Human Rights House
Mulungushi House Annex
Independence Avenue
P O Box 33812
LUSAKA.

The Commission Executive Management
The Commission Executive Management consists of the Director who is a Controlling Officer, Deputy Director, three (3) Heads of Departments, two (2) Heads of Sections and two (2) Heads of Units appointed by the Director.

Major Developments / Key Policies Implemented for the financial year ended 31st December 2021

The Commission has seen a number of projects and carried out the following events: -

1. Complaint's handling;
2. Legal Reforms/Parliamentary Submissions

During the Financial year ended 31st December, 2021, the Commission participated or undertook the following activities aimed at legal reforms:

i. Submission on the Electoral Process (Amendment) Bill
ii. Submission on the Cyber Security and Crimes Bill
iii. Internal Legislative Meeting on the Legal Aid Board Bill
iv. Submission on the Appointment of Judges

3. Implementation of the Public Order Act Project
4. Public Awareness on COVID 19
5. Campaign to Abolish the Death Penalty in Zambia project
6. Democracy Strengthening Project in Zambia
7. Press statements
8. Social Media Monitoring

Mr. Mudford Z Mwandenga

Chairperson - Human Rights Commission

Date: 23rd May 2022

THE CONTROLLING OFFICER'S REPORT

I have the pleasure of presenting the report regarding the Human Rights Commission together with the Financial Statements for the financial year ended 31st December 2021 which disclose the sources, utilization and balances of cash for the Human Rights Commission for the financial year ended 31st December 2021

OPERATING RESULTS

Receipts

Total receipts amounted to K17,411,771 compared to K15,366,630 for the previous year. This represented 13% (K2,045,141) increase.

Expenditures

Total expenditure amounted to K17,211,744 compared to K15,194,499 for the previous year. This represented 13% (K2,017,245) increase.

Surplus/Deficit

Surplus for the financial year ended 31st December 2021 was K200,027

Related Party Transactions

There were no related party transactions for the financial year ended 31st December 2021

Property, Plant and Equipment

The Commission purchased property, plant and equipment amounting to K2,000,000 and did not receive equipment and motor vehicles from Cooperating partners. No property, plant and equipment were disposed of for the financial year ended 31st December 2021.

Intangible Assets

There were no purchases of intangible assets for the financial year ended 31st December 2021.

Employees

The number of employees at the beginning of the year was 54 which increased to 56 at the end of the year. The total amount spent on employees' remuneration and welfare for the financial year ended 31st December 2021 was K11,238,237

Health and Safety of Employees

The Commission is aware of its responsibilities regarding the safety and health of employees as prescribed in the Occupational, Health and Safety Act No.36 of 2010 and took appropriate measures to safeguard their safety and health.

Events

The Commission did not incur anything towards hosting the events for the financial year ended 31st December 2021.

Auditors

In line with Article 250 of the Constitution of Zambia (Amendment) Act No.2 of 2016 and Section 73 of the Public Finance Management Act No.1 of 2018, the Commission is audited by the Auditor-General.

Mrs. Sindiso.N. Sichone
Controlling Officer

Date: 23rd May 2022

STATEMENT OF RESPONSIBILITIES FOR ANNUAL FINANCIAL STATEMENTS

In line with requirements of the Part VI Section 70 (4) of the Public Finance Management Act No. 1 of 2018, the Controlling Officer is responsible for preparing and certifying the correctness of the Financial Statements for the year ended 31st December, 2021 which are free from material misstatement, whether due to fraud or error, and are prepared, in all material respects, in accordance with the Cash Basis International Public Sector Accounting Standard (IPSAS). In preparing the Financial Statements, the Human Rights Commission selected applicable policies from Central Government Accounting Policies (CGAPs) of December 2020 and applied them consistently, making judgment and estimates that were reasonable and prudent.

The Controlling Officer is also responsible for the maintenance of adequate accounting records and the preparation and integrity of the annual Financial Statements and related information. The Auditor-General has audited the Financial Statements and the report is shown on pages 8 to 11

The Controlling Officer accepts responsibility for the annual Financial Statements, which have been prepared using appropriate accounting policies supported by reasonable estimates, in conformity with the Cash Basis IPSAS, the requirements of the Public Finance Management Act No.1 of 2018 and Central Government Accounting Policies (CGAPs) of 2020.

In addition, Part III and section 8(s) of the Public Finance Management General Regulation requires the Head of the Accounting Unit to sign off Accounts, Management Reports, Financial Statements, or any component of the work submitted to the supervising officer or any other Officer as Input in the Financial report of the Republic.

The controlling Officer and Head of Accounting Unit further accepts responsibility: -

- for the maintenance of accounting records that may be relied upon in the preparation of Financial Statements;
- for designing, implementing and maintaining systems of internal controls relevant to the preparation and fair presentation of Financial Statements that are free from material misstatement, whether due to fraud or error.

To the best of our knowledge, proper books of accounts were maintained to support preparation of Financial Statements that comprise Statement A - Cash Receipts and Payments, Statement B – Comparison of Budget and Actual Amounts, Statement C - Detailed Budget Execution, and a summary of significant accounting policies and other explanatory information on pages 12 to 26 that present fairly the financial results of Human Rights Commission for the financial year ended 31st December, 2021.

Note that the financial report does not include Statement D – Comparison of Budget and Actual (Functional Classification) because the system was not configured to produce the report during the period under review.

Signed on behalf of Human Rights Commission.

Name: Kabandala Inambao

Signature:...

Date: 23rd May 2022

Position: Head, Finance and Accounting

Name: Mrs. Sindiso.N. Sichone

Signature:...

Date: 23rd May 2022

Position: Controlling Officer

REPUBLIC OF ZAMBIA

OFFICE OF THE AUDITOR GENERAL

INDEPENDENT AUDITOR'S REPORT

STAND No.7951

HAILE SELASSIE AVENUE, LONGACRES

P.O BOX 50071

LUSAKA, ZAMBIA

E-mail: auditorg@ago.gov.zm

Website:www.ago.gov.zm

Telephone: +260252611/252771

To: The Commissioners – Human Rights Commission (HRC)

Report on the Audit of the Financial Statements of Head 34 – Human Rights Commission

Unmodified Opinion

I have audited the financial statements of the Human Rights Commission (HRC) for the financial year ended 31st December 2021 which comprise Statement A - Statement of Cash Receipts and Payments, Statement B - Statement of Budget Execution, Statement C - Statement of Comparison of Budget and Actual Expenditure by Programme and a summary of significant accounting policies and other explanatory information on pages 12 to 26.

In my opinion, the accompanying financial statements of the HRC present fairly, in all material respects, its cash receipts and payments and balances for HRC for the year ended 31st December 2021 in accordance with the Cash Basis International Public Sector Accounting Standard (IPSAS) and the Central Government Accounting Policies (CGAPs).

Basis for Opinion

I conducted my audit in accordance with International Standards of Supreme Audit Institutions (ISSAIs). My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of HRC in accordance with the International Organisation of Supreme Audit Institutions (INTOSAI) Code of Ethics together with the ethical requirements that are relevant to my audit of the financial statements in Zambia, and I have fulfilled my other ethical responsibilities in accordance with these requirements and the INTOSAI Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Key Audit Matters

Key audit matters (KAMs) are those matters that, in my professional judgment, were of most significance in my audit of the financial statements of the current period. However, we have determined that there are no key audit matters to communicate in our report.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Cash Basis International Public Sector Accounting Standard, the Public Finance Management Act No. 1 of 2018 and Central Government Accounting Policies (CGAPs) of 2020, and for such internal controls as management 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, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISSAIs 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 ISSAIs, I exercise professional judgment and maintain professional scepticism throughout the audit. I 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 my 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 controls 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 Commission's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report.

- 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.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on Other Legal and Regulatory Requirements

In relation to other legal and regulatory requirements, Article 212 of the Constitution of Zambia (Amendment) Act No. 2 of 2016 requires me not later than nine months after the end of a financial year to submit a report to the President and the National Assembly, on the accounts of the Republic in respect of the preceding financial year.

In this regard, the Auditor General's report for the financial year ended 31st December 2021 may include audit findings on the operations of Head 34, Human Rights Commission.

REPUBLIC OF ZAMBIA
OFFICE OF THE AUDITOR GENERAL
26 MAY 2022
AUDITOR GENERAL
P.O. BOX 50071, LUSAKA.

....

Dr. Dick Chellah Sichembe **DATE:** 26/05 **2022**

AUDITOR GENERAL

STATEMENT A – STATEMENT OF CASH RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021

	Note	2021 Kwacha
RECEIPTS		
Treasury	2	15,947,495
External Assistance	3	1,464,276
Other Receipts	4	-
TOTAL RECEIPTS		**17,411,771**
PAYMENTS		
Personnel Emoluments	5	11,238,237
Goods and Services	6	3,833,507
Financial Charges	7	-
Social benefits	8	-
Non-financial assets acquisition	9	2,000,000
Financial Assets	10	-
Other payments	11	140,000
TOTAL PAYMENTS		**17,211,744**
Increase/(decrease) in Cash		**200,027**
Foreign Exchange Losses	12	-
Cash at beginning of the year	13	-
Cash at the end of the year	13	**200,027**

Signed on behalf of Human Rights Commission.

Name: Kabandala Inambao

Signature:..............................

Date: 23rd May 2022

Position: Head, Finance and Accounting

Name: Mrs. Sindiso.N. Sichone

Signature:..............................

Date: 23rd May 2022

Position: Controlling Officer

STATEMENT B – STATEMENT OF BUDGET EXECUTION FOR THE YEAR ENDED 31st December, 2021

	Original Budget Kwacha	Adjustments Kwacha	Final Budget Kwacha	Actual Amounts Kwacha	% Performance	Variance Kwacha	% Variance
RECEIPTS							
Funding	17,181,044		17,181,044	15,947,495	93%	(1,233,549)	-7%
External Assistance	-	1,464,276	1,464,276	1,464,276	-	-	
Other Receipts	-	-	-	-	-	-	
TOTAL RECEIPTS	**17,181,044**	**1,464,276**	**18,645,320**	**17,411,771**	**93%**	**(1,233,549)**	**-7%**
PAYMENTS							
Personnel Emoluments	11,238,240		11,238,240	11,238,237	100%	3	0%
Use of goods and services	3,802,804	1,294,276	5,097,080	3,833,507	75%	1,263,573	25%
Financial Charges	-	-	-	-		-	
Social benefits	-	-	-	-		-	
Non-financial assets acquisition	2,000,000	70,000	2,070,000	2,000,000	97%	70,000	3%
Financial Assets	-	-	-	-		-	
Other payments	140,000	100,000	240,000	140,000	58%	100,000	42%
TOTAL PAYMENTS	**17,181,044**	**1,464,276**	**18,645,320**	**17,211,744**	**3**	**1,433,576**	**1**

The composition of budget adjustments and explanations of major variances are provided in note 14

Signed on behalf of Human Rights Commission.

Name: Kabandala Inambao

Signature:.................................

Date: 23rd May 2022

Position: Head, Finance and Accounting

Name: Mrs. Sindiso.N. Sichone

Signature:.................................

Date: 23rd May 2022

Position: Controlling Officer

STATEMENT C – STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS BY DEPARTMENT/PROGRAMME FOR THE YEAR ENDED 31st DECEMBER 2021

	Original Budget 2021 Kwacha	supplementary/ Variance Budget 2021 Kwacha	Final Budget 2021 Kwacha	Actual Expenditure 2021 Kwacha	Variance 2021 Kwacha
4140 Protection and Promotion of Human Rights	10,572,689	190,000	10,762,689	10,555,803	206,886
4199 Management Support Services	6,608,355	1,274,276	7,882,631	6,655,941	1,226,690
TOTAL	**17,181,044**	**1,464,276**	**18,645,320**	**17,211,744**	**1,433,576**

Signed on behalf of Human Rights Commission.

Name: Kabandala Inambao

Signature:.................................

Date: 23rd May 2022

Position: Head, Finance and Accounting

Name: Mrs. Sindiso.N. Sichone

Signature:.................................

Date: 23rd May 2022

Position: Controlling Officer

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Basis of the Preparation of the Financial Statements

The Financial Statements have been prepared in accordance with Central Government Accounting Policies (CGAPs) and Cash Basis IPSAS, *Financial Reporting under the Cash Basis of Accounting*, issued by the International Public Sector Accounting Standards Board (IPSASB).

These Financial Statements have been prepared in accordance with the historical cost convention as the basis of measurement, unless specified otherwise. The accounting policies have been applied consistently throughout the period.

1.1 Statement D–Statement of Comparison of Budget and Actual Amounts (Functional Classification)

The Central Government Accounting Policies requires The General-Purpose Financial Statements of an MPA to comprise the following:-

i) Statement A – Statement of Cash Receipts and Payments which recognises all cash transactions, other events and balances controlled by an MPA;
ii) Statement B – Statement of Comparison of Budget and Actual Amounts (Budget Execution);
iii) Statement C – Statement of Comparison of Budget and Actual Amounts (By Department or Programme);
iv) Statement D – Statement of Comparison of Budget and Actual Amounts (Functional Classification);
v) Summary of significant accounting policies; and Explanatory notes to the Financial Statements. This includes disclosure of cash balances held in the bank account of an MPA on behalf of other entities.

However, these financial statements do not include Statement D-Statement of Comparison of Budget and Actual Amounts (Functional Classification) because the system was not configured to produce the statement at Head level during the period under review. In this regard, Statement D has been centrally prepared by the Ministry responsible for Finance.

1.2 Comparatives

In line with the Central Government Accounting policies (CGAPs) and the Treasury and Financial Management Circular No .14 of 2020 issued prior but applicable to finalisation of these financial statements, the starting point for preparation of financial statements using Cash Basis IPSAS *Financial Reporting under the Cash Basis of Accounting* is 2021.

The International Public Sector Accounting Standards allows that in the year of first application, comparative financial statements for the previous year may not be included. In this regard, these financial statements do not include such.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1.3 Reporting Entity

These Financial Statements are for Human Rights Commission. The Financial Statements encompass the Commission as set up in the Constitution of Zambia (Amendment) Act No. 2 of 2016 and the Public Finance Management Act No.1 of 2018.

The specific functions of the Human Rights Commission are outlined in the Human Rights Act, Chapter 48 of the Laws of Zambia.

1.4 Authorisation Date

The Financial Statements were authorised for issue on 23rd May 2022 by the Controlling Officer.

1.5 Revenue

The Commission does not generate its own revenue. Instead, it receives financial support from Central Government in form of funding. Funding consists of amounts appropriated by Parliament which the Treasury releases to the Commission. The Commission does not operate its own bank accounts for the amounts from the Treasury. Instead, the Government through the Ministry of Finance Treasury Services Department operates a centralised treasury function through the Treasury Single Account (TSA) set up in line with Section 25 of the PFMA 2018.

Amounts are funded on request in IFMIS to the Commission by the Treasury. Funded amounts are moved from Government revenue control account maintained at Bank of Zambia (BOZ) to TSA Payment Account also maintained with BOZ. Except for funds meant for capital projects, amounts authorised for use by the Commission which are unexpended at year end are transferred back to the revenue control account of the Treasury.

Apart from funds received from the Treasury, the Commission operates Third Party Accounts to cater for specific projects funded by cooperating partners. The balances on these accounts are reported in the Financial Statements.

1.6 Expenditure

Expenditure is recognised when payment is made for expenses incurred. The Commission incurs expenditure relating to the discharge of its functions which includes expenses relating to other Personal Emoluments, goods and services, general administration and acquisition of Non-Financial Assets.

Items of a capital nature are expensed at the time of payment and such transactions are depicted in the appropriate class and heading in the Financial Statements. Since capital

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

expenditure is expensed when incurred, neither depreciation nor amortization is charged on Non-Current Assets.

1.7 Reporting on Gross Basis

Transactions are reported on gross basis without netting off similar classes of receipts and payments. However, transactions may be reported on net basis when they relate to transactions the Commission administers on behalf of other entities recognised in the Financial Statements

1.8 Cash on hand at the Beginning and the End of the Year

Cash at the beginning and end of the year consist of cash on hand, demand deposits and cash equivalents held at such dates.

Cash on hand refers to notes and coins held by the Commission at the reporting date and it includes petty cash. Demand deposits consist of reconciled balances held in the Commission's bank accounts which it can use on demand. Cash equivalents, on the other hand, refer to short term high liquid investments that can easily be converted to known amounts of cash and are subject to insignificant risk of change in values.
The Commission recognises all short-term high liquid investments having maturities of three months or less as cash equivalents.

1.9 Presentation Currency

The presentation currency is Zambian Kwacha.

1.10 Foreign Currencies

Transactions in other currencies are converted into Zambian Kwacha using the Spot rate at the time of receipt or payment. Balances expressed in foreign currencies at the year-end are translated into Kwacha at the ruling rate then. The resulting difference from the conversion and translation are charged to the Statement of Cash Receipts and Payments.

The Commission did not make any foreign transactions during the year under review.

1.11 Borrowings

No borrowings are undertaken by the Commission. Therefore, neither borrowings nor their repayments are recognised in the Financial Statements of the Commission.

1.12 Budgets and Actual Amounts

A final budget includes all adjustments (supplementary and re-allocations) made to the original approved budget during the year. Supplementary budgets consist of additional

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

provisions beyond what was originally approved while re-allocations are approved budget variations.

The approved budget is developed on the same accounting and classification basis as Statement B for revenue and Statement C for expenditure, and for the same year as for the Financial Statements. All material differences between final budgets and actual amounts are explained in the notes to the annual Financial Statements. Budget differences of 20% and above are considered material.

1.13 Encouraged Disclosures of Accrual Type of Items

The Commission makes Accrual Basis type of disclosures called Encouraged Additional Disclosures in line with Part 2 of Cash Basis IPSAS as follows: -

i. Property, Plant and Equipment

These are assets that have useful economic lives or service potential of more than one year. They are recorded and disclosed at either cost or valuation. Valuations are conducted by the Government Valuation Department. Where valuation has been undertaken, the applicable valuation bases are as follows: -

• Land	Market Value
• Buildings	Historical Cost or Market Value
• Plant and Equipment	Historical Cost

ii. Investments in Other Entities

The Commission made no investments in other entities for the financial year ended 31st December 2021

iii. Administered Transactions

There were no administered transactions by the Commission for the financial year ended 31st December 2021.

iv. Related Party Transactions

A related party is one that has the ability to control the Commission or exercise significant influence over the Commission in making financial and operating decisions. The related party entity is also any entity that is subject to common control with the Commission.

Related parties include: -

(a) Entities that directly, or indirectly through one or more intermediaries, control, or are controlled by the Commission;
(b) Associates being entities over which the Commission has significant influence;
(c) Individuals that have significant influence over the Controlling Officer such as Members of Parliament, Chiefs and close family members of such individuals;

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(d) Key management personnel, and close members of the family of key management personnel; and.

(e) Entities in which a substantial ownership interest is held, directly or indirectly, by any person described in (c) or (d), or over which such a person is able to exercise significant influence.

The key management personnel of the Commission are: -

(a) the Commissioners, members of the Audit, Administration & Finance and Procurement Committees; and

(b) The Director, Deputy Director and other members of the management team.

Spouses, children and grandchildren, grandparents, brothers, sisters, parents in law, brothers in law, and sisters in law of key management personnel are related parties to the Commission Secretariat.

The Commission discloses the nature of the related party relationship as well as information about those transactions and outstanding balances as a note to the Financial Statements. Such transactions may include remuneration, loans and contracts awarded to key management personnel and their close relatives.

v. External Assistance

External assistance comprises grants from multilateral and bilateral agencies provided under agreements specifying the purposes for which the assistance will be utilised.

The Human Rights Commission discloses total external assistance received in cash during the year, total external assistance paid by the agencies for the benefit of the Commission, external assistance received in form of loans and grants, their classifications, purposes for which it was received and undrawn balances.

vi. Other Receipts

There were no other receipts for the financial year ended 31st December 2021.

vii. Payments to Third Parties

There were no payments to third parties for the financial year ended 31st December 2021.

NOTES TO THE FINANCIAL STATEMENTS

2. Funding

During the financial year ended 31st December 2021, the Commission received funding from the Treasury as follows:-

Funding	2021
	Kwacha
1st Funding	74,922
2nd Funding	936,520
3rd Funding	1,011,442
4th Funding	1,011,442
5th Funding	1,011,442
6th Funding	1,011,442
7th Funding	1,011,442
8th Funding	1,011,442
9th Funding	1,011,442
10th Funding	1,111,442
11th Funding	1,111,442
12th Funding	1,111,442
13th Funding	159,967
14th Funding	11,666
15th Funding	500,000
16th Funding	1,150,000
17th Funding	350,000
18th Funding	250,000
19th Funding	2,000,000
20th Funding	100,000
21st Funding	
22nd Funding	
TOTAL	**15,947,495**

NOTES TO THE FINANCIAL STATEMENTS

3. External Assistance

During the financial year ended 31st December 2021, the Commission received funding from Cooperating Partners: -

	2021 Kwacha
USAID	1,464,276
	-
	-
Total	**1,464,276**

4. Other Receipts

The Commission did not receive other receipts for the financial year ended 31st December 2021 from other sources.

5. Personnel Emoluments

The Commission prepares its own payroll and below are actual amounts of emoluments paid to staff in various categories that amounted to K11,238,237:

	2021 Kwacha
Super scale	998,772
Salary Division 1	7,493,136
Salary Division 2	1,627,261
Salary Division 3	1,003,332
Wages Division 4	-
Other Personal Emoluments	115,736
	11,238,237

However, actual amounts of emoluments to staff in various categories paid by Human Rights Commission amounted to K12,346,393.85 out of which K11,238,237 was reported under this Head. The difference of K 1,108,156.85 was reported under Ministry of Finance where this expenditure was budgeted for.

NOTES TO THE FINANCIAL STATEMENTS

6. Goods and Services

Use of Good and services consist of expenditure incurred on administrative activities

	2021
	Kwacha
Other Administrative	729,340
Requisites	-
Services	1,734,986
Travel expenses	1,369,181
Training	-
Medical costs	-
	3,833,507
Other costs	140,000
TOTAL	**3,973,507**

Refer to Appendix 1 for details

7. Financial Charges

The Commission had no financial charges paid for the financial year ended 31st December 2021.

8. Social Benefits

Social benefits include payments towards death on duty, burial, and other benefits. During the financial year ended 31st December, 2021, the Commission did not make any social benefit payments.

9. Non-financial Asset Acquisition

Acquisition of assets involved the following payments: -

	2021
	Kwacha
Equipment	176,609
Furniture	496,431
Plant & Machinery	-
Building	-
Motor Vehicle	1,326,960
Assets under construction	-
Other assets	-
TOTAL	**2,000,000**

Refer to Appendix 2 for details

NOTES TO THE FINANCIAL STATEMENTS

10. Financial Assets

The Commission did not acquire any financial assets during the financial year ended 31st December, 2021.

11. Other payments

The Commission made other payments amounting to K140,000 during the financial year ended 31st December, 2021. These related to payment of annual subscription membership fees to both the National and International Human Rights Institutions.

12. Foreign Exchange Losses/Gains

There were no foreign Exchange losses/gains during the financial year ended 31st December, 2021.

13. Cash Balances

The Commission's Cash amounts for the financial year ended 31st December, 2021 was as follow:

	2021
	Kwacha
Cash on hand	200,027
TOTAL	**200,027**

a. Cash on hand

The Commission had no cash on demand (Petty Cash) as at 31st December, 2021

b. Demand Deposits – Bank Balances

The Commission held K200,027 on TSA as balance for the financial year ended 31st December, 2021.

c. Cash Equivalents

The Commission held no treasury bills for the financial year ended 31st December 2021.

NOTES TO THE FINANCIAL STATEMENTS

14. Budget Adjustments and Variances

a. Budget Adjustments

The original budget was approved by the National Assembly on 31st December 2020. There were no subsequent approved adjustments to the budgets.

	Approved Supplementary Kwacha	Approved Variations Kwacha	Total Adjustments Kwacha
RECEIPTS			
Funding		-	-
External Assistance	**1,464,276**	-	**1,464,276**
Other	-	-	-
TOTAL RECEIPTS	**1,464,276**	-	**1,464,276**
PAYMENTS			
Personal Emoluments	-	-	-
Use of goods and services	1,294,276	-	1,294,276
Financial Charges	-	-	-
Social benefits	-	-	-
Non-financial assets acquisition	70,000	-	70,000
Financial Assets	-	-	-
Other payments	100,000	-	100,000
TOTAL EXPENDITURE	**1,464,276**	-	**1,464,276**

b. Budget Variances

- **Own Source Revenues**

The Commission did not generate any form of revenue during the financial year ended 31st December, 2021.

- **Use of Goods**

The Human Rights Commission Planned to Spend K5,097,080 on use of goods and services but spent K3,833,507 resulting in a variance of 25%. The variances were attributed to inadequately funded budget for the financial year ended 31st December 2021.

- **Other payments**

The Human Rights Commission Planned to Spend K240,000 on other payments but spent K140,000 resulting in a variance of 42%. The variances were attributed to inadequately funded budget for the financial year ended 31st December 2021. Other payments related to annual subscription membership fees paid to both the regional and international human rights institutions.

NOTES TO THE FINANCIAL STATEMENTS

15. Property, Plant and Equipment

The Commission had property, plant and Equipment valued at K6,801,294

	Land K'000	Land and Buildings K'000	Plant & Machinery K'000	Motor vehicles K'000	TOTAL K'000
Opening balance	-	261,462	1,871,358	2,668,475	**4,801,294**
Additions	-	-	673,040	1,326,960	**2,000,000**
Revaluation	-	-	-	-	-
Re-classfication	-	-	-	-	-
Disposal	-	-	-	-	-
Closing balance	**-**	**261,462**	**2,544,398**	**3,995,435**	**6,801,294**

16. Investments

The Commission did not hold any investments during the financial year ended 31st December 2021.

17. Administered Transactions

The Commission did not administer tax collection on behalf of Zambia Revenue Authority (ZRA).

18. Related Party Disclosures

The following disclosures are made in the Financial Statements of the Human Rights Commission:

a. Fringe benefits Disclosures

The Director/Controlling Officer was provided with a personal-to-holder car, an office and personal secretary.

b. Remuneration of the Director/Controlling Officer

The aggregate remuneration of the Director/Controlling Officer determined on a full-time equivalent basis receiving remuneration under the Commission is:

Aggregate Remuneration	K998,772
Number of persons	1

The Director/Controlling Officer did not have any outstanding loans obtained under the Secretariat.

NOTES TO THE FINANCIAL STATEMENTS

c. Remuneration of Senior Management

The aggregate remuneration of members of the Senior Management and the number of individuals determined on a full-time equivalent basis receiving remuneration from the Commission Secretariat are:

Aggregate Remuneration	K4,528,202
Number of persons	11

None of the members of Senior Management acquired loans from the Commission during the financial year ended 31st December 2021.

For the purposes of this part:

- Remuneration refers to salaries and other personal emoluments; and
- Senior Management refers to officers from salary scale HRC H to Super Scale.

19. External Assistance

The amounts, class of provider and purpose for which external assistance was received during the financial year is outlined below.

	2021
Details	**KWACHA**
USAID	1,464,276
Total	**1,464,276**

20. Third Party Payments (Direct Payments)

The Human Rights Commission did not benefit from payments made by third parties during the financial year ended 31st December, 2021.

APPENDICES

APPENDIX 1– List of Goods & Services

Description	Amount K
Spare Parts	19,273.40
Insurance - Plant an	20,000.00
Licences and Taxes	1,250.00
Toll Fees	3,100.00
Boards And committee	313,573.70
Other Costs	78,630.00
Hand tools & Equipme	2,299.00
Protective Wear Clot	16,345.92
Accounts & Audit Ser	54,999.20
Printing	160,010.40
Advertising & Public	562,849.88
Official Entertainme	7,105.00
Other Services	1,734,986.05
Contributions to int	140,000.00
TOTAL	**3,973,507**

APPENDICES

APPENDIX 2 – List of Assets Acquired in the Year

Assets	2021
	KWACHA
air conditioners	163,579.58
executive table	90,480.00
office desk top	92,800.00
printer	63,069.99
projector	16,820.00
standard table	14,442.00
vistors chair	68,857.60
water dispenser	4,150.00
office chair	158,840.80
Motor Vehicle	1,326,960.00
TOTAL	**2,000,000**