

# 2015

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ஆண்டு அறிக்கை  
Annual Report



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இலங்கை அச்சக நிறுவகம்

திறன் அபிவிருத்தி மற்றும் தொழிற்பயிற்சி அமைச்சு

SRI LANKA INSTITUTE OF PRINTING

Ministry of Skills Development & Vocational Training

# **ANNUAL REPORT**

## **2015**

**SRI LANKA INSTITUTE OF PRINTING**  
(Established by an Act of Parliament in 1984)

Ministry of Skills Development & Vocational Training

118, Dr. Danister De Silva Mawatha, Colombo – 08

Telephone : 011 2686162, 011 2679791

Fax : 011 2686162

E mail : [sliopreg@sltnet.lk](mailto:sliopreg@sltnet.lk)

Web : [www.sliop.edu.lk](http://www.sliop.edu.lk)

## GENERAL INFORMATION

**Name :-** Sri Lanka Institute of Printing

**Statuses :-** Established by an Act of Parliament in 1984

**Address :-** Government Printing Department  
118, Dr. Danister De Silva Mawatha, Colombo-08

**Telephone :-** +941286162, +9412679791

**Fax :-** +9412686162

**Registered Office :-** 118, Dr. Danister De Silva Mawatha, Colombo-08

**Banks :-** Peoples Bank, National Savings Bank, Bank of Ceylon

**Auditors :-**  
1. D. H. P. Munaweera & Company  
2. Auditor General Department

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# **Sri Lanka Institute of Printing**

## **INTRODUCTION**

Sri Lanka Institute of Printing (SLIOP) is the pioneer professional body committed to the advancement of knowledge, skills and expertise in the Print & Graphic Industry in Sri Lanka is totally dedicated to the realization of the major objectives set out at its inception.

The Institute was established by an Act of Parliament in 1984 under the Ministry of Information & Media. It is an organization devoted to the furtherance of scientific and technical education, and the ever-widening knowledge and skills demanded by the Graphic Arts Industry. Hence, its special task is to assist the industry meet the demands of modernization in the context of the country's socio-economic progress.

## **MISSION STATEMENT**

Student centered effective quality training for a professional work force for the enhancement of Graphic Arts Industry in Sri Lanka

## **STRATEGIES AND COMMITMENTS**

In the backdrop of increased competition in trade and commerce, Sri Lanka Institute of Printing is now engaged in the process of reformulating/restructuring its strategies and implementation of programmes for continued furtherance of knowledge and skills to meet the demands of advanced technology and managerial requirements.

## **OBJECTIVES**

- ❖ To train those presently employed in the printing industry by improving techniques, processes, raw-material utilization, planning, etc, with a view to improving the standards of printing establishments in Sri Lanka.
- ❖ To organize Training Courses in Printing Technology and Management.
- ❖ To award Certificates and Diplomas relating to the Training courses conducted by the Institute.
- ❖ To organize and disseminate information in the Printing Trade, on new syllabuses, techniques and available courses of study through a newsletter and/or other periodic publications.
- ❖ To sponsor training abroad in schools of Printing of Printing Houses to reciprocate through a student exchange programme.
- ❖ To participate in trade fairs relating to the printing trade, with a view to acquiring latest techniques/know-how and information relevant to the upliftment of standards of the country's Graphic Arts Industry.

## THE STRENGTHS OF THE INSTITUTE

The SLIOP with over two decades of experience of running a training institute relating to all the prime aspects of the Graphics Art Industry, is now considered to be a leading academy specialized in this field of activity. Apart from a comprehensive and a well-structured training programmes, providing an insight into all the relevant facets of the Industry, the Institute is backed by computer Labs and machinery to gain skills and technical know-how in their proper usage. However, the most important and noteworthy aspects is its experienced and professionally qualified panel of Instructors and visiting lectures who continuously guide the trainees with their updated expertise.

The success stories of those who have already passed out, the keenness and enthusiasm of the current batches of trainees and the demand to secure slots in the forthcoming technical training programmes are, for certain, the real yardstick to measure the efficiency and effectiveness of the Institute.

At the time of its inauguration, the institute was considered an important tool in the development of professional skills in Graphic Arts, both in the technical and management spheres, necessary to bring the industry up to acceptable international levels of competence, after more than two decade of a highly regulated economy which gave little opportunity for skills development.

Sri Lanka Institute of Printing has developed several modules of training in different fields of study and expertise leading up to a recognized Advanced Diploma in Printing Technology & Management and Visual Communication & Management, conducted by the Institute in collaboration with the University of Colombo.

Qualifications in the varied types of training including hands on experience, provide required inputs to follow higher levels of training abroad in more advanced technological environment. These opportunities provide those in the Printing Industry in Sri Lanka to achieve higher echelons of knowledge and skills thus bringing the desired inputs for the overall improvement of printing standards of the country.

In the imparting of knowledge and skills the Institute is fortunate to obtain the services of a number of professionals in the industry and allied fields. Their direct involvement in the formulation of study courses and syllabuses; preparation of course-material and in the conducting of teaching sessions, have provided the much desired stature/status and standards to the varied activities of the Institute.

The Institute also possesses a library with an unmatched collection of books and publications on the Graphic Arts Industry. These provide the desired depth to the inputs received in the practical and theory sessions.

## VIEWS & COMMENTS

### GENERAL

It is correct to say that the Graphic Arts provides the base and bases for almost every human endeavor. The industry is therefore, undergoing rapid technology changes, especially with the ever changing Information Technology. The Graphic Arts Industry had to take giant-strides to cope with the rapid current and future demands. The rapid transformation of the methods and methodology of the industry has become all the more important and relevant as the country is now in the process of readjusting its commercial and industrial bases to meet the demands of the international market. The institute is aware of the new challenges and demands, more so, in the fields of Packaging, Graphic Design and Quality Control.

To support the Government's endeavor to make the country Quality and Productivity conscious, the Institute has already formulated and commenced short courses for managerial and supervisory staff with a view to enhancing their managerial knowledge and skills. Quality and Productivity have been made two inseparable elements in these courses.

The setting up of more investment promotion zones, influx of foreign entrepreneurs with their packages of investment, technical know-how and the art of business, and also the increasing emphasis on Private Sector development, have made a rich environment for a thriving Graphic Arts Industry. The industry's continued success would, however, depend on how far and how soon we could meet the new demands and challenges.

The SLIOP is in the continuous process of upgrading its resources & training programmes in line with the new technological developments in the industry.

**The collaboration with the University of Colombo to conduct the two Advanced Diploma Programmes in Printing Technology & Management & Visual Communication & Management was a remarkable achievement by SLIOP.**

**The acceptance of the Advanced Diploma as pre-quisite to enter the MBA Programme conducted by the University of Colombo was a valued recognition to SLIOP.**

The Printing Industry in Sri Lanka is getting well established and quality of printing therefore needs to be developed. Modern printing industry is updating its activities with the electronic pre-press production processes. If Sri Lanka is to maintain its capability of quality printing and enter into foreign competition, knowledge and expertise in the printing processes become important.

The only organization that can provide the training in the various disciplines of the Graphic Arts industry and higher levels of education in Sri Lanka at present is the Sri Lanka Institute of Printing. Given the necessary infrastructure, equipment and machinery, the Institute could provide all the training requirements of the industry. Additionally the Institute could provide

advice and assistance to individual printers to develop techniques and methods to meet the technological demands of the industry. The Institute, when equipped with space and required training resources could further provide additional services to those who seek the assistance such as: In-plant audits, ink and paper testing, quality analysis etc.

### **NEW PREMISES TO SLIOP**

Considering all the above factors, with the expansion of Graphic Arts activities in Sri Lanka, it has become necessary to construct a well equipped Technical Training Centre to further enhance the activities of the Institute. The Board of Governors of the Institute, being well aware of the constraints placed on the Institute, due to lack of space and facilities available, has justified the course with the Government for a fully equipped Technical Training Centre. The Government has provided a land to Sri Lanka Institute of Printing within the Government Printing Department in extent of 40 perches.

The next step is to seek financial assistances of set up a training center to house the proposed technical training centre for SLIOP.

## **Board of Governors – Sri Lanka Institute of Printing (SLIOP)**

W. A. A. G. Fonseka

Chairman – SLIOP and the Government Printer – Chairman

Mr. Ravindra Kalansuriya

Chairman – State Printing Corporation – Member

Mr. V. Kumaran

President – Sri Lanka Association of Printers – Member

Mr. J. D. C. Perera

President – Sri Lanka Institute of Packaging – Member

Mr. Dharmadasa Liyanage

Member

Mr. W. K. Upendra

Member

Mr. Piyal Ranjith

Member

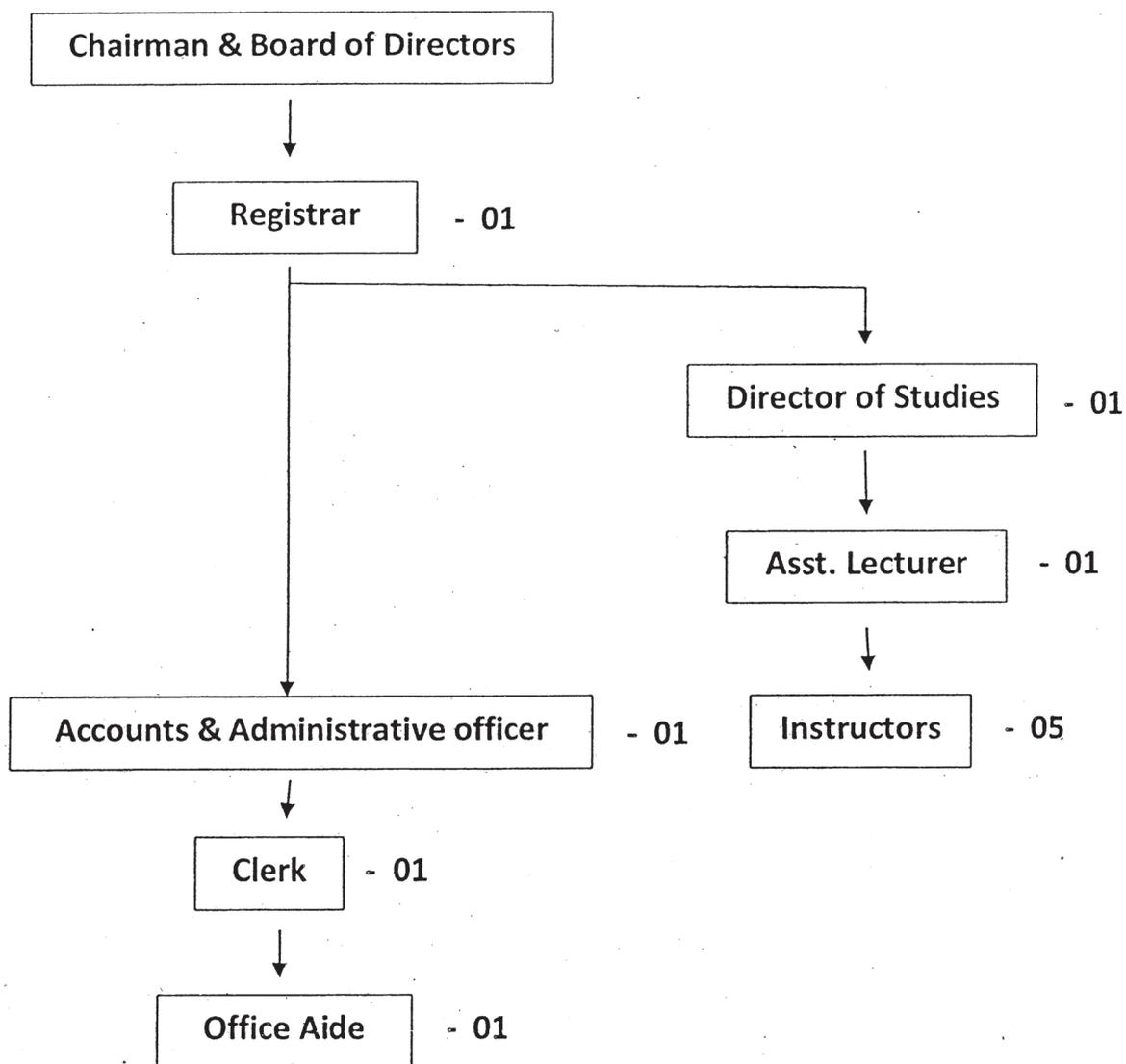
Mr. Nimal Walakularachchi

Member

## STAFF – SRI LANKA INSTITUTE OF PRINTING

❖ Mr. Sisira Baranage		Registrar/ CEO
❖ Mr. H.K.B.Indrakumar	-	Director of Studies
❖ Mrs. Himashi Fonseka	-	Admini & Accounts Assistant
❖ Mrs. Thanuja Damayanthi	-	Instructor
❖ Mr. R. A. M. Premasiri	-	Instructor
❖ Mr. Chamal Hettiarachchi	-	Instructor
❖ Mr. W. M. Sanath	-	Instructor
❖ Mr. Haritha Vandabona	-	Instructor
❖ Mr. Samantha Kulathunga	-	Instructor
❖ Mr. W. A. M. Lankathilaka	-	Clerk
❖ Mr. Easrawari Eadin	-	Office Aide

# Organizational Chart



Approved Cadre	
Registrar	- 01
Director of Studies	- 01
Asst. Lecturer	- 01
Instructor	- 07
Accounts & Administrative Officer	- 01
Clerk	- 01
Office Aide	- 01

Existing Cadre	
Registrar	- 01
Director of Studies	- 01
Asst. Lecturer	- 01
Instructor	- 05
Accounts & Administrative Officer	- 01
Clerk	- 01
Office Aide	- 01

## Visiting Tutorials Staff

Dr. A. A. C. Abeysinghe	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Ms. S. B. Ranasinghe	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Ms. Ruwangi Chandrasekara	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Mr. Chandana Wijekoon	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Mr. G. S. P. Randiwela	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Mrs. G. R. T. Silva	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Mr. S. Sasidaran	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Mr. M. C. P. Atapattu	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Mr. Gunapala Ranaweera	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Dr. Sampath Kehelwalathanne		Senior Lecturer Faculty of Management & Finance University of Colombo
Ms. Nuradhi Jayasiri	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Ms. A. W. J. C. Abeygunasekara	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Ms. Gimhani Ekanayake	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Ms. Rochelle Wimalasinghe	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Ms. K. D. J. Samanthi	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Prof. H. D. Karunaratna	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Prof. P. S. M. Gunaratna	-	Senior Lecturer Faculty of Management & Finance University of Colombo

Ms. Kanchana Wijayawardena	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Dr. Rajitha Silva	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Dr. N. Senthirajah	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Dr. K. Kajendra	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Ms. Shanika Lakmali	-	Senior Lecturer Faculty of Management & Finance University of Colombo
Mr. Asoka Nanayakkara	-	Lecturer & Trainer in Printing Technology
Ms. Gangani Liyanage	-	Additional Government Printer
Mr. B. Pathirana	-	Printing Manager/PrintCare Pvt, Ltd
Mr. Rasantha Chandratilake	-	DGM - Rivira Publications
Rev. Beling	-	Design Consultant
Mr. Jagath Madanayake	-	Sales Manager/DIC Lanka (Pvt) Ltd.
Mr. M. A. Justing	-	Consultant/Paper Technology
Mr. Sisira Baranage	-	CEO - SLIOP
Mr. M. D. Mahindapala	-	Lecture & Consultant in Cinematography
Mr. Stanley Hettiarachchi	-	Lecture & Consultant in TV & Electronics Technology
Mr. Osman Jayah	-	DGM - ANCL, Lake House
Mr. Rohan Priyarthne	-	Instructor - Design & Digital Printing Technology
Mr. Prasanna Jayaratne	-	Instructor - Design & Digital Printing Technology
Miss. J. G. Nayomi Niranga	-	Instuctor - Graphic Design & Layout Design
Mr. Neil Cooray	-	Lecturer - Digital Animation
Mr. I Lakmal Perera	-	Lecturer - Web Design & MS Office
Mr. Nalin Wijenayake	-	Lecturer - Web Design & MS Office
Mr. J. A. D. Premathunga	-	Lecturer - Book Binding
Mr. Subasinghe	-	Lecturer - Book Binding
Mr. W. F. Priyantha	-	Lecturer - Costing
Mr. Dhammika Wimalarathne	-	Lecturer - Printing Technology
Mrs. Sithari Cooray	-	Lecturer - MS Office

# BRANCHES

## **Sri Lanka Institute of Printing has a branch in Matale**

Address :

Sri Lanka Institute of Printing  
District Secretariat  
Matale

Tel : 066 2222172

### **Courses conducted in Matale Branch**

- Type setting and Desk top publishing
- Computer Graphic Designing
- MS Office
- Web Designing

## COURSE DETAILS

<b>Course</b>	<b>Duration</b>	<b>Course Fee (Rs)</b>
<b>Typesetting/Desktop Publishing</b>	<b>120 hours</b>	<b>12,350/-</b>
<b>Costing &amp; Estimating for Printers</b>	<b>01 Year</b>	<b>11,850/-</b>
<b>Offset Lithography</b>	<b>01 Year</b>	<b>15,350/-</b>
<b>Digital Pre press</b>	<b>01 Year</b>	<b>19,350/-</b>
<b>Computer Graphic Designing</b>	<b>114 hours</b>	<b>14,350/-</b>
<b>Sheet Fed Litho Press Operations</b>	<b>26 weeks</b>	<b>15,350/-</b>
<b>Design for print</b>	<b>01 Year</b>	<b>11,850/-</b>
<b>Web Design</b>	<b>20 Weeks</b>	<b>14,850/-</b>
<b>Offset Press Operation for School Leavers</b>	<b>14 Months</b>	<b>19,850/-</b>
<b>Non Linear Editing</b>	<b>16 Weeks</b>	<b>20,350/-</b>
<b>Digital Animation</b>	<b>24 Weeks</b>	<b>19,350/-</b>
<b>Computer Hardware &amp; PC Assembly</b>	<b>14 Weeks</b>	<b>11,350/-</b>
<b>MS Office</b>	<b>16 Weeks</b>	<b>10,850/-</b>
<b>Planning &amp; Plate Making</b>	<b>12 Weeks</b>	<b>9,750/-</b>
<b>Book Binding &amp; Finishing</b>	<b>01 Year</b>	<b>14,850/-</b>
<b>Advanced Diploma in Visual Communication &amp; Management</b>	<b>2 Years -Part Time</b>	<b>95,000/-</b>
<b>Advanced Diploma in Printing Technology &amp; Management</b>	<b>2 Years -Part Time</b>	<b>95,000/-</b>
<b>Diploma in Computer Graphic Designing</b>	<b>01 Year</b>	<b>29,350/-</b>

## **Workshops and Seminar Conducted in 2015**

### **Free Seminar**

<b>Seminar</b>	<b>Date Conducted</b>	<b>Participation</b>
1. Graphic Design	2015.01.24	37
2. Non Liner & Animation	2015.03.29	38
3. Printing Technology	2015.05.24	36
4. Graphic Design	2015.07.15	67
5. Book Binding & Finishing	2015.07.15	43
6. Book Binding & Finishing	2015.07.22	33
7. Book Binding & Finishing	2015.07.29	28
8. Graphic Design	2015.09.13	25

### **Technical Seminars/Workshops**

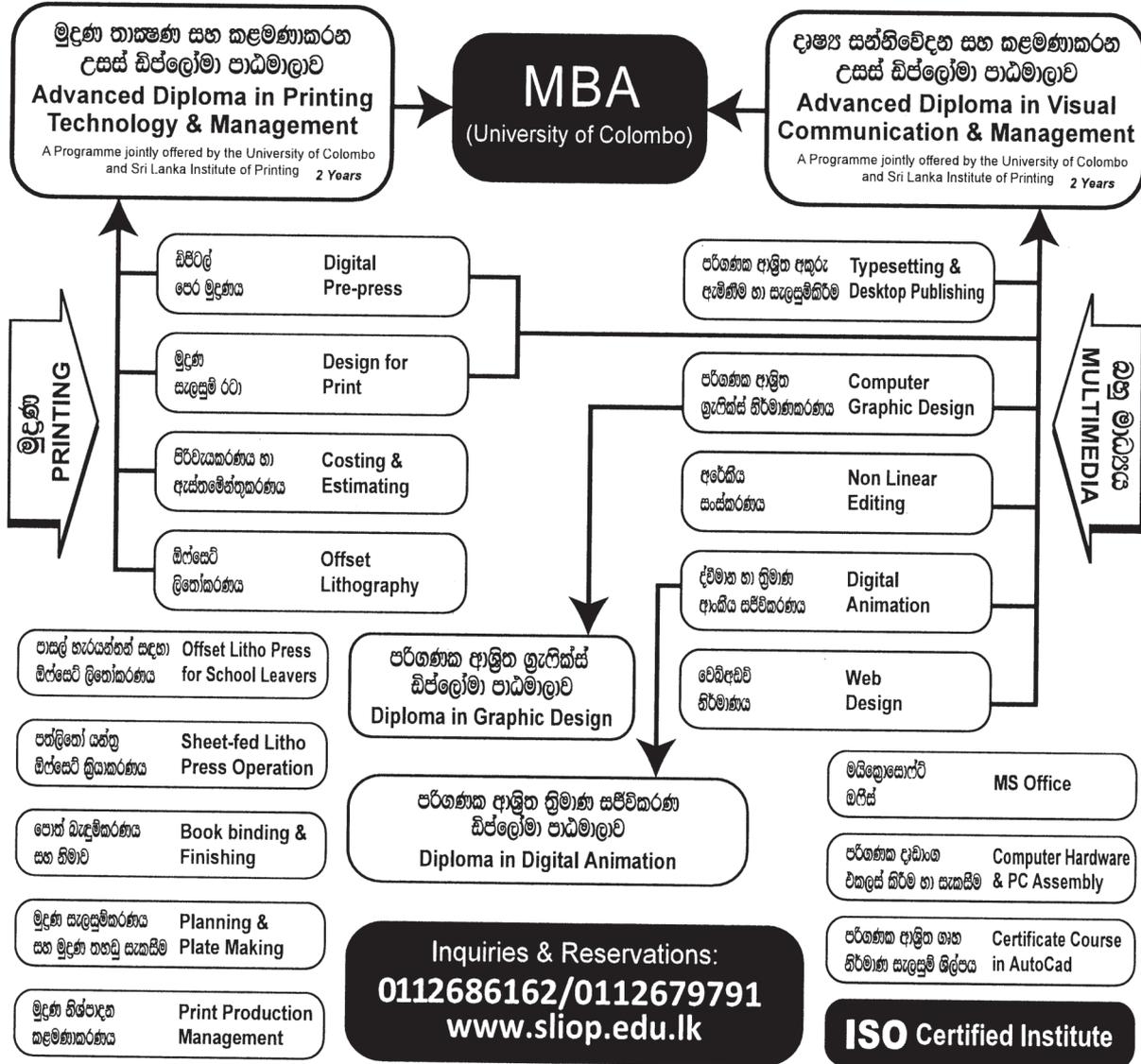
<b>Seminar</b>	<b>Date Conducted</b>	<b>Participation</b>
1. Standerdising the Printing Process	2015.03.22	43
2. Digital Printing vs Offset Printing	2015.10.11	38
3. Website Development	2015.10.18	31



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(1984 අංක 18 දරන පාර්ලිමේන්තු පනතකින් ස්ථාපනය කරන ලද්දකි)

## CAREER DEVELOPMENT PATH



## STUDENT DATA

Course	2015	
	Number of Target Students	Number of Actual Students
Typesetting & Desktop Publishing	125	113
Costing & Estimating for Printers	20	22
Offset Lithography	-	29
Digital Pre Press	10	15
Computer Graphic Designing	230	279
Sheet Fed Litho Press Operations	25	28
Design for Print	15	47
Web Designing	30	21
Offset Press Operation for School Leavers	40	43
Non Liner Editing	10	11
Digital Animation	10	10
Computer Hardware & PC Assembly	10	-
MS Office	40	143
Planing & Plate Making	8	15
Book Binding & Finishing	30	52
Diploma in Computer Graphic Designing	60	67
Advanced Diploma in Visual Communication & Management	15	Counting....
Advanced Diploma in Printing Technology & Management	10	Counting....

**Sri Lanka Institute of Printing**  
Financial Analysis As at 31 st December 2015

<b>Head Office: -</b>	<b>Budget 2015</b>	<b>Actuals as at 31 st December 2015</b>
	<b>Rs.</b>	<b>Rs.</b>
<b>Operational Income</b>	13,193,950.00	20,177,166.00
<b>Non Operational Income</b>	4,020,255.00	3,881,637.00
<b>Total Income</b>	<b>17,214,205.00</b>	<b>24,058,803.00</b>
<b>Expenditure</b>	12,763,638.00	16,920,847.00
<b>Operational Profit / Loss</b>	<b>430,312.00</b>	<b>3,256,319.00</b>
<b>Total Profit / Loss</b>	<b>4,450,567.00</b>	<b>7,137,956.00</b>
<b>Matale Branch: -</b>	<b>Budget 2015</b>	<b>Actuals as at 31 st December 2015</b>
	<b>Rs.</b>	<b>Rs.</b>
<b>Income</b>	700,000.00	460,000.00
<b>Expenditure</b>	429,219.00	451,335.00
<b>Total Profit / Loss</b>	<b>270,781.00</b>	<b>8,665.00</b>

## **Financial Statment**

**FINANCIAL STATEMENTS  
OF  
SRI LANKA INSTITUTE OF PRINTING  
FOR THE YEAR ENDED  
31ST DECEMBER, 2015.**

**SRI LANKA INSTITUTE OF PRINTING**  
**NO.118, DR. DANISTER DE SILVA MAWATHA, COLOMBO - 8.**  
**STATEMENT OF FINANCIAL POSITION**

AS AT 31ST DECEMBER		2015	2014
	Note	Rs.	Rs.
<b><u>ASSETS</u></b>			
<b><u>NON-CURRENT ASSETS</u></b>			
Property, Plant & Equipment	1	5,662,769.70	5,182,715
Intangible Assets	2	144,500.00	-
<b>Total Non-Current Assets</b>		<b>5,807,269.70</b>	<b>5,182,715</b>
<b><u>CURRENT ASSETS</u></b>			
Trade and other Receivables	3	4,826,223.56	3,332,333
Prepayments	4	5,163.05	276,229
Short-term Investments	5	62,923,559.82	58,169,243
Cash and Cash Equivalents	6	2,595,621.35	3,594,740
<b>Total Current Assets</b>		<b>70,350,567.78</b>	<b>65,372,545</b>
<b>TOTAL ASSETS</b>		<b>76,157,837.48</b>	<b>70,555,261</b>
<b><u>FUNDS &amp; LIABILITIES</u></b>			
<b><u>FUNDS</u></b>			
Accumulated Fund	7	73,986,438.29	66,848,482
<b>Total Funds</b>		<b>73,986,438.29</b>	<b>66,848,482</b>
<b><u>NON-CURRENT LIABILITIES</u></b>			
Provision for Retiring Gratuity	8	1,012,550.25	920,610
<b>Total Non-Current Liabilities</b>		<b>1,012,550.25</b>	<b>920,610</b>
<b><u>CURRENT LIABILITIES</u></b>			
Trade and other Payables	9	1,158,848.94	2,786,168
<b>Total Current Liabilities</b>		<b>1,158,848.94</b>	<b>2,786,168</b>
<b>TOTAL FUNDS AND LIABILITIES</b>		<b>76,157,837.48</b>	<b>70,555,261</b>

.....  
Accountant

The Board of Directors is responsible for the preparation and presentation of these Financial Statements,  
Signed for and on behalf of the Board by,

.....  
Chairman

.....  
Director

25th February, 2016.

The Accounting Policies and Notes on pages 4 through 15 form an integral part of the Financial Statements.



**SRI LANKA INSTITUTE OF PRINTING**  
**NO.118, DR. DANISTER DE SILVA MAWATHA, COLOMBO - 8.**  
**STATEMENT OF COMPREHENSIVE INCOME**

FOR THE YEAR ENDED 31ST DECEMBER

	<u>Note</u>	<u>2015</u> Rs.	<u>2014</u> Rs.
Revenue from Course Fees, Registration Fees & Examination Fees etc,	10	20,002,193.25	15,686,571
Net Surplus/(Deficit) from Matale Branch	11	8,665.26	26,430
Direct Expenditure on Course Fees, Registration Fees Examination Fees etc,	12	(8,903,580.35)	(7,293,529)
<b>Contribution before Employee Costs &amp; Overheads</b>		<b>11,107,278.16</b>	<b>8,419,473</b>
Other Income	13	166,258.31	633,075
<b>Operating Income</b>		<b>11,273,536.47</b>	<b>9,052,548</b>
<b><u>Overhead Expenses</u></b>			
Employee Cost	14	(2,974,246.30)	(2,921,067)
Depreciation & Amortization		(1,604,848.97)	(1,364,977)
Other Operating Expenses	15	(3,438,122.12)	(2,708,318)
<b>Total Operating Expenditure</b>		<b>(8,017,217.39)</b>	<b>(6,994,362)</b>
<b>Net Operating Income</b>		<b>3,256,319.08</b>	<b>2,058,186</b>
Net Financial Income	16	3,881,637.52	4,616,851
<b>Surplus for the year</b>		<b>7,137,956.60</b>	<b>6,675,037</b>
Other Comprehensive Income		-	-
<b>Total Comprehensive Income for the Year Transferred to Accumulated Fund</b>		<b>7,137,956.60</b>	<b>6,675,037</b>

The Accounting Policies and Notes on pages 4 through 15 form an integral part of the Financial Statements.



**SRI LANKA INSTITUTE OF PRINTING**  
**NO.118, DR. DANISTER DE SILVA MAWATHA, COLOMBO - 8.**  
**CASH FLOW STATEMENT**

FOR THE YEAR ENDED 31ST DECEMBER	<u>2015</u>	<u>2014</u>
	Rs.	Rs.
<b><u>Cash Flows from Operating Activities</u></b>		
Excess of Income Over Expenditure	7,137,957	6,675,037
<b>Adjustments for non-cash income and expenses:</b>		
Depreciation & Amortisation	1,606,294	1,366,422
Provision for Retiring Gratuity	91,940	80,289
Provision for Impairment	1,092,025	801,400
Loss on Asset Disposal	-	193,000
Profit on Sale of Assets	(123,412)	-
Interest Income	(3,854,936)	(4,596,391)
<b>Operating Income before Working Capital Changes</b>	<b>5,949,867</b>	<b>4,519,757</b>
(Increase)/Decrease in Debtors & Amounts Receivables	(2,314,849)	(852,511)
Increase/(Decrease) in Amounts Payable	(1,627,319)	2,043,659
<b>Net Cash Flow from Operating Activities</b>	<b>2,007,698</b>	<b>5,710,904</b>
Gratuity Paid	-	(85,173)
<b>Net Cash Flow from Operating Activities</b>	<b>2,007,698</b>	<b>5,625,731</b>
<b><u>Cash Flows from Investing Activities</u></b>		
Interest Received	2,022,838	7,321,781
Sale of Property, Plant & Equipment	135,681	2,075,000
Purchase of Property, Plant & Equipment	(2,243,117)	(1,528,012)
<b>Net Cash from Investing Activities</b>	<b>(84,598)</b>	<b>7,868,769</b>
<b><u>Cash Flows from Financing Activities</u></b>		
<b>Net Cash from Financing Activities</b>	<b>-</b>	<b>-</b>
Net Increase/(Decrease) in Cash & Cash Equivalents	1,923,100	13,494,501
Cash & Cash Equivalents at the beginning of the year	61,120,131	47,625,630
<b>Cash &amp; Cash Equivalents at the end of the year</b>	<b>63,043,231</b>	<b>61,120,131</b>
<b><u>Cash &amp; Cash Equivalents</u></b>		
Cash at Bank	2,590,248	3,589,317
Short Term Investments	60,447,609	57,525,391
Cash in hand	5,373	5,423
<b>Cash &amp; Cash Equivalents at the end of the year</b>	<b>63,043,231</b>	<b>61,120,131</b>

The Accounting Policies and Notes on pages 4 through 15 form an integral part of the Financial Statements.



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

**1. CORPORATE INFORMATION**

**1.1 General.**

Sri Lanka Institute of Printing was established in Sri Lanka in 1984 under the Institute of Printing Act No. 18 of 1984. The Registered office of the Institute and the principal place of business are located at No. 118, Dr. Danister de Silva Mawatha, Colombo 8.

**1.2 Principal Activities and Nature of Operations.**

During the year 2015, the Institute continued to engaged in principal activities authorized in the Incorporation Act as follows,

- a. Conducting of courses in printing, graphics and digital media technologies,
- b. Organising seminars and workshops to provide knowledge on new technological developments in the industry,
- c. Providing higher educational facilities in printing, graphics and digital media technologies
- d. Fulfilling training requirements of the industry in order to provide access for employment.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**2.1 Basis of Preparation**

**(a) Statement of Compliance**

The Financial Statements of the Institute have been prepared in accordance with Sri Lanka Accounting Standards for Small and Medium sized Entities (SLFRS for SMEs) as issued by the Institute of Chartered Accountants of Sri Lanka.

**(b) Basis of Measurements**

The Financial Statements of the Institute have been prepared on a historical cost basis, except for Derivative Financial Instruments, Financial Assets and Liabilities held for Trading and Available for Sale Financial Investments all of which have been measured at fair value.

**(c) Comparative information**

Comparative Information including quantitative narrative and descriptive information is disclosed in respect of the previous period for all amounts reported in the Financial Statements in order to enhance the understanding of the Financial Statement of the Current Period and to improve the inter period Comparability. When the presentation or classification of items in the Financial Statements have been amended Comparative amounts have also been reclassified to conform with the current year in order to provide a better presentation.



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

**2.2 Significant Accounting Judgements, Estimates and Assumptions**

In the process of applying the Institute's accounting policies, the management has exercised judgement and estimates in determining the amounts recognized in the Financial Statements. Use of available information, estimates and assumptions and application of judgement is inherent in the preparation of the Financial Statements as they affect the application of accounting policies and the recorded amounts in the Financial Statements.

The Institute believes its estimates including the valuation of assets and liabilities are appropriate. Estimates and underlying assumptions are reviewed on a continuous basis. However the actual results may differ from those estimates. The most significant uses of judgements and estimates are as follows:

**Going Concern**

The Board has made an assessment on the Institute's ability to continue as a going concern and is satisfied that it has the resources to continue in operation for the foreseeable future. Furthermore, management is not aware of any material uncertainties that may cast significant doubt upon the Institute's ability to continue as a going concern. Therefore, the Financial Statements continue to be prepared on the going concern basis.

**Fair Value of Financial Instruments**

Where the fair values of financial assets and financial liabilities recorded in the Statement of Financial Position cannot be derived from active markets, they are determined using a variety of valuation techniques that include the use of mathematical models. The inputs to these models are derived from observable market data where possible, but if this is not available, judgement is required to establish fair values.

**2.3 Financial Instruments - Initial Recognition and Subsequent Measurement**

Financial Assets within the scope of Section 11, 12 and 11.41 of SLFRS for SMEs are classified as Financial Assets at Fair Value through Profit or Loss, Debt Instruments at amortized Cost, Equity Instruments measured at Cost less Impairment, Financial Liabilities measured at fair value through Profit or Loss, Financial Liabilities measured at amortized Cost and Loan Commitments measured at Cost less Impairment as appropriate. The Institute determines the classification of its Financial Assets at initial recognition.

**2.3.1 Date of Recognition**

All financial assets and liabilities are initially recognised on the trade date, i.e., the date that the Institute becomes a party to the contractual provisions of the instrument.

**2.3.2 Initial Measurement of Financial Instruments**

The classification of financial instruments at initial recognition depends on their purpose and characteristics and the management's intention in acquiring them. All financial instruments are measured initially at the transaction price (including transaction costs, except in the case of financial assets and financial liabilities recorded at fair value through profit or Loss).



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

**2.3.3 Subsequent Measurement of Financial Instruments**

After initial measurement, at the end of each reporting period, the Institute shall measure all financial instruments within the scope of Section 12 at fair value and recognize changes in fair value in profit or Loss.

**2.3.4 Derecognition of Financial Assets and Financial Liabilities**

**2.3.4.1 Financial Assets**

A financial asset (or, where applicable a part of a financial asset or part of a group of similar financial assets) is derecognized when:

- The rights to receive Cash Flows from the asset have expired or;
- The Institute has transferred substantially all the risks and rewards of the asset.

**2.3.4.2 Financial Liabilities**

A financial liability is derecognized when the obligation under the liability is discharged or cancelled or expires. Where an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability. The difference between the carrying value of the original financial liability and the consideration paid is recognised in profit or Loss.

**2.3.5 Determination of Fair Value**

The fair value for financial instruments traded in active markets at the reporting date is based on their average quoted market price or average dealer price quotation without any deduction for transaction costs. For all other financial instruments not traded in an active market, the fair value is determined by using appropriate valuation techniques. Valuation techniques include the discounted Cash Flow method, comparison with similar instruments for which market observable prices exist and other relevant valuation models.

**2.3.6 Impairment of Financial Assets**

The Institute assesses at each reporting date, whether there is any objective evidence that a financial asset or a Group of financial assets is impaired. A financial asset or a group of financial assets is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events that have occurred after the initial recognition of the asset (an 'incurred loss event') and that loss event (or events) has an impact on the estimated future Cash Flows of the financial asset or the group of financial assets that can be reliably estimated.

**2.4 Property, Plant and Equipment**

Property, Plant and Equipment are stated at cost excluding the costs of day-to-day servicing, less accumulated depreciation and impairment in value. Changes in the expected useful life are accounted for by changing the amortization period or method, as appropriate, and treated as changes in accounting estimates.

The Institute reviews its assets' residual values, useful lives and method of depreciation at each reporting date. Judgment by the management is exercised in the estimation of these values, rates, methods and hence they are subject to uncertainty.



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

Depreciation on other Property, Plant & Equipment have been provided on straight line basis to write down the cost of Property, Plant and Equipment to their residual values over their estimated useful lives from the time the asset is placed in use. Depreciation rates are as follows:

- Machinery & Others	10 years
- Computers	3 years

Property, Plant and Equipment are derecognized on disposal or when no future economic benefits are expected from its use. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is recognised in 'Other Operating Income' or 'Other Operating Expenses' as appropriate in the Income Statement in the year the asset is derecognized.

## **2.5 Intangible Asset**

An intangible asset is recognized if it is probable that the future economic benefits that are attributable to the asset will flow to the entity and the cost of the asset can be measured reliably in accordance within the scope of Section 18 of SLFRS for SMEs - Intangible Assets. Accordingly, these assets are stated in the Statement of Financial Position at cost less accumulated amortization and any accumulated impairment loss.

Computer Software is amortized over a period of 3 years on the straight line method.

## **2.6 Trade Receivables**

Trade receivables are recognised initially at the transaction price. They are subsequently measured at amortized cost using the effective interest method, less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the Institute will not be able to collect all amounts due according to the original terms of the receivables.

## **2.7 Government Grants**

Government grants that do not impose specified future performance conditions are recognised in income when the grant proceeds are receivable.

Government grants that impose specified future performance conditions are recognised in income only when the performance conditions are met.

## **2.8 Employee Benefit Liability**

### **2.8.1 Defined Contribution Plans - Employees' Provident Fund and Employees' Trust Fund**

Employees are eligible for Employees' Provident Fund and Employees' Trust Fund contributions in line with respective statutes and regulations.

### **2.8.2 Defined Benefit Plan - Gratuity**

The Institute uses the Projected Unit Credit Method with the simplifications to measure its defined benefit obligations and the related expenses.



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

**2.9 Provisions**

Provisions are recognised when the Institute has a present obligation (legal or constructive) as a result of a past event, and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. The expense relating to any provision is presented in the Income Statement net of any reimbursement.

**2.10 Trade Payables**

Trade Payables are recognized initially at the transaction price and subsequently measured at amortized cost using the effective interest method.

**2.11 Cash and Cash Equivalents**

Cash and cash equivalents include cash in hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown within borrowings in current liabilities on the statement of financial position.

**2.12 Revenue Recognition**

Revenue is recognized to the extent that is probable that the economic benefit will flow to the Institute and the revenue and associated cost incurred or to be incurred can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

**Rendering of Services**

Revenue from the rendering of services is recognized in the accounting period in which the services are rendered

**2.13 Interest Income**

Interest income is recognised using the effective interest method.

**2.14 Expenditure Recognition**

Expenses are recognized in the Income & Expenditure Statement on the basis of a direct association between the cost incurred and the earning of specific items of Income. All Expenditure incurred in the running of the Institute and in maintaining the Property, Plant & Equipment in a state of efficiency has been charged to the profit or Loss.



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

<b>1 PROPERTY, PLANT &amp; EQUIPMENT</b>		<b>Balance As at 01/01/2015 Rs.</b>	<b>Additions during the year Rs.</b>	<b>Transfers Rs.</b>	<b>Disposal during the year Rs.</b>	<b>Balance As at 31/12/2015 Rs.</b>
<b><u>At Deemed Cost</u></b>						
Machinery	Head Office	5,925,408.36	157,000.00	-	(20,840.60)	6,061,567.76
Computer	Head Office	4,868,442.46	1,641,810.00	-	(85,000.00)	6,425,252.46
<b><u>At Cost</u></b>						
Furniture & Fittings	Head Office	1,050,183.91	236,946.55	-	(154,568.75)	1,132,561.71
	Matale Branch	8,700.00	-	-	-	8,700.00
Office Equipment	Head Office	625,760.40	62,060.68	-	(9,990.00)	677,831.08
	Matale Branch	5,750.00	-	-	-	5,750.00
Library Books		732,495.89	-	-	-	732,495.89
Crockery & Cutlery		15,774.90	800.00	-	-	16,574.90
Carpets		314,945.80	-	-	-	314,945.80
Name Board		89,937.60	-	-	-	89,937.60
<b>Total</b>		<b>13,637,399.32</b>	<b>2,098,617.23</b>	<b>-</b>	<b>(270,399.35)</b>	<b>15,465,617.20</b>
<b><u>Depreciation &amp; Impairment</u></b>		<b>Accumulated Depreciation As at 01/01/2015 Rs.</b>	<b>Depreciation during the Year Rs.</b>	<b>Impairment Rs.</b>	<b>Disposal during the year Rs.</b>	<b>Accumulated Depreciation As at 31/12/2015 Rs.</b>
<b><u>On Deemed Cost</u></b>						
Machinery	Head Office	2,487,644.33	596,286.49	-	(14,067.41)	3,069,863.41
Computer	Head Office	3,738,542.47	893,575.00	-	(85,000.00)	4,547,117.47
<b><u>On Cost</u></b>						
Furniture & Fittings	Head Office	631,354.45	76,457.77	-	(154,041.25)	553,770.98
	Matale Branch	6,960.00	870.00	-	-	7,830.00
Office Equipment	Head Office	583,475.38	8,392.53	-	(5,022.00)	586,845.91
	Matale Branch	4,600.00	575.00	-	-	5,175.00
Library Books		684,389.23	16,521.44	-	-	700,910.67
Crockery & Cutlery		9,939.90	660.83	-	-	10,600.73
Carpets		290,402.26	4,501.14	-	-	294,903.40
Name Board		17,376.16	8,453.76	-	-	25,829.92
<b>Total</b>		<b>8,454,684.18</b>	<b>1,606,293.97</b>	<b>-</b>	<b>(258,130.66)</b>	<b>9,802,847.50</b>
<b>Net Book Value</b>		<b>5,182,715.14</b>				<b>5,662,769.70</b>



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

AS AT 31 ST DECEMBER		2015	2014
		Rs.	Rs.
<b>2</b>	<b><u>INTANGIBLE ASSETS</u></b>		
	<b><u>Computer Software</u></b>		
	<b><u>Cost</u></b>		
	Balance as at the beginning of the year	72,240.00	72,240
	Additions	144,500.00	-
	Impairment	-	-
	<b>Balance as at the end of the year</b>	<b>216,740.00</b>	<b>72,240</b>
	<b><u>Accumulated Amortization</u></b>		
	Balance as at the beginning of the year	72,240.00	72,240
	Amortization	-	-
	<b>Balance as at the end of the year</b>	<b>72,240.00</b>	<b>72,240</b>
	<b>Net Balance as at end of the year</b>	<b>144,500.00</b>	<b>-</b>
<b>3</b>	<b><u>TRADE AND OTHER RECEIVABLES</u></b>		
	Debtors	4,202,100.00	2,866,650
	Staff Debtors	624,123.56	415,684
	Award Ceremony - Sponsorship Income Receivable	-	50,000
		<b>4,826,223.56</b>	<b>3,332,333</b>
<b>3.1</b>	<b><u>DEBTORS</u></b>		
	Debtors		
	Head Office	6,676,874.50	4,232,350
	Matale Branch	362,700.00	379,750
		<b>7,039,574.50</b>	<b>4,612,100</b>
	Impairment Provision		
	Head Office	(2,656,024.50)	(1,580,450)
	Matale Branch	(181,450.00)	(165,000)
		<b>4,202,100.00</b>	<b>2,866,650</b>
<b>3.2</b>	<b><u>STAFF DEBTORS</u></b>		
	Loan --		
	M.W.Sanath	33,333.52	83,333
	M.T.D. Wijesiri	188,890.00	105,565
	Chamal Hettiarachchi	144,450.04	127,785
	W.A.M.Lankathilaka	104,000.00	90,000
	D.S.S. Baranage	144,450.00	-
	Festival Advance -		
	Head Office	8,000.00	8,000
	Matale	1,000.00	1,000
		<b>624,123.56</b>	<b>415,684</b>



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

AS AT 31 ST DECEMBER	2015	2014
	Rs.	Rs.
<b>4 <u>PRE-PAYMENTS</u></b>		
Advance Payment for Building	-	227,370
Web Hosting Charges	5,163.05	11,359
Chairman Allowances	-	7,500
Consultancy Fee	-	30,000
	<u>5,163.05</u>	<u>276,229</u>
<b>5 <u>SHORT-TERM INVESTMENTS</u></b>		
Treasury Bills	3,521,647.19	3,312,143
Interest Receivable on Treasury Bills	97,900.46	90,395
	<u>3,619,547.65</u>	<u>3,402,539</u>
Fixed Deposits	56,925,962.28	52,213,248
Interest Receivable on Fixed Deposits	2,378,049.89	545,211
	<u>59,304,012.17</u>	<u>52,758,458</u>
Call Deposits	-	2,000,000
Interest Receivable on Call Deposits	-	8,247
	<u>-</u>	<u>2,008,247</u>
	<u>62,923,559.82</u>	<u>58,169,243</u>
<b>6 <u>CASH AND CASH EQUIVALENTS</u></b>		
Peoples Bank -Current A/c. No. I	2,148,875.44	2,724,994
Peoples Bank -Current A/c. No. II	441,372.91	864,323
Cash in hand	5,373.00	5,423
	<u>2,595,621.35</u>	<u>3,594,740</u>
<b>7 <u>ACCUMULATED FUND</u></b>		
Balance as at 1st January	66,848,481.69	60,173,445
Transferred from Statement of Comprehensive Income	7,137,956.60	6,675,037
	<u>73,986,438.29</u>	<u>66,848,482</u>



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

AS AT 31 ST DECEMBER	Note	2015 Rs.	2014 Rs.
<b>8 <u>PROVISION FOR RETIRING GRATUITY</u></b>			
Balance as at 1st January		920,610.00	925,494
Provision for the year			
Head Office		83,417.25	71,886
Matale		8,523.00	8,403
		<u>1,012,550.25</u>	<u>1,005,783</u>
Payments during the year		-	(85,173)
Balance as at 31st December		<u><u>1,012,550.25</u></u>	<u><u>920,610</u></u>
<b>9 <u>TRADE AND OTHER PAYABLES</u></b>			
Income Received in Advance		90,700.00	1,866,050
Accrued Expenses	9.1	1,068,148.94	920,118
		<u><u>1,158,848.94</u></u>	<u><u>2,786,168</u></u>
<b>9.1 <u>ACCRUED EXPENSES</u></b>			
Allowances to Peon		9,750.00	8,750
Accountancy Fees		68,166.00	59,100
Audit Fees		495,280.00	370,280
Salaries and Overtime		11,990.47	9,379
Practical Fees - Head Office		88,575.00	98,830
Lecture Fees		145,350.00	122,850
Internet Service Charges		959.16	1,531
Welfare Charges		11,503.00	4,150
Honorarium		16,008.30	9,149
Maintenance of Support Fees		2,500.00	2,500
Attendance Allowances for Board Meeting		13,000.00	13,000
Consolidated Fund		2,408.70	5,787
Telephone - Head Office		9,145.34	23,191
Matale		1,778.81	2,158
Chairman's Allowance		7,500.00	-
Photocopy Rental Fees		12,849.16	15,429
Attending Fees for Academic Board Meeting		1,500.00	1,500
IT Support Service		4,000.00	4,000
Bonus - Head Office		150,000.00	150,000
Matale		15,000.00	15,000
Translation Fees		600.00	600
PAYE Tax		285.00	285
Electricity - Matale		-	2,650
		<u><u>1,068,148.94</u></u>	<u><u>920,118</u></u>



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST DECEMBER		2015	2014
	<u>Note</u>	<u>Rs.</u>	<u>Rs.</u>
<b>10</b>	<b><u>REVENUE FROM COURSE FEES, REGISTRATION FEES &amp; EXAMINATION FEES ETC</u></b>		
Course Fees		19,222,273.25	14,339,466
Registration Fees		338,450.00	270,550
Examination Fees		8,970.00	38,355
Seminar Income		432,500.00	465,200
Award Ceremony Fees		-	423,000
Award Ceremony - Sponsorship Income		-	150,000
		<u>20,002,193.25</u>	<u>15,686,571</u>
<b>11</b>	<b><u>NET SURPLUS/(DEFICIT) FROM MATALE BRANCH</u></b>		
<b><u>Income</u></b>			
Course Fee		460,000.00	576,000
Examination Fees		-	1,000
Sundry Income		-	1,500
		<u>460,000.00</u>	<u>578,500</u>
<b><u>Expenses</u></b>			
Staff Salaries & Bonus		376,312.00	322,372
Employees Provident Fund		22,645.44	22,465
Employees Trust Fund		5,661.36	5,618
Electricity		9,561.50	15,028
Depreciation		1,445.00	1,445
Practical Fees		-	3,600
Telephone		10,736.44	8,139
Provision for Impairment		16,450.00	165,000
Provision for Gratuity		8,523.00	8,403
		<u>451,334.74</u>	<u>552,070</u>
<b>Excess of Income Over Expenditure</b>		<u>8,665.26</u>	<u>26,430</u>



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST DECEMBER

	<u>Note</u>	<u>2015</u> Rs.	<u>2014</u> Rs.
<b>12 <u>DIRECT EXPENSES ON COURSE FEES, REGISTRATION FEES &amp; EXAMINATION FEES ETC</u></b>			
Staff Salaries, Bonus & Allowances		2,161,000.55	1,891,369
Employees' Provident Fund		174,671.88	168,993
Employees' Trust Fund		43,667.81	42,248
Lecture Fees & Payments to Consolidated Fund		1,515,166.50	1,716,517
Practical Fees & Payment to Consolidated Fund		1,496,757.50	1,405,404
Honorarium & Payment to Consolidated Fund		170,248.53	141,067
Maintenance Support Fees		30,000.00	30,000
IT Support Service		36,000.00	44,000
Seminar Expenses		216,850.00	205,389
Photocopy Rental Fee		192,455.79	201,091
Material for Practical		23,435.00	30,312
Postage & Stationery		138,446.79	173,845
Rent, Electricity & Water		792,700.00	289,950
Awards Ceremony Expenses		-	914,282
Training Program Expenses		10,180.00	32,761
Lecture Fees for University of Colombo		1,900,000.00	-
Course Accreditation Payment for NVQ		2,000.00	6,300
		<u>8,903,580.35</u>	<u>7,293,529</u>
<b>13 <u>OTHER INCOME</u></b>			
Recovery of Salaries Overpaid in the Previous year		25,296.00	17,968
Sundry Income		17,550.00	17,000
Reimbursement of NVQ Standardizing Meeting Expenses		-	598,107
Profit on Sale of Assets		123,412.31	-
		<u>166,258.31</u>	<u>633,075</u>
<b>14 <u>EMPLOYEE COST</u></b>			
Staff Salaries, Bonus, Overtime & Allowances		2,427,454.55	2,323,159
Employees' Provident Fund		180,876.00	177,759
Employees' Trust Fund		45,219.00	44,451
Labour Charges & Allowance to Peon		111,550.00	98,500
Welfare Charges		92,229.50	98,112
Staff Training		33,500.00	107,200
Provision for Retirement Gratuity		83,417.25	71,886
		<u>2,974,246.30</u>	<u>2,921,067</u>



**SRI LANKA INSTITUTE OF PRINTING**  
**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST DECEMBER		2015	2014
	<u>Note</u>	<u>Rs.</u>	<u>Rs.</u>
<b>15</b>	<b><u>OTHER OPERATING EXPENSES</u></b>		
Chairman Allowances		67,500.00	90,000
Attendance Allowance for Board Meetings		5,000.00	37,000
Attendance Allowance for Academic Board Meetings		9,000.00	-
ISO Expenses		168,320.00	-
Travelling		14,220.00	22,815
Travelling Allowances for Marketing Executives		72,000.00	72,000
Board Meeting Expenses		2,320.00	14,583
Repairs & Maintenance		855,954.30	261,741
SLIOP Curriculum Development Programme		-	45,000
Telephone		154,013.68	138,642
Internet Service Charges		5,448.76	6,122
Accountancy Charges		169,928.60	127,898
Audit Fees		125,000.00	125,000
Insurance		4,364.61	4,243
Advertising		383,372.64	609,364
Course Promotional Activities		5,250.00	-
Provision for Impairment		1,075,574.50	636,400
Charges for preparing Administration & Financial Rules		-	56,725
Bank Charges		3,003.73	34,288
Expenses on Minister Visit		29,000.00	-
Annual Report Expenses		-	43,484
Exhibition Expenses		34,760.00	131,708
Translation Fees		9,325.00	29,787
Loss on Asset Disposed		-	193,000
Web Hosting Charges		6,195.67	6,196
Sponsorship Fees		-	10,000
Sundry Expenses		8,529.25	12,321
Advance Witten off		227,370.25	-
E.T.F. Surcharge		2,671.13	-
		<b><u>3,438,122.12</u></b>	<b><u>2,708,318</u></b>
<b>16</b>	<b><u>NET FINANCIAL INCOME</u></b>		
Interest Income		3,854,936.13	4,596,391
Interest Income on Staff Loans		26,701.39	20,460
		<b><u>3,881,637.52</u></b>	<b><u>4,616,851</u></b>



## **Auditor General's Report**



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கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம்  
**AUDITOR GENERAL'S DEPARTMENT**



මගේ අංකය  
எனது இல. }  
My No. }

VTY/E/SLIOP/01/15/81

ඔබේ අංකය  
உமது இல. }  
Your No. }

දිනය  
திகதி }  
Date }

30 September 2016

The Chairman

Sri Lanka Institute of Printing

**Report of the Auditor General on the Financial Statements of the Sri Lanka Institute of Printing for the year ended 31 December 2015 in terms of Section 14(2) (c) of the Finance Act, No. 38 of 1971**

The audit of financial statements of the Sri Lanka Institute of Printing for the year ended 31 December 2015 comprising the statement of financial position as at 31 December 2015 and the comprehensive income statement, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information, 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 25(3) of the Sri Lanka Institute of Printing Act, No.18 of 1984. My comments and observations which I consider should be published with the Annual Report of the Institute in terms of Section 14(2) (c) of the Finance Act appear in this report. A detailed Report in terms of Section 13(7) (a) of the Finance Act will be issued to the Chairman of the Institute in due course.

**1.2 Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Sri Lanka Accounting Standards pertaining to Small and Medium Scale Enterprises and for such internal control as the management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.



### 1.3 Auditor's Responsibility

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My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards, consistent with International Auditing Standards of Supreme Audit Institutions (ISSAI 1000-1810). Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**2. Financial Statements**

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**2.1 Opinion**

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In my opinion, the financial statements give a true and fair view of the financial position of the Sri Lanka Institute of Printing as at 31 December 2015 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Accounting Standards pertaining to Small and Medium Scale Enterprises.

**2.2 Comments on Financial Statements**

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**2.2.1 Non-disclosure of Transactions entered in to with related Parties**

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According to the Sri Lanka Institute of Printing Act, No.18 of 1984, the Government Printer is an ex-officio member of the Board of Governors of the Sri Lanka Institute of Printing, and the authority has been vested in the Minister to appoint a member of the Board of Governors as its Chairman. However, the Government Printer had been appointed as the Government Printer of the Sri Lanka Institute of Printing since its inception. Accommodation, electricity and water facilities required for the maintenance of the Institute are being provided by the Department of Government Printing without a formal agreement or any payment while the officers of the Department are being trained free of charge by the Institute.

**2.2.2 Sri Lanka Accounting Standards pertaining to Small and Medium Scale Enterprise**

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The value of land in extent of 0.1012 hectares (40 perches) which was transferred to the Institute by the Divisional Secretary of Thimbirigasyaya on 18 September 2013 had not been assessed and included in the financial statements as per paragraph 17 of the Standard. As the said land and the entire land where the Institute of Printing is located has been vested in the Ministry of Megapolis and Western Development, the Chairman had informed the audit that it was not stated as an asset in the financial statements.

### **2.2.3 Accounting Deficiencies**

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Even though the provision for debtors impairment should be made on the possibility of non-recovery of loans, the relevant accounting policy thereto had not been disclosed in the financial statements. Nevertheless, provision for debtors impairment had been made for the total outstanding debtor balance as at 31 December of the preceding year in the financial statements.

### **2.3 Receivable and Payable Accounts**

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According to the financial statements, the debtor balance as at 31 December 2014 amounted to Rs.4,612,100 while it was Rs.7,039,574 as at 31 December 2015. Thus, the debtor balance had improved by 52 per cent.

### **2.4 Transactions not supported by Adequate Authority**

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A sum of Rs.227,370 paid as an advance for the designing of plan of the new building in the year 2009 had been written off as an expenditure without the approval of the Board of Governors in the year under review.

## **3. Financial Review**

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### **3.1 Financial Results**

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According to the financial statements presented, the financial result of the year under review had been a surplus of Rs.7,137,956 as compared with the corresponding surplus of Rs.6,675,037 for the preceding year, thus indicating an improvement in the financial result of the year under review by Rs.462,919 as compared with the preceding year. The increase in the income by Rs.1,485,774 despite the increase in expenditure of the year under review by Rs.1,022,855 as compared with the preceding year had mainly attributed to the above improvement.

In analyzing the financial results of preceding years, a continuous improvement in the financial surplus from the year 2011 up to 2013 and a decrease in the surplus in the year 2014 were indicated whereas an increase in the surplus was indicated again in the year 2015. In considering the employee remuneration and depreciation on non-current assets, the contribution of the Institute had increased from the year 2011 up to 2013 whereas it had been Rs.12,488,771, Rs.10,961,081 and Rs.11,717,050 from the year 2013 up to 2015 respectively, thus it had been fluctuated since the year 2013.

#### **4. Operating Review**

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##### **4.1 Performance**

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According to the Sri Lanka Institute of Printing Act, No.18 of 1984, the objectives of the Institute were as follows.

- (a) to train those persons presently employed in the printing trade, to award certificates and to organize training courses in the field of Printing Technology and Management
- (b) to disseminate information regarding new syllabuses, techniques, and processes through a periodical newsletter or other publications
- (c) to attend and participate in trade fairs connected with the printing trade, to sponsor training abroad and to reciprocate training through an exchange system

Out of the above objectives, attention had been paid only to achieve the objective of training those persons presently employed in the printing trade and apprentices, awarding certificates and organizing training courses in the field of Printing Technology and Management.

## 4.2 Management Activities

-----

The following observations are made.

- (a) Even though the Establishment Procedure and Financial Procedure for the Sri Lanka Institute of Printing had been prepared by spending a sum of Rs.56,725 in the year 2009 and presented to the Ministry for approval, such approval had not been received even by April 2016.
  
- (b) A proper methodology for the revision of course fees had not been followed by the Institute in the years 2014 and 2015.

## 4.3 Underutilization of Funds

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An income of Rs.62,923,559 earned by the Institute as at 31 December 2015 had been invested without utilizing for the achievement of objectives of the Institute.

## 4.4 Personnel Administration

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The approved cadre of the Institute stood at 13 while the actual cadre was 11, thus 02 vacancies existed. Thirty two visiting lecturers and instructors had been employed for training purposes in the year under review whereas the Management had not taken action to recruit a permanent staff for the above purpose.

## 5. Accountability and Good Governance

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### 5.1 Corporate Plan

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The activities included in the Corporate Plan such as, construction of the new building complex, development of a work force with international professional qualifications and multi talents for foreign employment, establishment of a new organization chart for the Institute and obtaining required human resources therefore had not been carried out.

**5.2 Action Plan**  
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Even though a plan had been prepared including only the particulars on enrollments, dropouts and completion of courses relating to the courses conducted by the Institute, it was not prepared in a manner to show the relevant progress of achieving the objectives of the Institute in terms of the Circular No.PFD/RED/01/04/2014/01 of 17 February 2014 issued by the Ministry of Finance and Planning.

**5.3 Internal Audit**  
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An Internal Audit Unit ensuring the efficient and effective functioning of the Institute and implementation of adequate internal control systems, had not been established in terms of Management Audit Circular No.DMA/06 of 23 December 2011.

**5.4 Budgetary Control**  
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Variances ranging from 20 per cent to 446 per cent were observed as compared with the budgeted income and expenditure with the actual income and expenditure of the year under review, thus indicating that the budget had not been made use of as an effective instrument of management control.

**6. Systems and Controls**  
-----

Deficiencies in systems and controls observed during the course of audit were brought to the notice of the Chairman of the Institute from time to time. Special attention is needed in respect of the following areas of control.



Areas of Systems and Controls -----	Observations -----
(a) Income Control	Non-availability of a methodology for the revision of course fees and failure to take adequate action for recovery.
(b) Debtor Control	Non-availability of proper methodology in respect of provision for bad debts.
(c) Expenditure Control	Non-availability of a methodology for the identification of expenditure on the operation of the Institute.

H.M.Gamini Wijesinghe  
Auditor General

## SRI LANKA INSTITUTE OF PRINTING

S.Ranathunga  
Assistant Auditor General  
Auditor General's Department  
No. 306/72, Polduwa Road,  
Battaramulla.

Report of the Auditor General on the Financial Statements of the Sri Lanka Institute of Printing for the year ended 31 December 2015 in terms of Section 14(2)(c) of the Finance Act, No. 38 of 1971.

Our comments and information on the above report are annexed herewith.

W.A.A.G.Fonseka  
Chairman – Sri Lanka Institute of Printing  
Government Printer

### **2.2.1 Sri Lanka Accounting Standards for Small and Medium Scale Institutions**

- (a) The statement of changes in equity / statement of changes in net assets in terms of the Sri Lanka Accounting Standard No. 01 is sent herewith.
- (b) Since the inception of the Sri Lanka Institute of Printing up to date, the building in which the Institute is maintained belong to the Government Press. In addition, all the infrastructure facilities since the inception of the Sri Lanka Institute of Printing, up to date, are provided by the Government Press. That is, the cost of electricity and water, in addition to the building, is met by the Department of Government Printing. The primary objective of the Sri Lanka Institute of Printing is the training of the novices entering the Printing Sector and for imparting a wider knowledge to those who are already employed in the Printing Sector.
- As such, the enrolment of the employees in service in the Government Press to the Training Courses, in view of the Co-operation extended by the Government Press for the maintenance of our Institute is an exchange of services continuing from the inception. This situation can be changed in the future when the new building is made available to the Sri Lanka Institute of Printing. The expenditure on the Scholarships given to the Government Press is brought to account as the courses income whilst the charges for the courses are brought to account as the expenditure on water and electricity.
- (c) According to the current status of the land allocated to the Sri Lanka Institute of Printing, the entire land premises of the Government Press including the land allocated to the Sri Lanka Institute of Printing is under consideration for acquisition by the Ministry of Megapolis. As such a situation in which it is not possible to assess the value of the land of the Sri Lanka Institute of Printing and enter as an asset in the financial statements has arisen.

### **2.2.2 Non-disclosure of Transactions with Related Parties**

Providing free training to the officers of the Government Press without an agreement is a process in operation for the inception the Sri Lanka Institute of Printing. The persons who held the post of the Government Printer had, up to date, functioned as the Chairman of the Sri Lanka Institute of Printing and the selection of the employees of the Government Press for the free training is done by the Deputy Government Printer of the Government Press. They are selected based on several matters such as the relevance for training, the service period, the usefulness for the Division, etc., and the special application of the officers so selected for the free training course of the Sri Lanka Institute of Printing are sent with the approval of the Government Printer. The Sri Lanka Institute of Printing has taken action for the grant of scholarships to such officers so sent.

### **2.2.3 Accounting Deficiencies**

The sum of Rs.227,370 spent in the year 2009 for the preparation of plans for the construction of the new building was written off as an expenditure in the year under review as it was found not necessary to carry forward in the financial statements over a number of years in view of the delay involved in the construction of the building.

### **2.2.4 Accounts Receivable and Payable**

- (a) The fact that the Sri Lanka Institute of Printing prepares and presents its financial statements in accordance with Sri Lanka Financial Reporting Standards for the Small and Medium Scale Enterprises is clearly stated in paragraph 1.2.1 (a) of those reports. According to the above mentioned Standards 11 and 12, the short term investments should be classified as Financial Investments and the cumulative interest thereon should be added to the investments and shown in the financial statements as shown clearly in paragraph 11/5C of those Standards. As such the investment income receivable amounting to Rs.2,475,949 have been shown as investments in the accounts.

(b) Debtors Balance according to the preceding Financial Statements.

	2012	2013	2014	2015
	----- Rs.	----- Rs.	----- Rs.	----- Rs.
Debtors Balance				
Head Office	1,867,100	3,322,490	4,232,349.50	6,676,874.50
Matale Branch	229,750	276,750	379,750.00	362,700.00
	-----	-----	-----	-----
	2,096,850	3,599,240	4,612,099.50	7,039,574.50
	=====	=====	=====	=====
Bad Debts				
Head Office	639,250	944,050	1,580,450	2,656,024.50
Matale Branch	-	-	165,000	181,450.00
	-----	-----	-----	-----
	639,250	944,050	1,745,450	2,837,474.50
	=====	=====	=====	=====
Percentage of Bad Debt Provision	30%	26%	37%	40%

These balances can be classified as follows by 31 December 2015.

	2012	2013	2014	2015	Balance as at 31 December 2015
	----- Rs.	----- Rs.	----- Rs.	----- Rs.	----- Rs.
Debtors Balance					
Head Office	731,850	848,600	1,075,574.50	4,020,850	6,676,874.50
Matale Branch	101,250	47,250	32,950.00	181,250	362,700.00
	-----	-----	-----	-----	-----
	883,100	895,850	1,108,524.50	4,202,100	7,039,574.50
	=====	=====	=====	=====	=====

Bad Debts				Total brought forward value
Head Office	731,850	848,600	1,075,574.50	- 2,656,024.50
Matale Branch	101,250	47,250	32,950.00	- 181,450.00
	-----	-----	-----	-----
	833,100	895,850	1,108,524.50	2,837,747.50
	=====	=====	=====	=====

According to the above Table our bad debt provision for 4 years, that is, the years 2012, 2013, 2014 and 2015 amounted to 40 per cent. In such circumstances 40 per cent had debt provision for several years cannot be considered as a large amount. The increase in the number of students enrolled in the year 2015 had an impact on the increase of the debtors balance for the year 2015. Further, due to the drop out of certain students who have to pay the course fees, as the course continues, leads to a situation where such amounts remain irrecoverable. In view of the competitive situation prevailing in the current market, the other institutions in this Sector as well have allowed the facility of paying course fees in installments. In such competition prevailing in the market of the Institute resorts for the recovery of the total course fee at the beginning of the course, there could be a reduction in the enrollment of students to the Institute. As such the payment of fees in 2 or 3 installments is allowed.

It was not possible to obtain the approval of the Governing Board for the bad debt provision due to the requirement for the presentation of the financial statements to the Auditor General before 29 February 2016 and the non-holding of the meeting of the Governing Board in that month. The approval of the Governing Board will be obtained at the next meeting of the Governing Board.

#### **2.2.5 Non-compliance with Laws, Rules, Regulations and Management Regulations**

- (a) It was due to the delay of the Ministry of Skills Development and Vocational Training to appoint a new Board of Directors to the Sri Lanka Institute of Printing that only one meeting of the Governing Board was held in the year 2015.

- (b) (i) Action will be taken in the future to prepare and furnish the Bank Reconciliation Statements to the Auditor General before the fifteenth day of the following month.
- (ii) The conduct of the Annual Board of Survey for the year 2015 has been completed.
- (c) Public Enterprises Circular No. PED/12 of 02 June 2003
- (i) Section 6.5.1  
The activities relating to the presentation of the Accounts are expedited as the Accounts have to be presented to the Auditor General after the end of the year of accounts, that is, before twenty eight of February of the ensuing year and the Annual Report will be prepared and presented after the receipt of the Report of the Auditor General.
- (ii) Section 8.2.2  
The approval of the Minister of Skills Development and Vocational Training has been obtained for the investments.
- (d) Notification in the Gazette Extraordinary No. 1503/3 of 21 January 2008  
Stamp Duty of Rs.25 is recovered on every payment exceeding Rs.25,000 but omitted in certain instances due to lapses. Action will be taken to prevent recurrence of such lapses in the future.
- (e) Paragraph 7 of the Letter No. DMS/E4/37/7/235/2 dated 23 February 2011 of the Director General of Department of Management Services  
The Scheme of Recruitment has been approved.

#### 4. Operating Review

- (b) (i) The Ministry has informed that the provision required for the new building complex will be made available from the Government. The construction of buildings will be commenced immediately after the receipt of the provision.
- (ii) Expenditure amounting to Rs.33,500 in the year 2014 and Rs.107,200 in the year 2015 were spent on the job training. On the job training is done only according to the requirement.
- (iii) The Offset Printing Machine Operator Course of National Vocational Qualification Level 3 and the Graphics Designer Course of the National Vocational Qualification Level 4 were commenced in the years 2014 and 2015 respectively.
- (iv) The Sri Lanka Institute of Printing creates every year a labour force possessing International Vocational Qualifications and Multi – capacity for employment locally and internationally. These included the development of courses relevant to new technology and training in new technology through conducting Seminars and Workshops.

The labour force created for the country in the 4 preceding years are as follows.

2012 – 871

2013 – 886

2014 – 942

2015 – 885

- (v) Discussions in this connections were held with Honorable Minister.

- (c) The Institute has prepared a Performance Report and forwarded to the Ministry. This Report is included in the Performance Report printed by the Ministry.

The number of students enrolling in the Institute only are relevant to the Action Plan of the Sri Lanka Institute of Printing. The students constitute the customer of the Institute. The march forward of the success of the Institute is created upon their enrollment percentages. As this Institute is a self-generation institution a greater consideration should be directed to the income. The pursuit of unnecessary matters would only cause, harm to the Institute rather than gains to the Institute. Herein a greater tendency is shown to the number of students targeted and the income.

- (d) (i) All courses of the Institute have been prepared to meet the requirements of the Sector. Out of those courses, only the following courses have been prepared at the National Vocational Qualification Level of the Tertiary Vocational and Education Commission.

1. Graphic Designer
2. Offset Machine Operator
3. Book binder

Out of these, the National Vocational Qualification Courses have been commenced by the Institutes only for the Graphics Designer and the Offset Machine Operator.

- (ii) The dropouts from the courses taken as an overall percentage is 14 per cent approximately. There are instances in which 10 to 15 students are enrolled for the courses of the Institutes. In such instances if 5 to 6 students dropout from the courses, the percentages change from 50 per cent to 60 per cent. This is an unavoidable situation. The following matters have an impact on student dropping out of the Courses.

- In the payment of Course fees, only half the fee is paid before the commencement of the Course and due of the non-payment of the balances halfway through the course, it is necessary stop them from attending classes.
- Dropout from classes due to the inadequacy basic knowledge.
- Various deficiencies in the infrastructure facilities available at the Institute.
- Limited accommodation available in the classroom.
- Due to lack of machinery and equipment relevant to the developing technology.

It has to be emphasized herein that the Institute manages itself with profitability amidst all these difficulties.

This matter was discussed with Ministry and the Minister and the Ministry have informed that a new building will be constructed. A land reserved for the Institute is available in the Government Press premises.

- (i) The income expected to be obtained is stated in the budget.
  - (ii) The enrollment of a larger number of students takes place very often. The need for the revision of the Action Plan in every such instance is not seen.
- (e) Holding of only one meeting of the Governing Board was due to the delay of the Ministry in appointing the new Board of Directors.
- (d) This activity cannot be done alone by the Institute. In this connection, discussions were held with the Sri Lanka Printers' Association and the Export Development Board of Sri Lanka. It is expected take steps in this connection in the future.
- (g) Action is being taken with the intervention of the Ministry for the grant of provision required for this purpose from the Government.

## 4.2 Management Inefficiencies

- (a) An Establishments Procedure and an Accounting Procedure for the Sri Lanka Institute of Printing have been formulated and approved by the Board of Directors. It was forwarded to the Ministry of Skills Development and Vocational Training and the Ministry has appointed a Committee in that connection whilst a decision on that has not been taken so far.
- (b) Plans have been made for the acquisition of the premises of the Government Press including the land of the Institute by the Ministry of Megapolis and Western Development under the Western Province Development Programme and as such the construction works of the building has to be postponed.
- (c) The balance according to the Cash Book as at 31 December 2015.

Account No. 078-1-001-1-2268060	Rs.2,148,875.44
Account No. 078-1-001-8-2268052	Rs. 441,372.91
	-----
Total balance	Rs.2,590,248.35
	=====

A sum of about Rs.1,500,000 is spent in each month for the administrative activities of the Institute. As such, it is necessary to maintain a monthly balance of Rs.2,000,000 in the Bank Account. As such it is not possible to utilize that money for investment. When the Bank balance increases, such money has been invested. Accordingly, a sum of Rs.3 million was invested in fixed deposits of a State Bank in the year 2015. (The balances shown above were furnished with our accounts).

### 4.3 Staff Management

As the Sri Lanka Institute of Printing is a self-generating Institute the wages of employees and all other remunerations have to be borne by the Institute. As such the Institute is maintained with a limited number of employees. Specially in the case of recruitment of Instructors for the permanent service, there are several matters that should be taken into consideration. In the case of certain courses, several courses are conducted in the year and in such instances, the services of the external Instructors are obtained for the conduct of academic activities. Otherwise, if permanent Instructors are appointed, they have to be paid the monthly salary even if the courses are not conducted. The cost of providing salaries and allowances to the permanent Instructor is very high whilst the expenditure met on a Visiting Instructor is at a comparatively lesser level.

As such the decision on the recruitment of new Instructors will be taken by paying attention to these matters. Further, the above matters have an impact on the obtaining of the services of Visiting Lecturers. If the Sri Lanka Institute of Printing recruits permanent Lecturers, it has to spend heavy costs whilst due to the dearth of persons well versed in this sector and if such persons are recruited to the permanent service, they have to be paid a very high remuneration. In such situation the course fees should have to be increased. Otherwise it will not be possible to cover their remuneration with the existing course fees.

In view of these reasons, action is taken for obtaining the services of the Visiting Lecturers only when it is necessary for the academic activities of the courses of the Institute. As the Lecturers who are well versed in the sector are deployed only when necessary, a specific number of such Lecturers cannot be maintained as a reserve.

- (b) The approval of the Department of Management Services has been obtained for the Scheme of Recruitment of the Sri Lanka Institute of Printing.
- (c) As the Sri Lanka Institute of Printing is a self-generation institution action has been taken for the achievement of its objectives through a very limited and highly efficient staff. In the determination of the staff much attention was paid to the methodologies in the Private Sector institutions rather than those of the Public

Sector institutions. That is because the Private Sector institutions recruited staff according to their requirements and achieve their objectives in a more profitable manner. The Sri Lanka Institute of Printing has deployed the human resources in a manner to achieve the maximum service from a limited cadre at present. The primary objective of the Sri Lanka Institute of Printing is that after shifting into a new building to achieve its objectives by providing a better efficient and effective service through the recruitment of a new staff appropriate to its requirements.

#### **4.4 Transactions of Contentious Nature**

- (a) Determination of Course Fees and Improvement of Infrastructure Facilities
  - (i) The course fees of the Sri Lanka Institute of Printing as compared with the course fees of the other competitive institutions in the Sector, remain at a minimal level. As the Sri Lanka Institute of Printing is a self-generation institution its existence is resting on the income earned from the course fees. This income depends on the students seeking enrollment for the courses of the Sri Lanka Institute of Printing. Further, certain courses are conducted with the intention of providing a service to the Printing Sector rather than with the profit motive. The entrants to the Printing Sector are from the middle and low income families of the country and as such the Printing Courses have to be conducted at very fair and low course fees. Further, the courses that should be conducted based on the Higher Technology Diploma of the Sri Lanka Institution are also among these. As such, an increase of the course fees would result in a decrease in the number of students seeking enrollment for the courses. Therefore, the course fees of only the courses relating to the Computer Sector are revised and the expenditure of the courses conducted without the profit motive is covered from the income earned therefrom. Further, due to the student dropouts halfway through the courses had resulted the Institute sustaining losses. In such circumstances, revision of course fees is done by taking into consideration all these factors.

- (ii) In addition to the matters pointed out above, this decision was implemented with a view to granting the salary increase approved by the Government.
  - (iii) The building at present occupied by the Sri Lanka Institute of Printing belongs to the Department of Government Printer. As such, the Institute has to be maintained with the hearest minimum of accommodation as well as the minimum of sanitary facilities. This is because it is not possible to alter or make improvements to the building to suit the requirements of the Sri Lanka Institute of Printings as it belongs to the Department of Government Printer. Our requirements are for the supply of better services to the students following the courses of the Sri Lanka Institute of Printing. Even though the need for a new building for the Sri Lanka Institute of Printing existed over a number of years, the problem has not been settled up to date. Therefore, a building replete with new technology and facilities to be provided to the Sri Lanka Institute of Printing at least in the future is a timely requirement.
- (b) The approval of the Governing Board has been granted for the fuel allowance allowed for the Registrar, the Director of Courses and the Sales Executive of the Sri Lanka Institute of Printing. Action in this connection was taken in terms of Section 18(1) of the Sri Lanka Institute of Printing Act, of 1984.

## 5.2 Budgetary Controls

Even though the occurrence of variances between the income and expenditure in the budget are unavoidable action will be taken in the future for the minimization of such variances. Further, in view of the Sri Lanka Institute of Printing being an institution not obtaining Government funds, it is not possible to use the budgeted income and expenditure exactly in the same manner.

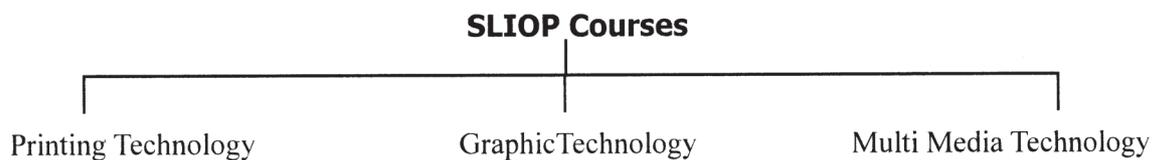
## **Action taken for the Progress of the Institute**

The action plan has been prepared under the heading stated below to reach institutional objectives and goals.

### **1. Service Product Development**

Continue its study programmes and other activities under the below stated categories.

#### **1.1 Study Programmes**



The study programmes have been developed through a career development path. The study programmes are being revised once in 3 years or when and where necessary.

#### **1.2 Seminar and Workshops**

The institute offers seminar style workshops for school leavers to educate on their career development in the field of Printing and Digital Arts Technology.

The Institute organizes technical workshop style seminars for those who are in the industry to develop their skills and knowledge in the ever developing technology.

#### **1.3 Special Training Programme**

The Institute organizes special training programmes on request by various Government and Non Government organizations to develop their staff on Graphic Design and Multi Media Skills.

#### **1.4 Development in Printing Industry**

In order to develop the physical resources & human resources at SLIOP in par with the developments in the Industry the Institute and the staff has taken part in exhibitions, seminars and workshops.

## **2. Promotion and Product Development**

- Publish SLIOP courses through newspapers and gazette notices.
- Promote SLIOP courses in Government & Non - Government Organisations through the SLIOP Marketing Executive.
- Conduct free seminars and workshops in Schools and at Institute to promote SLIOP study programmes.
- Publish news articles and TV presentations to promote the brand name SLIOP among the masses.
- Developed a comprehensive Web Site and a face book account to publish and receive information and data.
- Obtained ISO 9001:2008 Certificate for the Institute.

## **3. Institutional Development**

The Institute has acquired a 40 perches land in Borella through the Department of Government Printing to construct a new building for the Institute.

The new building will help the Institute to increase the capacity and provide better facilities to the staff and students. This will also enhance the brand image of the SLIOP. The Institute expect funds from the Government for this project and had submitted all the relevant documents for the same.