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ஆண்டறிக்கை - 2022

Annual Report - 2022

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தேசிய கூட்டுறவு அபிவிருத்தி நிறுவகம்

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National Institute of Co-operative Development

Polgolla

Annual Report -2022

National Institute of Cooperative Development

Polgolla

Contents

Message from the chairman

As the Chairman of the NICD, I am pleased to send this message for the Annual Report of 2022. The NICD, being a shareholder of developing cooperative societies with placing greater emphasis on cooperative movements, is playing a greater role in working in collaboration with parallel organizations while recognizing the cooperative movements as being the centre of building up sustainable cooperative entrepreneurs. Actions are being taken by the NICD in relation to training and service diversification activities which have currently been conducted by them with the prime aim of becoming a self-sufficient Institution.

Further, it had conducted a dialogue in 2021 to strengthen cultural relationships in terms ethnic identities of all cooperates across the whole country.

The Research Journal, named as Sri Lanka Cooperative Studies Magazine, which is the main journal where research publications relating to Sri Lanka Cooperatives Society Sector has been published only in print media up to 2021. NICD had started publishing it as an e-journal and the first volume of e-journal in both print and electronic media had been published in the year under review.

Moreover, it was a great victory and an achievement to republish, books such as human resource management book for examination purposes of cooperates, the historical background of Sri Lanka Cooperative Thrift Societies, and the “Pivisuma” magazine, while publication projects of the Institute are being successfully continued.

The Coop Vision” an exhibition by Cooperative Product Societies and Central Province Entrepreneurs was conducted in the year under review from 14-16th December 2022 at “Sahas Uyana “ Kandy aiming at introducing market opportunities for cooperative societies, strengthening of exchange of products and expanding the cooperative identity to general mass. The Cooperators across the country had taken part in collaboration with NICD for this activity.

In the year of reference, the Institute had started a Voluntary Counseling Project under the guidance of the Line Ministry for the purpose of maximizing the utilization of products of Cooperative Societies and assets of other large scale Societies which is being successfully carried out further.

In addition, NICD is working to collaborate with both strong and weak cooperative societies. They aim to identify stronger cooperatives and exchange success stories to bring success to weaker cooperative societies in the current year. It is to be mentioned here that the prime objective of the NICD is to contribute its level best to strengthen its human resources in an optimal manner for the purpose of empowering Cooperative Societies.

Jayalath Ravi Dissanayake
Chairman
National Institute of Cooperative Development

The Message from Director General

National Institute of Cooperative Development is being carried out a greater mission to equip its human resources by using novel technical strategies to improve activities relevant to the improvement of Cooperative Societies. NICD had successfully achieved its expectations in the year under review despite there were numerous influences exerted on it on account of many challenging situations existing in the country. The goals of the NICD were easily achieved as a result of application of alternative strategies and organizing training programs and sales exhibitions in a timely manner. However, NICD was unable to utilize its resources in an optimal manner on account of conducting most of the training programs online based on requests of trainees. As such, basic foundation had been laid to automate library facilities which should have physically been used and other facilities as well using internet and converting them to information systems enabling employees to use them in distant mode. Further, training requirements of NICD staff had also been identified by calling all Cooperative Development Commissioners including north and east as well and their representative from across the country. Moreover, action had also been initiated to strengthen the market opportunities by organizing an exhibition, bringing in all products of cooperative societies dispersed island-wide to the common market place enabling customers to purchase those products at a concessionary prices while allowing cooperatives to exchange their products with other societies.

I appreciate greatly the assistance extended and the guidance given by the Ministry of Trade, Commerce, and Food Security to achieve these activities. During the year under review, Organizations such as the Provincial Cooperative Development Department, Cooperative Service Commission, Sri Lanka National Cooperative Board, and International Cooperative Organizations have extended their fullest cooperation for us to achieve our targets and activities in a useful manner. The assistance extended to us by the Chairman, NICD, Board of Management, and Academic Boards in the same manner had also been a blessing. Furthermore, the assistance extended by the academic and non-academic staff of the NICD and the auxiliary service providers, in the same manner, had also been behind the great success of the NICD of 2022

Our main goal is to fulfill our duties in a practical way that promotes the growth of the cooperative sector and enables us to overcome challenges effectively.

Dileepa Rupani Piyadasa
Director General and Chief Executive Officer
National Institute of Cooperative Development

1. Introduction

1. Introduction

1.1 Institutional Background

The National Institute of Co-operative Development (NICD) which has played a key role in the development of the Co-operative Movement in Sri Lanka was functioning as the Sri Lanka Co-operative School under the Department of Co-operative Development from 1943 to 2001.

Sri Lanka Co-operative School was re-organized as the National Institute Co-operative Development with the aim of expanding and of developing it as more independent body under the Act No. 1 of 2001 National Institute of Co-operative Development. The Institute was established in a 20-acre block of land near Mahaweli Diverting Dam at Polgolla Grama Niladhari Division, Pathadumabara Divisional Secretariat Division in the Kandy District where a conducive educational environment is available.

The main objective of the Institute is to develop the knowledge and skills of people who serve in Co-operative Sector so that a more productive and efficient contribution to the field is obtained. The tools that are used by the Institution to enhance and update their knowledge include conducting Courses, Workshops, Counselling Programs, Research and Updating and maintaining Co-operative data systems, providing facilities for information communication and the development of liaison Co-operative Institutes.

In order to supply a productive service, the National Institute of Co-operative Development possesses physical as well as human resources. The physical resources consist of the Mahinda Rajapaksha Auditorium with a seating capacity of 1120, Lecture Halls which include the Main Hall, student accommodation, catering services, a Computer Laboratory, Audio-Visual Press facilities, a well-equipped Library and Parking facilities. The human resources consisting of 71 Staff Members is also extremely important.

The National Institute of Co-operative Development has been functioning under the State Ministry of Trade Commerce and Food Security. The Board of Management, consisting of 07 members headed by the Chairman, directs the administration of institutional affairs and the Academic Board appointed by the Board of Management supervises the academic affairs of the Institute. The Director General is the Chief Executive Officer of the Institute.

The National Institute of Co-operative Development is playing an important role in the work of the State Ministry of Trade Commerce and Food Security, in helping to overcome the present challenges being faced by the Ministry. The Institute has, in addition, been providing its services consistently during the last two decades, working in close collaboration with the Department of Co-operative Development, the Co-operative employees' commission and the National Co-operative Board.

1.2 Institutional Role

The role of the National Institute of Co-operative Development, which was established under the act No. 01 of 2001, is as follows:

i. Functioning as a Centre for promoting and coordinating activities in the field of Co-operative development

ii. Providing training on Co-operative development by using modern technological methods

iii. Promoting research on Co-operative development

iv. Providing facilities for exchanging information and interacting with persons engaged in the Co-operative Development field.

v. Acting as a resource center for collecting data in the area of Co-operative Development and, collating and circulating such collected data through publications

vi. Conducting academic and training courses related to Co-operative Development and awarding certificates and conferment of special awards for the people who get through the prescribed examinations

vii. Accepting and training of Co-operative entrepreneurs who need management skills

viii. Providing professional instructions to Co-operative entrepreneurs

ix. Establishing model Co-operative Villages, Co-operative Trade Centers and Provincial Centers

x. Working collaboratively with other organizations whether locally or globally established, which perform similar functions to our Institute

1.3 Vision, Mission, Goals and Objectives

1.3.1 Vision

Establishment of a sustainable, creative, novel and perfect Co-operative Movement associated with global relations in Sri Lanka.

1.3.2 Mission

Development of the necessary human capital for the purpose of producing a natural and sustainable Co-operative entrepreneurship, which confirms the collective participation comprising good governance and creativity.

1.3.3 Goals

1. Input to create a more productive and efficient Co-operative service

2. Productive Contribution to develop Co-operative policies

3. Functioning as a leading Institute to fulfill requirements of Co-operative development

4. Working collaboratively local as well as global Co-operative Movements to face external challenges

1.3.4 Objectives

1. Developing services and providing them for external organizations

2. Providing information, research and counseling relating to the Co-operative field

3. Developing the Institutional Capacity

1.4 Divisions and Functions of the Divisions

The National Institute of Co-operative Development tenders its services under the main 05 Divisions as mentioned below.

1.4.1 Establishment Division

The duties handled by this Division are as follows:

Affairs of the Board of Management, Establishment matters, Registration of students, Examination work, Procurement matters, Human and Physical resource development affairs, Agreement services such as security and sanitary services, maintaining the website and general administration matters.

1.4.2 Academic Division

Academic Affairs attended by the Division

Planning, Developing and conducting academic and training courses, Development of Course Curricula, Course evaluation, Co-operative research activities, Counseling services for Co-operative enterprises, Providing Library facilities and Maintaining the Co-operative information system.

1.4.3 Finance Division

Preparing Annual Budgets, Monthly accounts summaries, Fixed Assets, Daily Finance Matters, Annual final accounts, Answers to audit queries and keeping accounts for all income and expenditure are the duties undertaken by the Finance Division.

1.4.4 Hostel Division

Reservation Lecture Halls including the main Hall of the Mahinda Rajapaksha Auditorium, reservation of rooms in hostels and matters relating to income generated from the facilities provided, including meals for workshops and seminars are the functions of the hostel division.

1.4.5 Internal Audit Division

Preparing the Annual internal audit plan, implementing it and attending to the affairs of the Audit Management Committee are the duties of the Division.

1.5 Staff and Organizational Chart

1.5.1 Approved Cadre

A cadre of 71 employees for the National Institute of Co-operative Development has been approved by the Department of Management Services for which the details are given below.

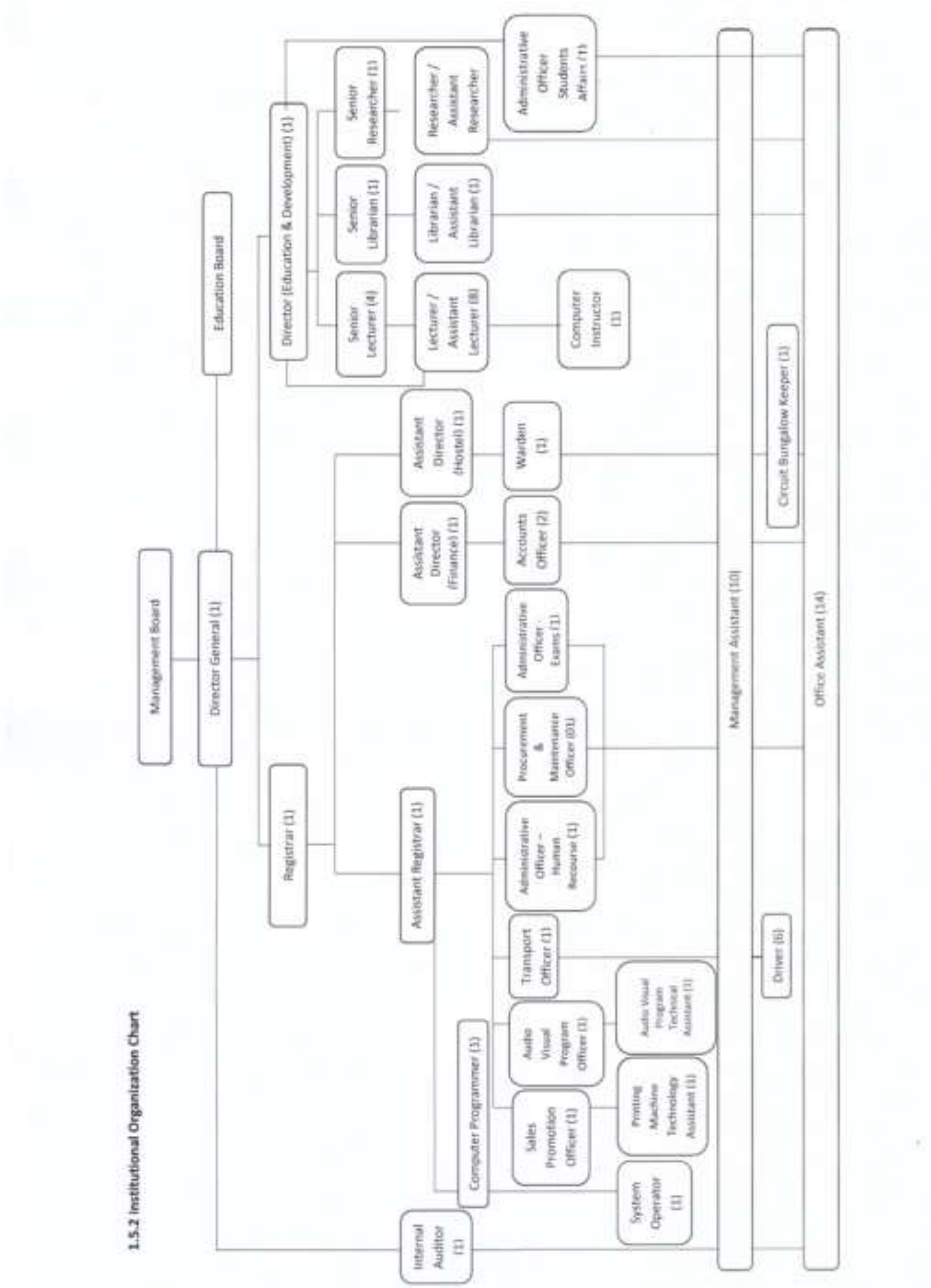
Post Category	Salary Code	Designation	No. of Positions
Senior Manager	HM 2-1	Director General	01
Senior Manager	HM 1-1	Registrar	01
		Director (Academic & Development)	01
Senior Academic and Research	AR – 2	Senior Lecturer	04
		Senior Librarian	01
		Senior Researcher	01
Academic and Research	AR – 1	Lecturer/ Assistant Lecturer	08
		Librarian/ Assistant Librarian	01
		Researcher/ Assistant Researcher	01
Middle Management	MM 1-2	Assistant Director (Hostel)	01
		Assistant Director (Finance)	01
		Internal Auditor	01
		Assistant Registrar	01
Junior Management	JM 1-1	Accounts Officer	02
		Administrative Officer (Administration/Human Resources)	01
		Administrative Officer (Student Affairs)	01
		Procurement and Maintenance Officer	01
		Administrative Officer (Examinations)	01
		Marketing Promotion and Printing Officer	01
		Transport Officer	01
		Audio-visual Programming Officer	01
		Warden	01
Empowering/Operational/ Extension Officers	MA 5-3	Computer Programmer	01
Extension Officers/Operations	MA 4	Computer Instructor	03

Management Assistant (Technical)	MA 2-1	Audio-visual Technical Assistant	01
		Printing Machine Technical Assistant	01
		Systems Operator	01
Management Assistant (non-technical)	MA 1-1	Management Assistant	10
Primary level (skilled grade)	PL – 3	Driver	06
Primary level (Semi-skilled grade)	PL – 2	Circuit Bungalow Keeper	01
Primary level (Non-skilled grade)	PL – 1	Office Assistant	14
Total			**71**

While the number of approved cadre of the Institute was 71, the actual number of employees has been 48 with 23 vacancies as of 31st December 2022. (Two Assistant Lecturers discharge the duties of Senior Lecturer position)

In addition to the regular staff of the Institute, 07 Development Officers, recruited to the Ministry, have been attached to the Institute from February and September 2022. Those officers have also made a significant contribution to the Institute and to the functioning of its activities. 9 Office Assistants and 02 Drivers attached to the Multipurpose Development Department have also been served at the Institution.

1.5.2 Institutional Organization Chart



1.5.3. Existing Vacancies

The staff cadre of the Institute has been 71 and vacancies have been 22 as at 31.12.2022 the details are as follows:

Details of the Approved Cadre and Actual Staff as at 31st December 2022

Serial No.	Post	Approved Cadre	Actual Staff	Vacancies
1.	Director General	01	01	-
2.	Registrar	01	01	-
3.	Director (Academic & Development)	01	01	-
4.	Senior Lecturer	04	01	03
5.	Senior Librarian/Librarian	01	01	-
6.	Senior Researcher	01	-	01
7.	Lecturer/ Assistant Lecturer	08	08*	
8.	Assistant Librarian	01	01	-
9.	Assistant Researcher	01	01	-
10.	Assistant Director (Finance)	01	01	-
11.	Assistant Director (Hostels)	01	01	-
12.	Assistant Registrar	01	01	-
13.	Internal Auditor	01	01	-
14.	Administrative Officer (Admin./Human Resource)	01	01	-
15.	Administrative Officer (Student Affairs)	01	01	-
16.	Accounts Officer	02	02	-
17.	Administrative Officer (Examinations)	01	01	-
18.	Procurement and Maintenance Officer	01	01	-
19.	Transport Officer	01	-	01
20.	Marketing Promotion and Printing Officer	01	-	01
21.	Audio-visual Program Officer	01	-	01
22.	Officer in-charge of Hostels	01	01	-
23.	Computer Programmer	01	-	01
24.	Computer Instructor	03	03	-
25.	Audio-visual Technical Assistant	01	01	-
26.	Printing Machine Technical Assistant	01	01	-
27.	System Operator	01	-	01
28.	Management Assistant	10	07	03
29.	Driver	06	03	03
30.	Circuit Bungalow Keeper	01	01	-
31.	Office Assistant	14	06	08
	Total	71	48	23

* Two Assistant Lecturers discharge the duties of Senior Lecturer position

1.6 Resources of the Institute

1.6.1 Human Resources

The Institute has two categories of staff: Academic and Non-academic. The approved cadre consists of 20 academic staff members and 51 non-academic staff members, for a total of 71.

1.6.1.1 Academic Staff

The academic staff consisted of the positions listed below, and there were four vacancies throughout the year.

Serial No.	Position	Approved Cadre	Actual Staff	Vacancies
1.	Director (Academic and Development)	01	01	-
2.	Senior Lecturer	04	01	03
3.	Senior Librarian	01	01	-
4.	Senior Researcher	01	-	01
5.	Lecturer / Assistant Lecturer	08	08*	-
6.	Assistant Librarian	01	01	-
7.	Research Assistant	01	01	-
8.	Computer Instructor	03	03	-
	Grand Total	**20**	**16**	**04**

* Two Assistant Lecturers discharge the duties on acting basis of Senior Lecturer position

External resource personnel has been hired to conduct professional courses because positions for academic staff have remained vacant. The table below provides information on the external resource persons who served in 2022.

S/ No	Name/Position	Subject Area
01	Mr. Hasthika Niranjana – Visiting Lecturer	Financial Accounting, Management Accountancy
02	Mr. Lakmal Sugathapala – Visiting Lecturer	Co-operative Finance
03	Mr. A.B Bulathgama – Visiting Lecturer	Co-operative Law and Common Law
04	Mr. Lalith Prasanna Jayawardena – Visiting Lecturer	Accountancy for Micro Finance
05	Mr. Meril Sanjeewa – Visiting Lecturer	Financial Accounting and Analysis, Banking Management, Auditing
06	Prof. J.M. Gunadasa	Special Lectures
07	Mr. P.V.Pathirana – Visiting Lecturer	Banking Management, Micro Finance Management
08	Mr. Anuruddha Gamage – Visiting Lecturer	Banking Management
09	Mr. A.R.M Bisthamin – Visiting Lecturer	Human Resource Management, Banking Management

10	Mr. H. Siripala – Visiting Lecturer	Practical Co-operative Accounting
11	Mr. E.M.S.E.B Ekanayake – Visiting Lecturer	Auditing
12	Mrs. D.D. Kanthi Iranganie – Visiting Lecturer	Practical Co-operative Accounting
13	Mr. H.A.S Hettiarachchi – Visiting Lecturer	Computing Accountancy and Auditing
14	Mr. Padmadewa Samaranayake – Visiting Lecturer	Solar Power Process – Special Lecture
15	Mr. P.R.A Fernando – Visiting Lecturer	Experiences in Fisheries Co-operative Societies – Exchange Program/Special Lecture
16	J.H.T.K. Jayalath – Visiting Lecturer	Export Production Process /Special Lecture
17	Mr. L.A Abeysinghe – Visiting Lecturer	Export Production Process /Special Lecture
18	Mr. Sujan Nanayakkara – Visiting Lecturer	Training of Trainers/ Special Lecture
19	Prof. H.M.A. Herath	Management /Special Lecture
20	Mr. D.E.P.K. Ekanayake – Visiting Lecturer	Special Lecture
21	Mr. Balasingham Sri Kumar – Visiting Lecturer	Special Lecture
22	Mr. P. Chandrasekeran – Visiting Lecturer	Special Lecture
23	Mr. S. Sivagurunadan – Visiting Lecturer	Special Lecture
24	Mrs. Bhagya Wijeratne – Visiting Lecturer	English
25	Mr. Lakshman Silva – Visiting Lecturer	English
26	Mrs. Nadeeka Dilrukshi – Visiting Lecturer	Graphic Designs

1.6.1.2 Non-academic Staff

51 have been the non-academic positions of the total of 71 approved cadre provisions. Actual staff has been 30 under main three categories; Senior, Middle and Junior grades and 07 positions remained vacant.

Serial No.	Position	Approved Cadre	No. of Actual Staff	No. of Vacancies
1	Director General	01	01	-
2	Registrar	01	01	-
3	Assistant Director (Finance)	01	01	-
4	Assistant Director (Hostels)	01	01	-
5	Assistant Registrar	01	01	-
6	Internal Auditor	01	01	-

7	Accounting Officer	02	02	-
8	Administrative Officer (Administration/Human Resources)	01	01	-
9	Administrative Officer (Student Affairs)	01	01	-
10	Administrative Officer (Examination)	01	01	-
11	Procurement and Maintenance Officer	01	01	-
12	Transport Officer	01	-	01
13	Marketing Promotion and Press Officer	01	-	01
14	Audio-visual Program Officer	01	01	-
15	Warden	01	01	-
16	Computer Programmer	01	-	01
17	System Operator	01	-	01
18	Audio-visual Technical Assistant	01	01	-
19	Printing Machine Technical Assistant	01	01	-
20	Management Assistant	10	07	03
	Grand Total	**30**	**23**	**07**

1.6.1.3 Junior Staff

The approved cadre for the Junior Staff stood at 21 as at 31 December 2022. The staff positions and vacancies as at the above date are as follows:

Serial No.	Position	Approved Cadre	Actual Staff	Vacancies
1.	Driver	06	03	03
2.	Circuit Bungalow Keeper	01	01	-
3.	Office Assistant	14	06	08
	Total	**21**	**10**	**11**

1.6.2 Physical Resources

The National Institute of Co-operative Development is located in a block of land of 22 acres with sufficient facilities required for an educational institute. The Office premises, Auditorium, Lecture Halls, Computer Laboratories, Hostels, Cafeteria, Library, Official Quarters, Tourist Bungalow, Press, Audio-visual facilities, and Parking facilities are some of them to be mentioned. The details of the facilities available are as follows.

1.6.2.1 The Mahinda Rajapaksha Auditorium

The Mahinda Rajapaksha Auditorium is suitable for use when organizing workshops, conferences, (local as well as international) and special events. The facilities of this hall consist of a modern audio system and a lighting system which have been computerized. It also provides a seating capacity of 1120 with air conditioning. The Mahinda Rajapaksha Auditorium possesses two conference halls with 72 seats.

A cafeteria with modern furniture and a car park which can accommodate 250 vehicles at a time, add color to the place. The income generated during the year 2022, in the midst of economic instability was Rs. 4,881,250.00

Particulars	**Space (Square Meters)**
Whole Building	3723.63
Main Auditorium (Balcony and 01st Floor)	1505.5
Main Stage	259
Seating Capacity	1120
Visitor Room	1000
Office Premises	240
Lecture Halls and space for Artists etc.	719.13

1.6.2.2 Main Hall (Vincent Subasinghe Hall)

The Main Hall which boasts facilities such as a theatre with a stage, a seating capacity of 450, and audio-visual facilities, is a venue for holding Stage Dramas, Seminars, Prize Giving Events and Workshops with practical sessions.

1.6.2.3 Lecture Halls

Air-conditioned Lecture Halls

Rathnayake Hall

This Hall with air-conditioning possesses U shaped tables, 55 seats, audio visual facilities including an OHP, a white Board, a Clip Board, and a Chart Board, is suitable for holding training workshops and national as well as international seminars.

Rochdale Hall

This Hall with a stage, having 160 comfortable seats, (60 seats with tables and 100 seats without tables) air-conditioning, and audio-visual facilities such as an OHP, a White Board, a Clip Board, Chart Board, etc., provides facilities for workshops, group activities and lectures.

C 1 Hall

C1 Hall is suitable for holding lectures and workshops. It provides facilities such as a seating capacity of 40, air conditioning, a multimedia screen, an OHP, a White Board, a Clip Board, a Chart Board etc.

C2 Hall

C2 Hall is also a venue for lectures and training workshops. It possesses air conditioning, 40 comfortable seats, a multimedia screen, an OHP, a White Board, a Clip Board, and a Chart Board.

C3 Hall

C3 Hall, having 20 seats, air conditioning, a Multimedia Screen, an OHP, a White Board, a Clip Board, a Chart Board etc. provides facilities to conduct lectures and training workshops etc..

Multipurpose Building – Lecture Hall No.04, 05 and Ground Floor

The ground floor and halls of this complex can be rented out for external institutes. It's an income generated avenue for the NICD to fulfill its objectives in accordance with the Institute Act.

Lecture Halls without air conditioning

New Rochdale Hall

The facilities provided by this Hall for training workshops and Lectures include a seating capacity of 60 including tables, audio-visual equipment such as an OHP, a White Board, a Clip Board, a Chart Board, etc..

B Hall

This venue, having 80 comfortable seats, audio-visual equipment including an OHP, a White Board, a Clip Board, a Chart Board etc. provides facilities for lectures and training workshops.

Multipurpose Building – Lecture Hall No. 01

This venue having 35 comfortable seats, and audio-visual equipment including an OHP, a White Board, a Clip Board, a Chart Board provides facilities for lectures and training workshops.

Multipurpose Building – Lecture Hall No. 2

This venue, having 30 comfortable seats, and audio-visual equipment including an OHP, a White Board, a Clip Board, a Chart Board,etc. provides facilities for lectures and training workshops.

Multipurpose Building – Lecture Hall No. 3

This venue having 40 comfortable seats and audio-visual equipment including an OHP, a White Board, a Clip Board, a Chart Board, etc. is suitable for lectures and training workshops.

1.6.2.4 Computer Laboratory

NICD Information Technology Centre located in the Central Province is a good computer training center for the government and private sectors. Information Technology Centre which operates under two sections and which is located in the main premises contains 51 computers and related facilities for courses targeting scholars in Co-operative sector.

The Information Technology Centre located in the Multi-purpose Building provided facilities on IT education for school leavers and those who are willing to be IT professionals and it consists of 40 computers and related facilities for the use of learners.

1.6.2.5 Library

The Library is considered as the most advanced Library with modern facilities in the Co-operative sector in the country. There is a collection of about twenty-one thousand books, and journals written on different subjects of national and international importance. There is a separate collection of books written in the Co-operative sector, and there are also newspaper articles in magazines and the catalogue is being computerized at present. Readers can also use the internet facilities in the library.

1.6.2.6 Student Hostels

There are 7 Halls of Residence that can accommodate 222 occupants at a time. Some single or double rooms have air conditioning. In addition, the fully equipped Holiday Resort of the Institute provides accommodation for 8 persons at a time in the Co-operative Sector, the Government, and the Private sector as well.

Rathnayake Hostel

The fully air-conditioned Rathnayake Hostel has 12 double rooms including 08 rooms with attached bathrooms and 04 rooms with common washroom facilities and can provide accommodation for 24 persons at a time.

New Rathnayake Hostel

The fully air-conditioned new Rathnayake hostel has 04 double rooms and 16 single rooms with attached bathroom facilities. It can accommodate 24 people at a time.

Rathnayake Home

This home consists of 02 houses each with 03 rooms including attached bathroom facilities. The accommodation capacity is 14.

D/E/F/G/Hostels

This hostel cluster consists of 04 buildings where 72 rooms are available. Each building has common washroom facilities. It can accommodate 144 persons at a time.

H Hostel

This hostel has 6 triple rooms with a common bathroom. It can provide accommodation for 18 individuals at a time.

1.6.2.7 Cafeteria

The cafeteria with a tiled floor and modern furniture in the Institute provides its services to participants at Workshops, Seminars, Meetings, and various events and also for the staff of the Institute. The well-trained staff can prepare local as well as international meals of a high standard. A buffet-style system is followed when serving food and a day and night service is available for customers. 200 covers with seating facilities can be accommodated at one time.

1.6.2.8 Tourist Bungalow

The Tourist Bungalow is situated near the Mahinda Rajapaksha Auditorium of the Institute. Close to the Mahaweli diverting dam along the road from Kandy to Waththegama via Madawala and is situated 8 km from Dalada Maligawa in Kandy. The facilities of the bungalow include 2 master bedrooms, 2 double bedrooms with single beds, and a veranda including a comfortable sofa and dining table. The house has been fully air-conditioned. Situation on the Dumbara Plain is a fine place in which to spend a holiday; here a family could enjoy a good climate in a pleasant environment.

1.6.2.9 Press and Audio-visual Facilities

Press and Audio-visual unit is equipped with a modern offset printing machine and a Duplo printing machine and this unit satisfies the printing needs of the Institute and the scholars. The necessity to extend this unit as a Government, Co-operative and Private sector printing unit has been identified. It provides facilities for courses conducted by the NICD and programs conducted by outside organizations. It has projectors, multimedia facilities and other audio-visual methods for lectures. In addition, the unit has facilities for micro teaching systems using videography and screening video films. A collection of photographs of special occasions and different programs held at the National Institute of Co-operative Development is kept in this unit.

1.6.2.10 Staff Quarters

The Institute possesses 19 official quarters to provide housing facilities for officers and other staff serving in the Institute. The houses have been categorized according to their size and other related matters.

1.6.2.11 Parking Facilities

Parking facilities are available in the premises of the Mahinda Rajapaksha auditorium where 250 vehicles could be accommodated. The 03 entrances to the car park are equipped with security personnel. The premises around the Central Office provide parking facilities for about 100 vehicles of visitors who come to the Institute for official purposes. An ATM machine established by the Peoples Bank facilitates the accounts transactions of those around.

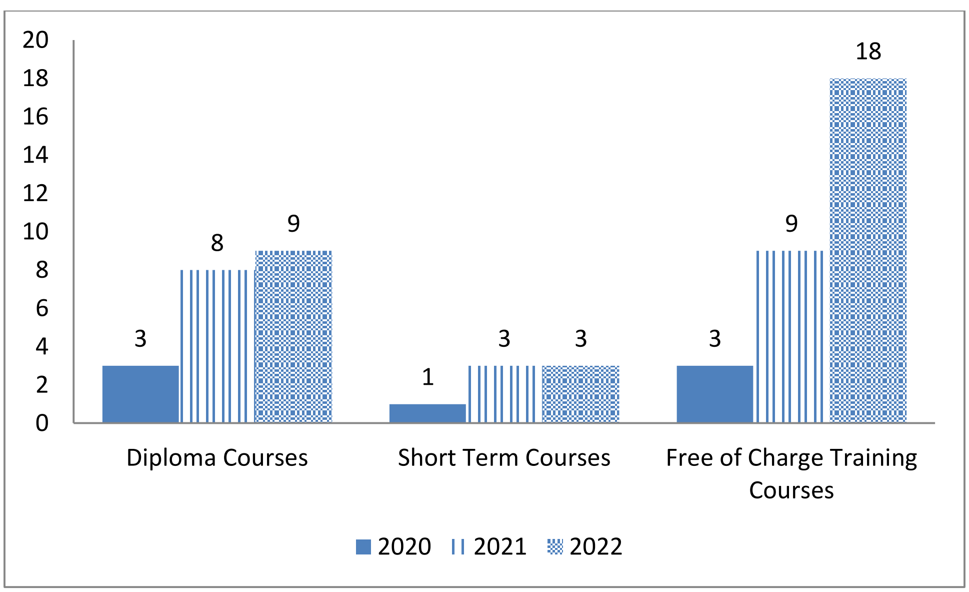
1.7 Courses of Studies

75 courses planned to conduct in year 2022 and the actions have been taken to conduct the 71 courses during the year:

Diploma Courses	11
Certificate Courses	03
Short Term Courses	20
Free of Charge Training Courses	41
Total	**75**

1.7.1 Courses Conducted during the Period 2020 – 2022

Year	2020	2021	2022
Diploma Courses	3	8	9
Short Term Courses	1	3	3
Free of Charge Training Courses	3	9	18
Total	**7**	**20**	**30**



1.7.2. Diploma Courses

A Co-operative Development Diploma Course for the Regional Co-operative Development Officers in the provinces of North Central and Southern Provinces, seven Diploma Courses for Co-operative Officers and a Diploma Course in Information Technology for Co-operative Workers and non-Co-operative workers were conducted during the year.

1 Diploma in Business Management

2 Diploma in Auditing

3 Diploma in Bank Management

4 Diploma in Human Resource Management

5 Diploma in Accountancy

6 Diploma in Marketing

7 Diploma in Micro Finance Management

1.7.2.1 Diploma in Business Management

The target group for this program includes chief executives, middle-level executives and officers at executive levels. These officers face different situations in managing Co-operative societies and organizations. The course designed to improve knowledge, attitudes and skills of officers to manage their organizations by overcoming problems.

1.7.2.2 Diploma in Auditing

The Auditing Officers in the Co-operative Movement in Sri Lanka are the key officers who are involved in maintaining good governance in this movement. The Diploma Course aimed at internal as well as external Auditors provides knowledge and skills necessary to carry out their work/ profession satisfactorily.

1.7.2.3 Diploma in Bank Management

The course intends to enhance the knowledge, attitudes and skills of executive and administrative officers. Also, of officers in banking affairs, in Co-operative Societies and Co-operative Development Departments. The objective of the Diploma course is to assist the development of professional skills of the officers in Co-operative Rural Banks, Sanasa Banks, and other Co-operative Societies.

1.7.2.4 Diploma in Human Resource Management

It is crucial to have a formal human resource management process in place in order to ensure high-quality service from the cooperative sector. Hence the Diploma in Human Resource Management is intended to provide practical and theoretical knowledge of Human Resource Management to officers involved in cooperative affairs.

1.7.2.5 Diploma in Accounting

The Diploma Course in Accounting is conducted annually to develop knowledge skills and attitudes which are useful to enhance efficiency of the duties of Accountants who serve as Chief Executive Officers implementing financial regulations in National Institute of Cooperative Development, Cooperative Societies, and organizations.

1.7.2.6 Diploma in Marketing

The NICD has added a diploma course in marketing to their educational and training programs. This is aimed at expanding their offerings in this field. This course has been created for co-operative organization officers at executive, middle management and supervisory levels (Sinhala medium). Its purpose is to enhance the efficiency and effectiveness of managing consumer sections. The Diploma in Marketing course aims to help businesses grow through effective marketing strategies. Additionally, it aims to enhance the professional skills of Senior Managers, Assistant Managers, Field Officers, and Management Assistants working in both the State and Private Sectors. This includes those who are part of Co-operative Societies at the top, secondary, and primary levels, registered under the Co-operative Act.

1.7.2.7 Diploma in Micro Finance Management

Currently, it is important to equip the service providers, with knowledge, skills and attitudes, in serving in rural financial Institutes to facilitate loan requirements of rural people. The purpose of providing loan facilities to rural people is to convert them into self-employed persons. This course helps further, prevent rural people from obtaining loans in informal ways and introduces a systematic acceptable loan system among them.

1.7.2.8 Diploma in Information & Communication Technology (Diploma in ICT NVQ Level 05)

The Computer Section of the NICD conducts this course with the aims of:

- Maintaining successful administrative operations in Co-operative Societies and providing timely information to make productive decisions for each section.
- To obtain fresh information through technology in various ways
- To acquire knowledge and skills in Information & Communication Technology
- To develop professional-level qualifications.

1.7.3 Certificate Courses

1.7.3.1 Certificate Course in Office Automation

The NICD's Computer Unit offers a course aimed at enhancing officers' computer software and hardware skills for their daily operations in the Cooperative Sector. This training equips individuals with computer-based skills and software capabilities needed to effectively carry out office duties. Individuals outside of the Co-operative Sector are also eligible to apply for the Certificate Course in Office Automation.

1.7.3.2 Certificate Course in Computer Application Assistance

The Computer Division conducts the certificate course and comes under the National Vocational Qualification (NVQ) Level 3. Those who wish to obtain knowledge in computer literacy can apply for this course. The objective of the course is to develop skills in computer application and offer a professional qualification in the relevant field.

1.7.3.3 Certificate Course in English

The Computer Unit of the NICD offers an English course that teaches writing, comprehension, and practical usage of language skills in an office setting. This course is available to anyone who wishes to gain knowledge in these areas.

1.7.4 Short Term Training Programs

During the year 2022, 18 short courses out of 20 have been conducted.

1.7.4.1 Training Program on Secretarial Practice

The role of the Secretary has a direct impact on the quality and success of administering Cooperative Society. As such, aiming at developing Knowledge, Skills and Attitudes of Secretaries of Cooperative Societies in relation to their secretarial tasks such as updating membership lists, organizing meetings and taking minutes, record keeping and maintaining of files, office administration, rules and regulations, strategies and processes for building up inter personal relationships, and in particular to improve their secretarial competencies this training program had been organized. During the year under review, 17 trainees had attended for this program through which Rs. 102,000.00 was generated by the NICD.

1.7.4.2 Training Workshop on Introduction of Bank Regularization

This program was targeted at staff members of Sanasa Cooperative Societies who were involved in the micro finance sector. The objective of this program is to build up a strong human community with professional experience in the banking sector. It is extremely important to instill in customers trust and establish that their funds are well secured in banks. Further, customers will be able to withdraw their funds as and when they are in need. Since, it is the duty of these societies to keep these situations continued as long as they can, proper guidance should be given for these officers to run their business by introducing standards and regulatory strategies required for their well-being. It is emphasized that afford knowledge in respect of recurrent changes that are happening daily in the Micro finance sector and keep such knowledge updated by ways of officers being subject to constant training as they possess professional banking knowledge. During the year of reference, Rs. 16,600 had been earned by conducting online training program for 28 personnel.

1.7.4.3 Advanced Excel 2 - Usage of Microsoft Excel for Accounting Purposes.

The expectation of conducting online training program referred to was to collect accounting data for official work, and improve their knowledge in usage of excel software for summering and analyzing data collected. By conducting this one day online program, it was expected to develop their practical potential/skills in usage of excel software in preparing account statements for smoothen the decision making process of societies.

1.7.4.4 Development of skills in the usage of Auditing Standards:

This short term workshop has been designed to afford theoretical and practical knowledge in order to develop the quality of audit functions of officers of cooperative societies who are involved in external auditing duties. During the year under review 46 officers were trained in this program through which Rs. 188,600.00 has been earned by the NICD

1.7.4.5 The role of members of the Board of Directors for Innovative Management of Cooperatives

The above workshop has been organized for chairmen, members of boards of directors and senior level officers of cooperative societies to provide theoretical and practical knowledge on Entrepreneurial identity of cooperative, ethics and values. Further it further envisaged to give them comprehensive knowledge in Cooperative Laws, Leadership styles and shortcomings in internal control systems of cooperatives. Rs. 100,300.00 has been generated conducting this workshop for which 17 people have attended to.

1.7.4.6 Workshop on In orderly/defaulted loan Management

The managing loans of members are the prime management function of rural Banking Institutions. The prime factor that influence on the sustainability of Institutions always lies in the requirement of maintaining quality loan cluster. In order to fulfill this requirement, it is essential that field officers of rural financial institutions should be well versed in the subject. This program was targeted for training of filed officers in that subject and made them available for field work with up to date knowledge in managing loans. Accordingly, this workshop can be reckoned as one that should be followed by officers of rural financial sector which helps maintaining sustainability and rendering authorities of cooperatives/institutions at ease in managing their day-to-day affairs in the proper manner. Rs. 39,000.00 had been earned by conducting this workshop online for which 39 trainees have been attended to.

1.7.4.7 Training on Management of Fuel Stations

Management of Fuel stations was just second to the Rural Banking sector in the prime business of Multi-purpose Cooperative Societies in Sri Lanka. Accordingly this workshop had been organized with the aim of affording practical knowledge in the maintenance of proper accounting processes and required accounting formats, control of stocks in fuel stations, management of fuel stations, to aware of existing relationships among CEYPETCO, IOC and Multi-purpose Cooperatives and legal requirements of proper book keeping in these institutions etc., 45 trainees had been attended for this workshop and Rs. 45,000.00 had been earned by conducting this program by the NICD in the year under review.

1.7.4.8 Workshop on Roadmap to a Successful Marketer

This workshop was conducted by the Banking Sector of the Cooperatives to made aware officers of the Commercial Sector of Cooperative Societies for the purpose of determining marketing strategies and using those strategies to attract and retain customers. Rs. 15,000.00 had been generated by conducting this workshop by the NICD in the reporting year.

1.7.4.9 Orientation Program

The training program referred to had targeted officers working in various types of cooperative societies, rural banks and banking societies, in particular main objective of this workshop was to give a proper training for newly recruited staff members and existing staff members who had not been given any training in the cooperative sector enabling them to organize their working environment in the proper manner. The workshop aimed at actualizing a few objectives such as making aware of their working community through strengthening cooperative movements and having a workforce with innovative ideas of making their working environment in orderly and efficiently. By conducting this training workshop online, authorities were able to raise Rs. 24,000.00 with the participation of 16 trainees.

1.7.4.10 Workshop on Introduction of Group Loan Systems

The rural banking movement in Sri Lanka which is subjected to a challenging environment has been in a great dilemma in maintaining its existence sustainably which has resulted in abandoning its target community and thus not being able to provide suitable services for those who are deserved. As such, rural banking movement should be required to introduce suitable strategies and loan and deposit elements to actualize expected outcomes. Group loans has been identified as a suitable strategy to address this issue and introducing this group loan system by conducting this training workshop, it has been expected to provide services for targeted mass in rural areas. The income generated by this program was Rs. 11,000.00 for which 11 persons took part at the workshop.

1.7.4.11 Training Workshop on Internal Auditing in Rural Banks

The internal audit division of the rural banking sector of Cooperative Societies plays a vital role in strengthening the internal control of these societies. In the recent past internal audit divisions of rural banks of cooperative societies had done excellent services in mitigating deficiencies and corruption in them. In aiming at developing required knowledge, skills and attitudes of human resources of internal audit divisions enabling them to be fully equipped in required KSA and to strengthen audit divisions, the above workshop was carried out in the year under review. As has been practiced, this workshop also had been carried out online and proceeds of Rs. 93,000.00 had been raised with the participation of 62 personnel.

1.7.4.12 Development of Determination Skills Workshop

The officers of the Cooperative Societies have been undergoing greater difficulties in implementing legal processes relevant to issues in human resource and organization management which of a strong challenging nature. This training workshop had been organized to improve and develop theoretical and practical knowledge, skills, attitudes and proficiency of officers who are involved in supervision, regularizing and analyzing of those issues aiming at developing their decision making abilities to address them. The program was successfully conducted in the year under review for which 69 trainees had participated. The income generated by conducting this program stood at Rs 100,500.00.

1.7.4.13 Performance Development Training Workshop of Drivers in the Local Government Department of North Central Province

This workshop had been designed to improve the performance of drivers in the Local Government Department of North Central Province minimizing stress when doing their job, targeting to improve their potential to adjust themselves for constantly changing environment and keeping running charts updated and in the correct manner. 49 Drivers had taken part in this workshop from which Rs. 326,768.to had been earned by the NICD.

1.7.4.14 Database Management System (MS Access) Basic Course

The prime objective of conducting the above one-day online workshop was to equip officers of cooperative societies in the usage of MS Access such as for storing and maintaining of information and data that are routinely used, retrieving them in future speedily and conveniently, making management decisions and preparation of reports as and when required and to submit them in an analytical manner and update them daily.

1.7.4.15 Workshop on Empowering Arbitration

The above training workshop was conducted for 30 trainees from which Rs. 180,000.00 had been earned by the NICD in the year under review. This program had been conducted with the motive of improving the knowledge and skills of participants through theories and practical experiences on legal processes and theoretical knowledge involved in arbitration awards in relation to the cooperative institutions.

1.7.4.16 **Workshop for Executive Officers of Multi-purpose Cooperative Societies**

This training workshop had been conducted for improving the efficiency of Executive and Middle Level Executive officers of the Institution by way of improving their professional knowledge, attitudes, and skills. The program was attended by 30 trainees and Rs. 172,000.00 had been earned by authorities by conducting this workshop.

1.8 Future Expectations and Challenges

1.8.1 Expectations

The National Institute of Co-operative Development must overcome certain challenges in order to fulfill its duties and functions as outlined in Act No. 01 of 2001. The following expectations should be achieved:

1. To become a degree-awarding institute while Enhancing the quality of study courses

To enhance the status of the Diploma and Certificate courses to the level of SLQF and to become an institute that awards degrees that are approved by higher education authorities.

2. To become an institute that generates self-funding

To increase self-funding by increasing the intake for study courses and diversification of training programs conducted by the NICD thereby allocation of treasury grants could be reduced.

3. Development of Research in the Cooperative Sector and implementation of its recommendations for the betterment of the Sector

To carry out research programs aiming at the problems faced by the Co-operative Sector by employing Development Officers.

NICD acted as a facilitator by providing opportunities for undergraduates to conduct research in the area of entrepreneurship studies related to Co-operative Societies

4. Increasing of training percentage

The percentage of training of service providers of the Co-operative Movement annually has been very low. The sufficient grants for these activities are not received from the Treasury and the earnings of the Institute are also not adequate. Therefore, NICD expects to increase the number of participants in its training programs by using effective distance education systems at a minimum cost.

5. Development of Soft Skills of Trainees

Preparation of diversified training programs towards theory and practical knowledge in the co-operative sector and also advancing of soft skills and personality development of trainees.

1.8.2 Challenges

I Prior to the creation of the National Institute of Co-operative Development in 2001 (under Act No.01), the Polgolla Co-operative School provided free training programs for Co-operative workers through the Co-operative Development Department. Co-operative workers are hoping that the free training programs will continue, but unfortunately, the Government grants and NICD earnings are not enough to support them. As a result, the percentage of employee training is at a very low level. This has had a negative impact on the ability to update knowledge and skills, as well as introduce attractive entrepreneurship concepts.

II Efficient and productive duty performance is hindered due to the lack of experienced officers in the approved cadre.

Ex:

1. Computer Programmer – difficulties are encountered in progressing institutional affairs by applying modern technical strategies
2. Marketing Promotion and Press Officer - Non-availability of a proper system for advertising the earning sources and practical difficulties in using another employer to cover the duties of Marketing Promotion and Press Officer
3. Assistant Lecturer (Tamil Medium) – it's difficult to attract Tamil-speaking co-operative workers for training programs
4. Technical Officer – The maintenance work of the old building that extends largely is needed. There is no skilled employer to attend to the work most needed
5. Gardener – The Institute is situated on 22 acres of land, making landscaping a challenging task without the help of a Gardener

2.

Institutional Administration and Progress of Affairs

2. Institutional Administration and Progress of Affairs

The Board of Management is the supreme governing authority of the National Institute of Co-operative Development. The academic affairs of the Institute come under the Academic Board and the Internal Audit Committee supervises the activities of the Institute.

2.1 Board of Management and its Affairs

The administrative functions, management and governance have been assigned to the Board of Management in accordance with the Institutional Act. The development plans and annual budgets are approved by the Board of Management.

2.1.1 Composition of the Board of Management

The Board of Management consists of the following members;

(a) Ex-officio Members

i. The Secretary of the Ministry or his/her nominee of the Ministry in – charge of the Subject

ii. The Commissioner/Co-operative Development in the Department of Co-operative Development

iii. The Chairman of the National Co-operative Development Board of Sri Lanka

iv. The Chairman of the Co-operative Management Institute of Sri Lanka (This Institution is not functioning now) and

v. The Director General of the Institute appointed in accordance with Section 16 of the Act

(b) The Members appointed by the Minister

i. Three persons competent in the field of the Co-operative Movement and Management, nominated by the Minister in – charge of the Subject

ii. One person from the Ministry of Education nominated by the Secretary of the Minster in charge of Higher Education

iii. One person attached to the Treasury, nominated by the Secretary of the Minister in charge of Finance

One person among the nominated members is appointed as the Chairman of the Board of Management by the Minister

2.1.2 Details of the Chairman and the Members of Board of Management in 2022

Se. No.	Name	Position	Appointed Member/Ex-officio Member
01	Mr. J.R.W Dissanayake	Chairman/ National Institute of Co-operative Development	Appointed member
02	Mr. I.M.I. Ilangakoon	Director General/ National Institute of Co-operative Development	Ex-officio member
03	Mr. G.D Keerthi Gamage	Commissioner/Co-operative Development and Society Registrar/ Co-operative Development Department (central government)	Ex-officio member
04	Mr. M.R.G.A.B Muthukude	Additional Director General (Acting) Audit Management Department, Ministry of Finance	Appointed Member
05	Mr. S.L Nazir	Additional Secretary (Development)/Trade Commerce and Food Security Ministry	Ex-officio member
06	Mr. G.R.K.S Ganegoda	Accountant/Higher Education Division, Education Ministry	Appointed member
07	Mr. G.D.S Weerasiri	Chairman/ National Co-operative Board	Ex-officio Member
08	Mr. K.D Peris	Member of Board of Management (NICD)	Appointed Member
09	Mrs. A. Vineetha Samaraweera	Member of Board of Management (NICD)	Appointed Member

2.1.3 Affairs of the Board of Management - 2022

The details of meetings and decisions arrived at by the Board of Management in 2022 are as follows:

Serial No.	Date of the Meeting	No. of Members Participated	Number of Board Papers tabled		Number of Decisions arrived at
			Papers	Notes/Suggestions	
01.	143-2022.01.27	06	24	05	35
02.	144-2022.02.25	07	24	04	34
03.	145-2022.04.01	08	25	02	35
04.	146-2022.05.24	08	08	02	15
05.	147-2022.07.12	06	16	01	17
06.	148-2022.09.16	08	15	02	17

2.2. Academic Board and Its Affairs - 2022

The Preparation of programs of training and research, the development of study courses and curricula, conducting examinations, making necessary recommendations for issuing examination results and issuing terms and conditions for offering certificates and scholarships are the affairs of the Academic Board in compliance with the decisions taken by the Board of Management.

2.2.1 Composition of the Academic Board

The composition of the Academic Board is as follows as per the Section 12 (1), Act No.01 of 2001 of the National Institute Co-operative Development.

i. The Chairman of the Academic Board should be the Director General of the Institute
ii. A member of the University Academic staff nominated by the University Grants Commission established in accordance with the University Act of No.16 of 1978.
iii. The Commissioner General of Examinations or his/her nominee
iv. A person nominated by the Commissioner of Co-operative Development, and
v A person competent in management skills, comes in the area of the Co-operative sector or in the private sector, to be appointed with the consent of the Minister.

2.2.2. Representatives of the Academic Board

Se. No.	Name	Position	Nature of the Appointment
1.	Mr. I.M.I Illangakoon	Director General and Chief Executive Officer of the National Institute of Co-operative Development	The Director General of the Institute should be the Chairman of the Academic Board as per the Act
2.	Prof. M.B Ranathilaka	Professor of Economics University of Peradeniya	Representative of the University Grants Commission as per the Act
3.	Mrs. K.D.G.M Abeygunasekera	Commissioner of Examinations (Research/ Development and Assessment) Department of Examinations	Representative of the Commissioner General of Examinations as per the Act
4	Mr. G Keerthi Gamage	Commissioner/ Co-operative Development (Central Government) and Society Registrar, Department of Co-operative Development – Appointed Member	Representative of the Commissioner of Co-operative Development as per the Act
5.	Mr. G.A. Nimal	-	Minister’s Nominee as per his consent

2.2.3 Affairs of the Academic Board

Date	No. of Members Participated	No of Matters Submitted	Number of Decisions taken
2022/02/14	04	14	39
2022/03/31	04	11	17
2022/08/03	03	09	10
2022/11/01	04	13	22
2022/12/29	03	08	09

2.3 Audit Management Committee and its Affairs

The Committee on Audit and Management in the Institute works in liaison with the Internal Auditor. The Committee carries out the audit analysis of the Institute based on observations made by the Auditor General.

2.3.1 Composition of the Audit Management Committee

i. Three Members of the Board of Management
ii. Audit Superintendent of the National Audit Department
iii. Chief Internal Auditor of the relevant Ministry
iv. Internal Auditor of the Institute – Convener

2.3.2 Members of the Audit Management Committee

Serial No.	Name	Position
01	Mr. J.M. Herath Banda	Director/ National Budget Department
02	Mr. M.R.G.A.B. Muthukude	Additional Director General (Acting) Audit Management Department
03	Mr. G.D Keerthi Gamage	Co-operative Development Commissioner/ Co-operative Society Registrar/ Co-operative Development Department
04	Mrs. L.A.G.N Liyanaarachchi	Director (Development) Co-operative Services, Marketing Development and Consumer Protection State Ministry
05	Mr. G.R.K.S. Ganegoda	Accountant, Higher Education, and High Ways State Ministry
06	Mrs. H.R.C.K Handagama	Audit Superintendent/National Audit Office
07	Mr. E.N.W.M.R.R.K. Nugapitiya	Chief Internal Auditor/Ministry of Trade, Commerce and Food Protection
08	Mrs. S.M. Rajapaksha	Chief Internal Auditor/Co-operative Services, Marketing Development, and Consumer Protection State Ministry and Trade, Commerce and Consumer Protection Ministry (Co-operative Sector)
09	Ms. R.A.A.H Premachandra	Internal Auditor, National Institute of Co-operative Development

2.3.3 Affairs of Audit Management Committee - 2022

Date	No. Participated	No. of Decisions Taken
2022.02.22	06	46
2022.07.26	06	26
2022.09.22	05	28
2022.12.29	06	37
Total		137

2.3.4 Affairs of Internal Audit Division

The sections of establishment and administration, academic, finance, hostel, printing, examinations, library, information technology, etc. have been audited and the audit queries and replies are included in the table below.

Serial No.	Section	No. of Queries	No. of Statements	Submitting Answers
01	Establishment and Administration	01	04	The Answers have been submitted to all the internal audit reports
02	Academic and Development	04	22	
03	Finance	01	07	
	Total	06	33	

3.

Institutional Progress-2021

3. Institutional Progress – 2022

3.1 Establishment and Administration Division

The duties such as the affairs of establishment, procurement matters, updating of the website of the Institution, examinations, vehicle matters, human resource development matters, and Board of Management affairs have been attended by the Division. The following table shows the details.

3.1.1 Human Resource Development

Approved Carder	71
Actual Staff as on 31.12.2022	48
Vacancies as on 31.12.2022	23
Officers underwent on training in 2022	24
Meetings of the Staff members held in 2022	07

3.1.2 Physical Resource Development

Purchasing of machinery and office equipment – Rs. 2.79 in million

3.1.3 Procurement Matters

	Decisions arrived at	Value Rs. (in million)
Departmental Procurement	09	20.22
Minor Procurement	40	5.19
Total	49	25.41

It has been ordered to suspend all procurement procedures of purchasing goods or services for the project that are to be commenced or already started as per the national budget circular no. 03/2022 of 26/04/2022.

3.1.4. Conducting Examinations and Issuing Results

	Internal	External	Total
Number of Examinations Conducted	138	03	141
Number of Candidates	3880	366	4246
Passes	236	-	236
Failures	10	-	10
Weak Passes	61	-	61
Others	62	-	62

3.1.4.1 The Details of the Examination Results Issued During the Year 2022

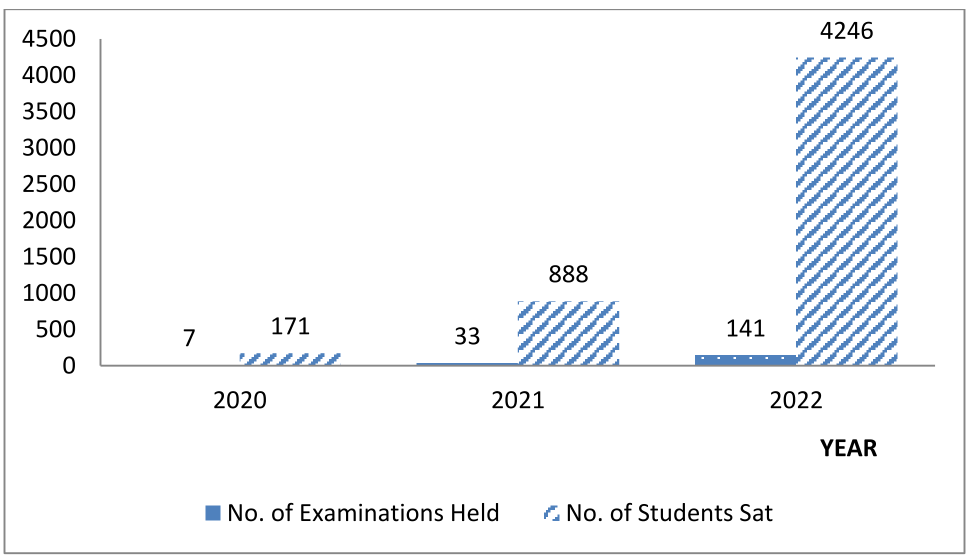
		Number Sat	Passes	Weak Passes	Failures	Other
01	Diploma in Business Management and Development – 2019/20	22	09	09	04	-
02	Higher National Diploma in Management 2020	15	05	08	02	-
03	Diploma in Management and Accountancy 2020/21	11	-	-	-	-
04	Diploma in Information Technology 2020/21	19	05	03	02	09
05	Office Automation	27	16	-	-	11
06	Certificate Course in Co-operative Development 2021 – Western/South/Uva/North Central Provinces	60	46	08	-	06
07	Diploma in Business Management – 2021/22, (establishment)	37	25	03	-	09
08	Diploma in Business Management – 2021/22, Chillaw	30	18	04	-	08
09	Diploma in Business Management – 2021/22, Kuliyapitiya	46	30	08	-	08
10	Diploma in Bank Management – 2021/22	39	27	08	-	04
11	Diploma in Accountancy 2020/21	36	28	06	-	02
12	Diploma in Auditing 2021/22	26	15	04	02	05
	Total	368	224	61	10	62

3.1.4.2 Repeat Examination Results

Se. No.	Course	Number Sat	Passes	Weak Passes	Failures	Other
1	Diploma in Business Management and Development 2017	04	04	-	-	-
2	Diploma in Human Resources and Development 2019/20	03	03	-	-	-
3	Diploma in Bank Management 2018	02	02	-	-	-
4	Diploma in Human Resources and Development 2015	01	01	-	-	-
5	Certificate Course in Co-operative Development 2019/20 – North Central Province	01	01	-	-	-
6	Certificate Course in Co-operative Development 2019/20 – Western and Sabaragamuwa Provinces	01	01	-	-	-
	Total	12	12	-	-	-

3.1.4.3 Conducting Examinations (2020 – 2022)

	2020	2021	2022
No. of Examinations Held	7	33	141
No. of Students Sat	171	888	4246



3.2 Academic Division

The duties of the Division include such as designing and conducting courses, research activities, counselling affairs, library matters, and student affairs.

The staff of the Academic Division headed by the Director (Academic and Development) consists of academic and non-academic members. Even though the approved cadre was 28 which included an Administrative Officer (Student Affairs), 10 Lecturers, and 2 Researchers, the actual staff included the following; a Senior Lecturer, Assistant Lecturers, an Administrative Officer (Student Affairs), a Senior Librarian, an Assistant Librarian, a Research Assistant 3 Computer Instructors, a Management Assistant, 3 Development Officers and 2 Office Assistants during the year 2022.

3.2.1 Conducting Courses

The number of Workshops and Courses held at the Institute was 71 and the number of participants was 2647 during the year 2022. The details are as follows:

3.2.1.1 Courses Conducted (over 3 months)

Courses Commenced in 2022

Serial No.	Title of the Course	No. of Times held	Number Participated	Income Generated Rs.
01	Diploma Course in Co-operative Development (North Central and Southern Provinces)	01	40	688,400.00

Courses Commenced in 2022

Serial No.	Title of the Course	No. of Times held	Number Participated	Income Generated Rs.
1.	Diploma in Business Management 2022	01	10	250,000.00
2.	Diploma in Auditing 2022	01	24	587,500.00
3.	Diploma in Bank Management 2022	01	22	550,000.00
4	Diploma in Human Resource Management 2022	01	27	660,000.00
5	Diploma in Accountancy 2022	01	24	600,000.00
6	Diploma in Marketing Management 2022	01	13	144,000.00

7	Diploma in Micro Finance Management (distance) 2022	01	130	650,000.00
8	Diploma in Communicative Information Technology (NVQ Level 5)	01	22	561,000.00
Certificate Courses				
9	Certificate Course in Office Automation	01	26	195,000.00
10	Certificate Course in Computer Applications (CAA - NVQ Level 3)	01	28	530,000.00
11	Certificate Course in English	01	18	220,250.00
	Total		384	5,636,150.00

3.2.1.2 Short Courses Conducted

S/ No	Title of the Course	No. of Times held	No. of Participants	Income Generated
01	Training Workshop on Secretarial skills	01	17	102,000.00
02	Training Workshop on introducing Bank Regulations (online)	01	28	16,800.00
03	Advanced Excel 2 – Excel Usage for Accounting Purposes	01	21	12,600.00
04	Skill Development Training Workshop on Usage of Auditing Standards	01	46	188,600.00
05	Role of the Members of the Board of Directors on Creative Co-operative Management	01	17	100,300.00
06	Training Program on Informal Loan Management - online	01	39	39,000.00
07	Training Workshop on Management of Fuel Stations - online	01	45	45,000.00
08	The Path of a Successful Vendor - online	01	15	15,000.00
09	Daily Training Program on Commencing a Service - online	01	16	24,000.00
10	Introductory Program on Introducing Group Loan Systems - online	01	11	11,000.00
11	Training Workshop on Internal Auditing in Rural Banks	01	62	93,000.00
12	Skill Development Program on Decision Making – online	01	69	100,500.00
13	Two-day Training Program on Performance Development of Drivers in Local Government.	01	25	25,000.00

14	Database Management System (MS ACCESS) Basic Courses	01	30	18,000.00
15	Training Workshop on Empowering Decision Making	01	30	172,000.00
16	Training Workshop for Executive Officers in Multi – purpose Co-operative Societies	01	24	163,456.00
17	Training Program on Performance Development for Development Officers /District Societies, in SANASA Society ltd., in Matara District	01	44	242,024.92
18	Training Program on Performance Development for Management Assistants /District Societies, in SANASA Society ltd., in Matara District	01	25	25,000.00
	Total		588	1,857,049.42

3.2.2. Development in Research in the Co-operative Sector

The NICD has made significant progress in areas related to Cooperative development research, in compliance with 4(c) of the Institute's Act. This demonstrates their responsibility towards advancing research in this field. The Institute has several initiatives to promote research in cooperative fields. These include publishing the Journal of Co-operative Studies, having Development Officers to promote research, conducting research through the NICD, collaborating with universities for research, and representing research sessions at both local and global levels.

Publication of the Research Journal of the Institute

The Journal of Co-operative Studies is a prominent research publication that features studies related to the cooperative field in Sri Lanka. The first volume of the journal was published both in print and electronic formats in 2022.

Advancing Research in Cooperative Field with Development Officers

To meet the final efficiency bar requirement, Development Officers are required to write a thesis in the cooperative field that is at least 5000 words in length. The National Institute of Cooperative Development arranged a three-day training program on thesis preparation for Development Officers. The training was conducted in-house. They were given the chance to work on their theses with the guidance of a research supervisor. As a result, 54 new theses were added to the Cooperative field during the year 2022.

Conducting Research in collaboration with the University system

The NICD is conducting a research study in partnership with the Department of Sociology at the University of Peradeniya to improve the consumer sectors of Multi-purpose Cooperative Societies. The goal is to gather recommendations for advancement. The NICD has initiated a program to award research grants to final-year students studying Economics and Statistical Studies at the University of Sabaragamuwa. The NICD has granted funding for three theses in the cooperative field, at a rate of Rs. 25000.00 per thesis, to support research. A research study is underway to acknowledge the Cooperative movement's role in promoting the Cinnamon Industry. The study has been referred to the Karandeniya Multi-Purpose Cooperative Society. A new study has been conducted on the benefits of taking an evaluation to update a course of study.

Developing the fame of the Institute by representing local & international research sessions

Research papers were presented during research sessions held at Sabaragamuwa, Kelaniya, Uva Wellassa Universities, and the Personnel Management Institute by the Research Division of the NICD.

3.2.3 Counseling Affairs

Efforts are currently underway to offer free counseling services to Co-operative Societies, as per the Ministry's directives. Thus 125 Co-operative Societies have been identified for the purpose and 43 Counselors have been nominated. Accordingly, free counseling service is being processed in 21 Multi-purpose cooperative societies, 14 Sanasa Societies, 72 Production Societies, 02 Society Associations, 01 Co-operative Bank and 10 other Societies.

3.2.4 Library Facilities

The NICD has a Library specially designed for studies. In addition to the collection of books belonging to the area of the Co-operative Movement, the special collection includes, books on Commerce, Accountancy, Economics, Banking, Management, Marketing, Research Methodology, Law, Sociology, Social Work, Counseling, Positive Thinking, Professional Education, and Social Welfare.

The Library Automation program commenced in the year 2021. Further, “KADIYA” software package to examine the stock of books has been installed and books are being computed by using this software.

The total collection of books stood at 23646 in 2021 including 761 books purchased worth of RS. 517538.25 during the year 2022.

The Library also possesses periodicals published locally as well as globally in all three media, (Sinhala, Tamil and English) Newspapers, Dissertations, Research Reports and Electronic

Publications. It also has a reference collection of the following; Dictionaries, Encyclopedias, Ordinances (relating to the subject of the Co-operative Movement), Acts, Bills, Records of the Commissions, Sessional Papers, Annual Reports and rare books.

The functions of the Library extending two directions are Lending and Reference. This collection of books has been categorized according to the DV decimal system which is accepted internationally.

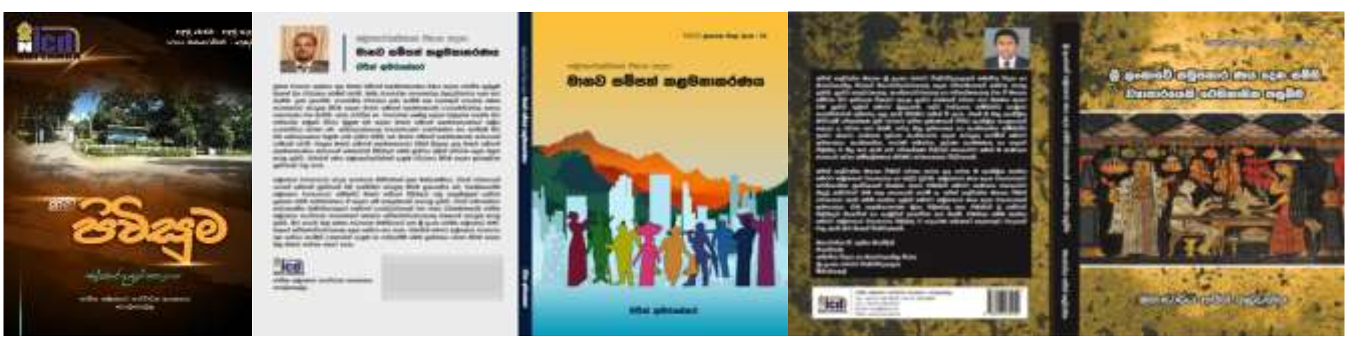
Institute has taken steps to establish a thorough database for cooperative development, with the added convenience of online data collection. The Library and Information Centre of the NICD has implemented ‘KOHA’ software with modern technology to automate library services and expand its offerings. Furthermore, the book publication project is also making progress. Institute has taken steps to republish three works: "Human Resource Management for Examinations," a historical overview of the Loan Granting Cooperative Society Movement, and the PIVISUMA journal.

Library Membership;

- All students following courses in the NICD
- The Academic staff of the NICD
- The Non-academic staff of the NICD
- The Visiting Lecturers of the NICD
- A Reference service is available for people representing different fields within Sri Lanka, based on the approval of the Director General of the NICD

Other Services

- Awareness programs about using Library are organized at the beginning of each course



3.3 Hostel Division

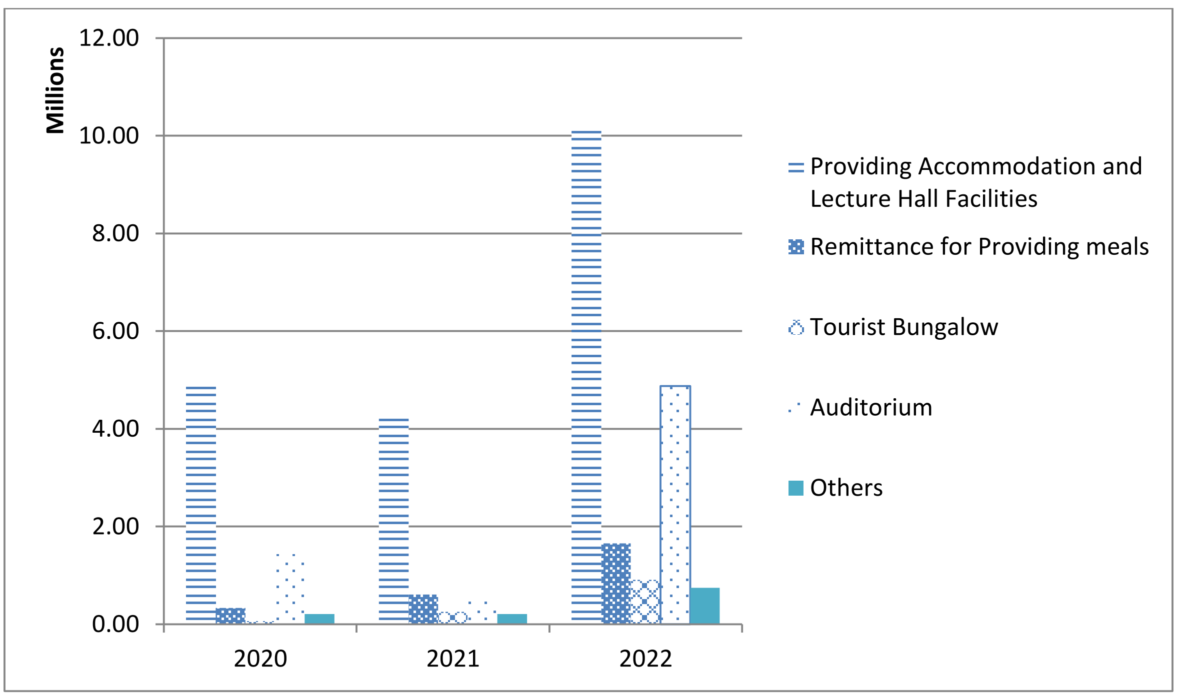
The activities of this division are being supervised by the Assistant Director (Hostel). The services rendered by this division include providing accommodation and food for participants attending educational and training programs organized by the NICD as well as Seminars and Workshops organized by other Institutes. The affairs of the Mahinda Rajapaksha Auditorium comprising 1120 seats and modern facilities are also attended to by the hostel division.

3.3.1 Providing Hostel and Auditorium Facilities (income generated)

	Income (Rs.)
Providing Accommodation	10,224,240.00
Remittance for providing meals	1,656,165.00
Tourist Bungalow	907,000.00
Auditorium	4,877,250.00
Others	745,282.00
Total	19,241,212.00

3.3.2. Progress in the Hostel Division (2020-2022)

	2020	2021	2022
Providing Accommodation and Lecture Hall Facilities	4,858,650.00	4,339,765.00	**10,224,240.00**
Remittance for Providing meals	336,067.36	608,667.48	**1,656,165.00**
Tourist Bungalow	65,000.00	254,000.00	**907,000.00**
Auditorium	1,425,000.00	480,000.00	**4,877,250.00**
Others	211,580.00	**211,580.00**	**745,282.00**
	6,896,297.36	**6,101,728.38**	**19,241,212.00**



3.3.3 Providing Services for Other Organizations

The NICD provides facilities for conducting Workshops and Seminars organized by Government and Private Organizations and the details are as follows (including the workshops conducted in the Auditorium):

	Qty
Seminar/Workshops	210
No. of Participants	160907

3.4 Progress in Finance Section

The Finance Division functions under the supervision of the Assistant Director/Finance. In the year 2022, 06 staff members were responsible for fulfilling the responsibilities of the Section. The Section's tasks included the following functions.

Prepare accounts on daily receipts and payments
Prepare and submit financial statements monthly, quarterly, and annually
Prepare budget estimate and annual estimates for Study Courses and other affairs
Prepare assets register including updating the fixed assets register
Affairs on audit queries and
Prepare reports on annual accounts and other related matters

Below is a summary of the financial position for the year 2022, including information on Treasury grants received and expenditures incurred.

Financial Performances as at 31.12.2022

Particulars	Actual Budget	Estimated Budget
Income	Rs.	
Treasury Grants	55,995,000.00	57,000,000.00
Co-operative Funds Granted	648,409.00	
Institutional Earnings	36,801,525.00	35,259,045.00
All income	93,444,934.00	92,259,045.00
Expenditure		
Salaries and Wages	52,978,127.00	52,379,681.00
Traveling	286,873.00	450,000.00
Stationery and Office Requirements	9,798,777.00	9,985,626.00
Maintenance Cost	4,511,011.00	5,717,000.00
Cost on Agreement Services	20,157,670.00	22,943,236.00
Other Expenditure	1,016,508.00	840,500.00
Total Expenditure		
Surplus		

Details of Financial Position as at 31.12.2022

Particulars	As at 31.12.2022	As at 31.12.2021
Assets		
Non - Current Assets		
Property, Plant and Equipment	770,572,348.00	793,591,552.00
Other Finance and non -finance Assets	5,716,431.00	5,939,436.00
	776,288,779.00	**799,530,988.00**
Current Assets		
Current Investment	25,870,533.00	27,483,746.00
Trade and other Debtors	37,710,406.00	38,150,991.00
Stock	1,748,362.00	1,175,647.00
Cash at Bank	15,704,222.00	32,758,571.00
	857,322,780.00	899,160,444.00
Total Assets		
Capital Reserves	130,261,946.00	136,193,781.00
Reserves	662,718,296.00	658,450,906.00
Non-Current Liabilities	11,231,350.00	9,803,922.00
Current Liabilities	53,111,888.00	94,711,835.00
Total Equity and Liabilities	857,322,780.00	899,160,444.00

During the year 2022, institution received a treasury grant of Rs. 6,470,000.00 million. Institution has utilized a portion of these funds to purchase equipment and office tools worth Rs. 5,624,245.00.

4.

Final Accounts as at 31.12.2022

NATIONAL INSTITUTE OF CO-OPERATIVE DEVELOPMENT

STATEMENT OF FINANCIAL POSITION AS AT 31st DECEMBER 2022

	NOTE	AS AT 31.12.2022 Rs.	AS AT 31.12.2021 Rs.	SCHEDULE No.
ASSETS				
NON CURRENT ASSETS				
Property, Plant & Equipment	2	770,572,348	793,591,552	
Other non-current financial assets	3	2,270,000	2,154,375	
		772,842,348	795,745,927	
Other Receivable	3.1	601,866	896,621	
Differed expenditure on Transformer		2,948,940	3,052,835	
Less: Amotisation of differed expenditure		(103,895)	(103,895)	
Balance differed expenditure	3.2	2,845,045	2,948,940	
CURRENT ASSETS				
Current Investment	4	25,870,533	27,483,746	
Trade & other Receivable	5	37,710,406	38,150,991	
Stock	6	1,748,362	1,175,647	
Cash at Bank	7	15,704,222	32,758,571	
		81,033,522	**99,568,955**	
TOTAL ASSETS		**857,322,780**	**899,160,444**	
EQUITY & LIABILITIES				
CAPITAL & RESERVES				
Capital	8	233,254,215	233,254,215	
Accumulated Profit / (Loss)	9	(102,992,269)	(97,060,434)	
		130,261,946	**136,193,781**	
RESERVES				
Capital Grant from Treasury	10	353,134,233	366,540,789	
Capital Grant from Ministry	11	11,746,651	12,380,629	
Revaluation Reserve		288,531,910	271,358,932	
Publication Fund		9,305,502	8,170,556	
		662,718,296	**658,450,906**	
NON CURRENT LIABILITIES				
Provision for Gratiuty		11,231,350	9,803,922	
Loan From Co-operative Fund		-	-	
		11,231,350	**9,803,922**	
CURRENT LIABILITIES				
Creditors & Accrued Expences	12	19,120,675	59,044,653	
Loan From Co-operative Fund		19,000,000	19,000,000	
Retention Money		14,990,513	16,667,182	1
		53,111,187	**94,711,835**	
TOTAL EQUITY & LIABILITIES		**857,322,780**	**899,160,444**	

Note: Submission of the financial statements is responsibility of the management of the Institute, and certify that the Annual financial statements are true and correct.

J.R.W Dissanayake
Chairman

Dileepa Rupani Piyadasa
Director General/CEO

K.D.Anil
Asst Director -Finance

NATIONAL INSTITUTE OF CO-OPERATIVE DEVELOPMENT

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER 2022

	NOTE	ACTUAL 2022 Rs	ACTUAL 2021 Rs	Revised Budget 2022 Rs
REVENUE				
GRANT FOR RECURRENT EXPENDITURE	13	56,643,409	45,879,500	57,000,000
AMOTIZATION ON CAPITAL GRANT		20,515,184	27,442,152	-
INCOME EARNED BY NICD	14	36,801,525	20,331,685	35,259,045
		113,960,118	**93,653,337**	**92,259,045**
LESS : EXPENDITURE				
01. PERSONNEL EMOLUMENTS	15	52,978,127	39,651,187	52,379,681
02. TRAVELLING	16	286,873	136,459	450,000
03. SUPPLIES	17	9,798,777	3,839,580	9,985,626
04. MAINTENANCE	18	4,511,011	3,159,966	5,717,000
05. CONTRACTUAL SERVICES,	19	20,157,670	16,541,409	22,943,236
06. OTHERS	20	1,016,508	1,153,276	840,500
07. DEPRECIATION	2	30,654,691	30,009,129	-
08. AMOTIZATION OF DIFFERED EXPENDITURE		*103,895*	*103,895*	-
		119,507,552	**94,594,901**	**92,316,043**
Surplus or (Deficit) over the expenditure from ordinary activity before Taxation		**(5,547,436)**	**(941,564)**	**(56,998**
Less: Taxation		-	-	-
Net Surplus or (Deficit) for the period		**(5,547,436)**	**(941,564)**	**(56,998**
Other Comprhensive Income				
-Gain/(loss) on Revaluation of property ,plant and equipment		-	-	(
- Actuarial Gain/(Loss) on defined benefit plans		0	0	(
- Gain /(loss) on available -for-sale financial assets		0	0	(
-Other comprehensive income for the year		0	0	(
Total comprehensive income for the year		**(5,547,436)**	**(941,564)**	**(56,998**

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NATIONAL INSTITUTE OF CO-OPERATIVE DEVELOPMENT
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2022

			2022		202
	Net Surplus /(Deficit) for the period		(5,547,435)		(941,564
	Adjustments for				
Add:	Depreciation	30,654,691		30,009,129	
	Amortization of differed expenditure	103,895		103,895	
	Prior year Adjustment -Addition	433,201		182,326.81	
	Profit on sale of Fixed Assets	-		-	
	Provision for Bad debtors	-		29,689.21	
	Depreciation -priom year adjustment	-		-	
	Provision for gratiuty	1,427,428		1,037,039.35	
Less:					
	Profit on sale of Fixed Assets	-		-	
	Amortisation of Capital grant	(20,515,184)		(27,442,152)	
	Interest Income			(643,056)	
	Gratuity Payment	-		-	
	Retention	-		-	
	Profit on sale of Fixed Assets	-		(221,055)	
	Prior year Adjustment -Deduction	(817,801)		(581,247)	
	Over Provision for doubtful debts	142,718	11,429,148		
					2,474,570
			5,881,713		
	Operating Profit/(loss) before working capital changes				1,533,006
	Changes in working capital				
	Decrease/(Increase) in debtors, & Receivables	297,868		(92,054)	
	(Decrease) /Increase in cred:& accrued expences	(22,751,008)		5,034,272	
	Decrease/(Increase) in stock	(572,715)	(23,025,847)	713,811	5,656,029
	Net cash flow from operating activities		**(17,144,134)**		**7,189,035**
	Cash flows from investing activities				
	Retention money	(1,364,275)		(3,922,110)	
	Purchase of - property , plant & equipment	(5,047,746)		(6,096,394.00)	
	- Land Development	-		(871,964.26)	
	-Building	(2,318,985)		(893,610.28)	
	- Furniture & Fittings	(74,655)		(161,180.80)	
	- Vehicle Addition	-		(34,500.00)	
	- Library books	(442,745)		(110,199.75)	
	- Other Equipment	(59,099)		(34,450.00)	
	Investment in capital work - in - progress	-		(1,188,875.21)	
	(Investment)/ withdrawal - Fixed Deposit	1,650,713		(11,108,075.47)	
	Sale proceeds on Fixed Assets	-		221,055.00	
	(Recovery of E.P.F) Other Receivable	294,755		(2,948.00)	
	Interest receipt			580,300.00	**(23,620,953**
	Net cash flow from investing activities		(7,362,036)		
	Cash flows from financing activities				
	Capital grant Received from treasury	6,470,000		11,500,000	
	Capital grant Received from Ministry	-		-	
	Distress loan	(153,125)		(193,750)	
	Publication Fund	1,134,945		425,464	
	Repayment of Co-op Fund loan	-	7,451,820	-	11,731,714
	Net cash flow from financing activities				
	Net increase in cash flows within the Year		(17,054,349)		**(4,700,204**
	Cash & cash equivalents at the beginning of the period		32,758,571		37,458,775
	Cash & cash equivalents at the end of the period		**15,704,222**		**32,758,571**

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NICD-POLGOLLA

STATEMENT OF CHANGES IN NET ASSETS / EQUITY

DESCRIPTION	CAPITAL	PROFIT/(LOSS)	CAPITAL RESERVE TREASURY	REVALUATION SERPLUS	CAPITAL RESERVE MINISTRY	FUNDS	TOTAL
Balance as at 01.01.2021	233,254,215	(95,719,950)	381,844,313	271,358,932	13,016,458	7,745,091	811,499,059
Less: Dep. On F/A purchased from Govt. Grant	-	-	(26,803,523)	-	(638,629)		- (27,442,152)
Profit/(Loss) for the period	-	(941,564)	-	-	-	384,423	(557,141)
Adgustments -addition		182,327		-	2,800	41,041	226,168
Adgustments -Deduction	-	(581,247)	-	-		-	(581,247)
Invested within the period		-	11,500,000	-	-	-	- 11,500,000
							- -
Balance as at 31.12.2021	**233,254,215**	**(97,060,434)**	**366,540,790**	**271,358,932**	**12,380,629**	**8,170,555**	**794,644,687**
Balance as at 01.01.2022	233,254,215	(97,060,434)	366,540,790	271,358,932	12,380,629	8,170,555	794,644,687
Less: Expenses made &Dep. on F/A purchased from Govt. Grant	-	-	(19,876,556)	-	(638,628)	-	- (20,515,184)
Profit/(Loss) for the period	-	(5,547,435)	-			1,134,946	(4,412,489)
Adjustment-Addition		433,201	-	17,172,978	4,650	-	17,610,829
Adjustments - Deduction	-	(817,601)	-			-	(817,601)
Invested within the period			6,470,000	-	-	-	- 6,470,000
							-
Balance as at 31.12.2022	**233,254,215**	**(102,992,269)**	**353,134,234**	**288,531,910**	**11,746,651**	**9,305,501**	**792,980,242**

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NOTES TO THE ACCOUNTS AS AT 31ST DECEMBER 2022

NOTE : 01

ACCOUNTING POLICIES

1.1 GENERAL ACCOUNTING POLICIES

1.1 Accounting Conventions

The Financial statements of the Institute comprise Statement of Financial Position, Statement of Financial Performance, Statement of Changes in Equity, Cash Flow statement, Presentation of Budget information in financial statement, Accounting Policies and Notes to the Accounts. The financial statements of the Institute prepared on the historical cost basis and in accordance with Sri Lanka Public Sector Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka. According to the circular No:265/2018 & dated on 10.05.2018 issued by the department of Public Accounts, Ministry of Finance of Mass Media. These standards are applying w.e.f.01.01.2019 .

1.2. . Format of Accounts

The Financial Statements are presented in accordance with the format issued by the Institute of Chartered Accountants of Sri Lanka. Previous year figures and phrases are re-arranged wherever necessary to conform to the current year's presentation.

1.3. Post Balance Sheet Events

All material events occurring after the date of Financial Position are considered and where necessary adjustments and disclosures are made in the Financial Statements.

2 ASSETS AND BASES OF THEIR VALUATION

2.1 Property, Plant & Equipment

The cost of Property, Plant & Equipment is the cost of purchased or constructed value together with any incidental expenses thereon. These are accounted at cost or revalued amount less accumulated depreciation which is provided on the basis specified below.

Land and Building have been revalued in 2018 by the Department of Valuation. Motor vehicle, Plant & Machinery, Audio Visual Equipment, Computers, Printers & Accessories, Office Equipment have been revalued in 2019 by the committee including an officer of the Department of Valuation appointed by Director General of National Institute of Co-operative Development.

5

All the values of Revalued Assets have been taken into the Accounts. Furniture and Fittings Library books, Cutlary items are not revalued and their values have been shown in the Account at their cost. .

2.2 Depreciation

The provision for depreciation is calculated on the cost or re-valued amount of the Property, Plant & Equipment so as to write off such cost over the estimated useful lifetime of the assets by equal annual installments as follows.

Asset	Useful Lifetime
Building & Structures	40 years
Motor Vehicles	04 years
Furniture & Fittings	10 years
Books and Manuals	04 years
Plant & Machinery - Generators	20 years
Plant & Machinery - Auditorium A/C plant	10 years
Plant & Machinery - other than above	05 years
Cutlery items & others	03 years
Revalued Fixed Assets	Estimated useful lifetime

Depreciation is provided for the fixed assets on periodical bases.
Expenditure made on 2 Nos of Transformer worth of Rs. 4,155,818.00 provided by C.E.B. has been differed and written off the cost over a period of 40 years.

3 LIABILITIES AND PROVISION

3.1 Provision for Gratuity

Provision is made for the payment of retirement gratuities payable under the Gratuity Act No. 12 of 1983 in respect of all eligible employees, whose service periods are more than one year at the Balance Sheet date.

Employees are eligible for Employee's Provident Fund contributions and Employee's Trust Fund contributions in line with the respective statutes and regulations. The Institute contributes 15% for the employees who engaged before 01.01.2020 and 12% for employed after 2020.01.01 and 3% on their basic salary, cost of living allowance and holiday payment to EPF and ETF respectively.

3. 2 Provisions for Bad Debtors

5% provision has been made for Bad Debtors.

3.3 Other Liabilities

3.3.1. Legal action has been taken to recover the due house rent with penalty sum of Rs.645,122.00 from ex– employee who occupied the quarters. However he has passed away on 10th October 2016 and hence there is a suspicion if NICD could recover the 3.3.2. outstanding house rent. Ex- employees have filed 03 cases against the institute.

3.3.2. Retired two officers and one resigned officer have been paid Salary, EPF,ETF and Gratuity arrears as follows

1.Salary arrears	Rs.70,923.93
2.EPF,ETF arrears	Rs. 55,844.04
3.Gratuity	Rs.91,865.00
	Rs.218,632.97

4 INCOME & EXPENDITURE ACCOUNT

4.1 Revenue Recognition

- All Fees for services rendered are accounted on accrual basis
- Fees for Diploma courses, certificate courses and Interest earned on Investment are accounted on periodical basis that services rendered (accrual basis on basis of services rendered)

4.2 Expenses

All expenses except premium of Insurance and motor vehicle license fee and Maintenance agreement charges are accounted on accrual basis and those expenses are accounted on periodical basis.

5.GOVERNMENT GRANTS

5. 1 Capital Grants

Government grants received in the capital nature are treated as reserves in the statement of Financial Position and Depreciation made on the Fixed Assets purchased out of the grant is deducted from the reserves and credited to statement of Financial Performance as amortization on capital grant.

5.2 Recurrent Grants

Treasury grant is treated as an Income in the year in which it was received, in the Statement of Financial Performance and unused recurrent grant other than Treasury grant is shown as a liability in the statement of financial position.
No grant received during the year under review from People's Bank. But Rs.150,608/= received as a grant from People's Bank for the Training Programs in previous year was remained in the account as unutilized grant as at 31.12.2022 and Unutilized grant has been mentioned under creditors.

6. Preparation and submission of financial Statements is the responsibility of the Management of the institute.
7. Balances of goods in the stores as at 31.12.2022 were calculated according to "Average Method" while the balance of publications for sale/printing were valued according to their cost.
8. Cash Flow Statement was prepared according to Indirect Method.
9. 48 Nos of permanent employees were there in this institute as at 31st December 2022 in addition to that 7 Nos of Development officers from Line Ministry had been assigned to the NICD. and in addition to that 11 Nos of Multiduty Assistant have been assigned to NICD by the Multipurpose Development Task Force.

10 Line Ministry has given a grant sum of Rs. 3.4 Mn. Initially to form a fund for publishing the publications related to the Co-operative subject.

11 And formulated this fund is to be published the publications on Co-operative subject. Line Ministry has been given the advice to maintain the separate set of books to carry out this works. Accordingly kept the records separately for this purpose and Financial Performance for the year 2022 and Statement of financial Position as at 31.12.2022 are attached herewith.

12 During the year 2022, Interest earned from the investment of the Publication Fund is Rs.1,112,972.79 This interest has been credited to the same Funds through the Financial Performance

13 Line Ministry and NICD jointly conducted the consultancy programs with volunteer consultants to the Co-operative Societies during the year 2021 and 2022.
Volunteer Consultants were selected by the Line Ministry by publishing advertisement on newspaper and they pay to meet their expenses incurred to the consultancy service given by them such as transport cost, accommodations, meals, stationaries, etc.
Department of Co-operative (Central Government) has given Rs. 5.00 Mn as an advance from Co-operative Development fund reimburse their expenses. And this advance has been credited to consultancy services control A/C and payments are being made through this control account.
During the year 2021 and 2022 Rs.5.00Mn have been received as an advance, and sum of Rs 4,899,748.00 has been spent as the balance amount is Rs.100,252.00. This is shown under the creditors in the Final Accounts. The details of the expenses made are as annexure I.

Annexture 01 -i

Statement of the Funds received from the Co-operative Development Fund and Expenditure made through the Consultancy Controlled Account

Date	Received	Payments										
		Total	Accomadation	Meals	Transport	Donation	echnical Service	Partcipation Allowance	Others	Travelling	Postage	Printing
2021	2,500,000.00											
31.03.2021		53,000.00						53,000.00				
23.04.2021		35,600.00	5,000.00	3,000.00	27,600.00							
28.04.2021		57,000.00						57,000.00				
03.05.2021		29,130.00	3,400.00	600.00	25,130.00							
19.05.2021		3,040.00			3,040.00							
18.06.2021		3,600.00			3,600.00							
01.05.2021		11,520.00			11,520.00							
14.07.2021		22,560.00			22,560.00							
14.07.2021		1,440.00			1,440.00							
22.07.2021		9,000.00			9,000.00							
02.08.2021		1,360.00			1,360.00							
06.08.2021		4,160.00			4,160.00							
06.08.2021		1,000,000.00				1,000,000.00						
12.08.2021		8,440.00			8,440.00							
12.08.2021		1,360.00			1,360.00							
12.08.2021		7,680.00			7,680.00							
06.09.2021		48,840.00	5,000.00		43,840.00							
06.09.2021		24,185.00	2,600.00	1,225.00	20,360.00							
17.09.2021		8,320.00			8,320.00							
17.09.2021		1,840.00			1,840.00							
17.09.2021		21,600.00			21,600.00							
04.10.2021		16,260.00		1,140.00	15,120.00							
25.10.2021		7,200.00			7,200.00							
25.10.2021		3,840.00			3,840.00							
01.11.2021		7,520.00			7,520.00							
15.11.2021		200,000.00				200,000.00						
22.11.2021		600,000.00				600,000.00						
29.11.2021		14,080.00			14,080.00							
29.11.2021		7,760.00			7,760.00							
06.12.2021		18,960.00			18,960.00							
06.12.2021		19,840.00			19,840.00							
06.12.2021		720.00			720.00							
06.12.2021		6,400.00			6,400.00							
06.12.2021		21,600.00			21,600.00							
06.12.2021		10,670.00		1,150.00	9,520.00							
06.12.2021		10,050.00		450.00	9,600.00							
07.12.2021		1,360.00			1,360.00							
13.12.2021		7,760.00			7,760.00							
13.12.2021		28,160.00			28,160.00							
13.12.2021		7,440.00			7,440.00							
		5,923.00			5,923.00							
31.12.2021		15,040.00			15,040.00							
31.12.2021		7,440.00			7,440.00							
31.12.2021		7,520.00			7,520.00							
31.12.2021		7,760.00			7,760.00							
31.12.2021		10,080.00			10,080.00							
Total Expenditure during the year		2,397,058.00	16,000.00	7,565.00	463,493.00	1,800,000.00	-	110,000.00	-	-	-	-

Date	Received	Payments										
		Total	Accomadation	Meals	Transport	Donation	Technical Service	Participation Allowance	Others	Travelling	Postage	Printing
15.11.202	2,500,000.00											
13.01.2022		500,000.00				500,000.00						
12.01.2022		131,760.00					131,760.00					
31.01.2022		3,360.00			3,360.00							
31.01.2022		4,160.00			4,160.00							
31.01.2022		3,840.00			3,840.00							
17.02.2022		7,520.00			7,520.00							
17.02.2022		17,480.00			17,480.00							
17.02.2022		15,040.00			15,040.00							
17.02.2022		7,520.00			7,520.00							
23.02.2022		500,000.00				500,000.00						
28.02.2022		12,000.00			12,000.00							
09.03.2022		550,000.00				550,000.00						
16.03.2022		41,550.00	10,780.00	6,050.00	24,720.00							
16.03.2022		18,400.00			18,400.00							
16.03.2022		6,000.00			6,000.00							
16.03.2022		9,040.00			9,040.00							
23.03.2022		98,000.00							98,000.00	(Sewing machine Repair)		
23.03.2022		63,800.00			23,800.00		40,000.00					
24.03.2022		18,000.00			18,000.00							
24.03.2022		7,520.00			7,520.00							
24.03.2022		30,080.00			30,080.00							
24.03.2022		7,520.00			7,520.00							
24.03.2022		7,760.00			7,760.00							
31.03.2022		8,800.00			8,800.00							
07.04.2022		11,360.00			11,360.00							
19.04.2022		5,280.00			5,280.00							
19.04.2022		3,840.00			3,840.00							
22.04.2022		59,160.00	5,000.00		54,160.00							
22.04.2022		7,520.00			7,520.00							
22.04.2022		7,760.00			7,760.00							
22.04.2022		7,520.00			7,520.00							
22.04.2022		3,480.00			3,480.00							
09.05.2022		1,000.00								1,000.00		
17.05.2022		1,680.00										
17.05.2022		7,760.00			7,760.00							
31.05.2022		5,440.00			5,440.00							
15.06.2022		500.00								500.00		
11.07.2022		6,750.00			6,750.00							
12.07.2022		46,180.00	2,500.00		43,680.00							
12.07.2022		7,760.00										
12.07.2022		7,520.00										
26.07.2022		485.00								485.00		
26.07.2022		500.00								500.00		
02.08.2022		150.00								150.00		
16.08.2022		26,000.00			21,000.00				5,000.00			
07.09.2022		31,040.00										
07.09.2022		36,900.00	2,500.00		34,400.00							
13.10.2022		23,280.00			23,280.00							
19.10.2022		56,320.00			56,320.00							
28.10.2022		425.00								425.00		
28.10.2022		485.00								485.00		
31.10.2022		7,200.00			7,200.00							
06.12.2022		1,410.00								1,410.00		
06.12.2022		500.00								500.00		
15.12.2022		(98,000.00)										
30.12.2022		65,000.00	5,000.00		60,000.00							
30.12.2022		31,040.00			31,040.00							
30.12.2022		14,560.00			14,560.00							
30.12.2022		29,600.00			29,600.00							
30.12.2022		16,135.00			12,200.00						870.00	3,065.00
Total expenditure during 2022		2,302,690.00	25,780.00	6,050.00	686,710.00	1,550,000.00	171,760.00	-	103,000.00	5,455.00	870.00	3,065.00
	5,000,000.00	4,899,748.00	41,780.00	13,615.00	1,158,203.00	3,350,000.00	171,760.00	110,000.00	103,000.00	5,455.00	870.00	3,065.00

Balance 100,252.00

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NOTE:02

PROPERTY,PLANT & EQUIPMENT -2022

Cost / Valuation	Balance As 01.01.2022	Removed Items	Prior Year Additions	Prior Year Deductions	Balance After Adjustments	Additions during the year	Adjustments Addition	Adjustments (Deduction)	ACTUAL 31.12.2022 RS	Schedule
Land	201,536,976.69	-	-	-	201,536,976.69	-		-	201,536,976.69	
Building & Structures	614,693,104.12	-	-	-	614,693,104.12	3,637,226	-	(312,394.15)	618,017,936.43	2
Plant,Machenary & Equi:	96,067,420.72	-	-	-	96,067,420.72	5,047,746			101,115,166.32	3
Vehicles	10,200,838.00	-	-	-	10,200,838.00	-			10,200,838.00	4
Furnitures	46,207,526.27	-	-	-	46,207,526.27	74,655			46,282,181.27	5
Library Books	2,743,364.85	-	-	-	2,743,364.85	442,745.25	4,650.00	(70,319.30)	3,120,440.80	6
Curtain ,Cutlary items & Others	2,134,420.25	-	-		2,134,420.25	59,099.00		-	2,193,519.25	7
Total	973,583,680.90	-		-	973,583,651	9,261,471	4,650	(382,713)	982,467,058.76	

Accumulated Depreciation	Balance As AT 01.01.2022	Removed Items As At (01/07/01)	Prior Year Adjustments Additions	Prior Year Adjustments Deductions	Balance After Prior Year Adjustments	Additions during the year	Adjustments Addition	Adjustments (Deduction)	ACTUAL 31.12.2022 RS	
Building & Structures	70,942,172.75	-	-	-	70,942,172.75	20,342,637		-	91,285,009.75	8
Plant,Machenary & Equipment	68,272,682.56	-	-		68,272,682.56	5,589,658			73,862,340.56	9
Vehicles	2,412,131.00	-		-	2,412,131.00	1,228,821			3,640,952.00	10
Furnitures	35,062,989.91	-	-	-	35,062,989.91	3,414,715		-	38,477,704.91	11
Library Books	2,540,088.39	-	-	-	2,540,088.39	67,177		(70,319.30)	2,536,946.09	12
Cutlary items & Others	2,080,275.00		-	-	2,080,275.00	11,483			2,091,758.00	13
Total	181,310,340	-	-	-	181,310,340	30,654,691.00	-	(70,319)	211,894,711	
Gross Book Value	973,583,651		-	-	973,583,651				982,467,059	
Accumulated Depreciation	181,310,340			-	181,310,340				211,894,711	
Net Book Value	792,273,311			-	792,273,311				770,572,347	

Capital work-in- Progress Contract No:	Balance As AT 01.01.2022	Removed Items As At (01/07/01)	Prior Year Adjustments Additions	Prior Year Adjustments Deductions	Balance After Prior Year Adjustments	Additions during the year	Adjustments Addition	Adjustments (Deduction)	ACTUAL 31.12.2022 RS	
		-								
Transfer the WIP to Fixed Assets	-	-	-	-	-	-		-	-	
Work in Progress - Quarers	1,318,241				1,318,241.17			(1,318,241)	0	
	1,318,241	-		-	1,318,241	-	-	-	0	
Carrying Value	793,591,552			-	793,591,552				770,572,348	

Note 3.2

Deffered Expenditure for the year 2022

Year	Description	Deffered Expenditure (Opening	Amount of amortised upto the year 31.12.2021	B/F balance deffered Exp. As at 01.01.2022	Amount of amortization for 2022	Accumilated amortized amount as at 31.12.2022	C/F Balance deffered Exp as at 31.12.2022
2013	Payment for expansion of Transformer	758,000	151,600	606,400	18,950	170,550	587,450
2009	Tow Nos. of transformer	3,397,818	1,055,278	2,342,540	84,945	1,140,223	2,257,595
	Total	**4,155,818**	**1,206,878**	**2,948,940**	**103,895**	**1,310,773**	**2,845,045**

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NOTE : 03.	ACTUAL 2022 Rs.	ACTUAL 2021 Rs.	SCHEDULE No.
Other non-current financial assets			
Deposit with Electricity board	813,750	813,750	14
Distress Loan -staff	1,456,250	1,340,625	15
	2,270,000	2,154,375	
NOTE : 03.1			
Other Receivable			
E.P.F Receivable from Employees	**601,866**	**896,621**	16
	601,866	**896,621**	
NOTE: 04			
Current Investment			
Investment in Fixed deposit	25,042,408	26,693,121	17
Distress Loan - staff	828,125	790,625	15
	25,870,533	27,483,746	
NOTE: 05			
Trade and Other Receivable			
3501-3512 Course Fee Rceivable(Schedule 5A)	456,658	2,371,162	18
3504 Receivable on Programme Fee-Out Side	1,256,531	604,446	19
3513 Receivable on Printing Service	-	-	
3514 Receivables on Other services	17,545	59,917	20
3402 Advances to Contractors	-	15,400	
3403 Security Deposit	100,000	75,000	21
3515 Interest Receivable on Investment	1,998,156	302,534	22
3518 Hostel fee Receivable	175,000	179,340	23
3520 House rent receivable	645,122	684,642	24
3522 Library Fee & Exam Fee	2,633	101,785	25
3523 Advance to suppliers	8,400	12,032	26
3524 Staff food supply control A/C	20,295	8,630	27
3526 Receivable Fine	21,671	80	28
3527 Festival advance receivable	42,000	36,000	29
3532 Advance to staff	-	-	
3533 over payment	900		30
3537 Fund transfer Receivable	-	-	
3539 Vat	33,026,774	35,086,223	
3540 WHT payment	-	-	
3545 Cheque Return Control A/C	13,100	-	
3547 Pre-paid insuarance Premium & Other payments	452,085	518,875	31
3548 Receivable bus hire	15,000	-	32
3549 Building & Land rent receivable	170,000	23,225	33
3551 Receivable Income from Garden	420	22,470	34
3552 Receivable of election duty payment	-		
3553 E.P.F Receivable from employees	313,945		16
3554 Research evaluation fee receivable	-		
3555 Receivable Co-op Fund	448,409		35
4072 Dayasiri Bakers	135,164		
3556 ReceivableCo-op Fund - Province	200,000		36
Publication II Trade & Other Receivables	-	1,350	37
Less: Provision for bad debts	(1,809,402)	(1,952,120)	
Specific Provision for bad debtor			
	37,710,406	**38,150,991**	
NOTE:06			
Inventories			
3301 Stationery stock	567,497	534,416	
3302 Printing Material stock	260,618	62,807	
3303 Building Material	308,100	224,821	
3304 Audio visual	6,552	6,552	
3305 Sundry stock	500,382	222,242	
Publication ii - Book Stock	105,213	124,810	
Publication ii - printing Material Stock	-	-	
	1,748,362	**1,175,647**	
NOTE:07			
CASH AT BANK (People's Bank katugastota)			
Training & Education 0089-1001-32648143	1,823,469	1,334,262	
Savings Accounts	326,760	-	
Government 0089-1001-92648140	11,928,180	29,842,567	
Service Charge Account 0089-1001-50002158	500,805	561,481	
Gratuity Fund Account 0089-2001-90030993	390,063	316,299	
Publication Account ii 0089-1001-50018442	734,945	703,962	
	15,704,222	**32,758,571**	

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	ACTUAL 2022 Rs.	ACTUAL 2021 Rs.	SCHEDULE No.
NOTE:08			
CAPITAL	233,254,215	233,254,215	
Add/Less:Adjustments to statement of affairs	-	-	
	233,254,215	**233,254,215**	
NOTE: 09			
ACCUMULATED PROFIT/(LOSS)			
Balance as at 01st of January of the year	(97,060,434)	(95,719,950)	
Add/Less: adjustments			
Others - Addition	433,201	182,327	38-i
Others - (Deduction)	(817,601)	(581,247)	38-ii
	(384,400)	**(398,920)**	
Accumulated profit after prior year adjustment	**(97,444,834)**	**(96,118,870)**	
Add: Surplus / (Defecit) for the year	(5,547,435)	(941,564)	
	(5,547,435)	**(941,564)**	
Balance as at 31st of December of the year	**(102,992,269)**	**(97,060,434)**	
NOTE: 10			
CAPITAL GRANTS FROM TREASURY			
Balance on 01.01.	366,540,789	381,844,312	
Add:Adjustment	-	-	
	366,540,789	**381,844,312**	
Add:Received for the Year	6,470,000	11,500,000	
	373,010,789	**393,344,312**	
Less:Depreciation of Assets purchased from capital grants	(19,876,556)	(26,803,523)	39
	353,134,233	**366,540,789**	
NOTE: 11			
CAPITAL GRANTS FROM MINISTRY & CO-OPERATIVE FUND & OTHERS			
Balance on 01.01.	29,327,109	29,324,309	
Add:Received for the Year	4,650	2,800	
	29,331,759	**29,327,109**	
Less:Depreciation of Assets purchased from capital grants	(17,585,107)	(16,946,479)	40
	11,746,651	**12,380,629**	

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NOTE :12	ACTUAL 2022 Rs.	ACTUAL 2021 Rs.	SCHEDULE No.
CREDITORS & ACCRUED EXPENCES			
4001 Telecommunications	75,723	89,171	
4002 Water	85,519	52,463	
4003 Electricity	336,495	96,268	
4004 Lecture Fees	12,000	51,700	41
4005 Other accrued expences	1,876,169	1,082,066	42
4008 Subsistance Control A/c	-	-	
4015 Govt. Audit Fee payable	666,000	1,410,000	
4016 Payable to Treasury	43,927	81,089	
4018 Advance received for programme - Outside	268,910	904,584	43
4019 Security Services		378,713	0
4020 Janitorial Services	724,976	522,727	44
4021 Laundry services	3,880	10,470	45
4022 Building Constructors -(CECB & Others)	9,923,923	45,419,608	46
Received in Advance as per (Schedule:12A)	2,038,708	2,950,374	47
4027 Payable to suppliers	253,965	27,700	48
4029 Transfer funds Received		-	
4035 Salary control a/c Casual	15,250	-	
4040 Refundable course fee	106,625	144,057	49
4041 Productivity Control A/C	114,711	114,711	
3901 Other Retention	68,931	100,000	
3902 Security Deposit	316,039	359,039	50
4043 VAT payable Account	-	-	
3903 Refundable Tender Deposit	391,748	277,248	51
4069 Payable to food supplier		-	
4049 Fuel bill payable-		122,488	
4057 People bank grant received	150,608	150,608	
4059 Payable to aat on publication		-	
4062 NBT Payable		-	
4063 Received in advance for Hostel Fee		184,240	
4065 Payable WHT		-	
4064 Payable Consultancy Fee	809,321	812,993	52
4068 Payable Stamp Charges	7,700	6,600	
4070 Hostel fee payable	702,635	1,069,855	53
4071 Consultancy Service Control A/c	100,252	2,599,582	
Publication II Creditors	26,660	26,300	54
	19,120,675	**59,044,653**	

NOTE: 13			
RECURRENT GRANTS (CODE :11)			
1021 From Treasury	55,995,000	45,729,500	57,000,000
1020 From Co-op Dept. - Co-operative fund	648,409	150,000	-
1030 From People's Bank Co-operative fund	-	-	-
	56,643,409	**45,879,500**	**57,000,000**

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NOTE: 14 OTHER INCOME GENERATED FROM (CODE:11)	ACTUAL 2022 Rs.	ACTUAL 2021 Rs.	REVISED BUDGET-2022 Rs.	SCHEDULE No.
1001 -1011 Course Fee - (Shedule 14-A)	9,895,601	9,667,104	11,362,045	55
1012 Room Charges	8,615,940	4,234,600	7,155,000	56
1014 Lecture hall Fee	3,306,900	1,140,475	3,263,000	56
1014 Auditorium hall Charges	4,685,250	480,000	4,000,000	56
1015 House rent	962,333	707,843	1,020,000	
1023 Printing Service	146,113	7,823	50,000	
1024 Library Fees	62,500	69,500	-	
1025 Exam Fees	504,616	949,114	610,000	
1026 Fixed Deposit,Savings Interest & Security Deposit Interest	2,539,060	643,056	3,400,000	57
1027 Interest on staff Loan	99,989	88,677	100,000	
1035 Non Rufundable Tender Deposit	46,000	70,250	40,000	
Opportunity cost Interest on concessionary staff Loan	376,148	108,485	-	
1036 Sales of Fixed Assets	-	221,055	175,000	
Other income - (Shedule 14-B)	2,840,120	703,222	1,919,000	
1043 Commission on food supply	1,663,964	611,667	1,700,000	
1069 Rent Income on Building	914,275	628,813	465,000	
1063 N.B.T		-	-	
Over provisions for doubtful debtors	142,717	-		
	36,801,525	20,331,685	35,259,045	

NOTE:15

PERSONNEL EMOLUMENTS (CODE:01)	ACTUAL 2022 Rs.	ACTUAL 2021 Rs.	REVISED BUDGET-2022 Rs.	SCHEDULE No.
101 Salaries & Wages	38,455,602	26,926,932	38,588,208	
104 Allowance	922,545	909,940	950,000	
105 E.P.F.(Institution Contribution)	4,261,391	3,307,083	4,290,472	
106 E.T.F.Contribution	931,013	692,413	937,903	
114 Acting pay		-	-	
118 Gratiuty	1,702,046	1,037,039	804,145	58
119 Pension Contribution	442,034	313,831	454,882	
	46,714,634	33,187,238	46,025,610	
Overtime & Holiday pay				
103 Over Time	941,940	524,696	950,000	
112 Holiday Pay	600,523	537,522	600,000	
	1,542,463	1,062,218	1,550,000	
Lecture Fee & Other Allowance				
120 Recruitment Expenses	-	458,306	-	
151 Lecture Fees	2,374,315	3,671,620	2,895,916	
153 Exam Supervision Fees	275,886	146,800	215,800	
154 Course Cordinating Fee		-		
110 Sitting allowance for Board of Directors	276,000	186,000	326,000	
115 Allowance for Audit Committee	90,000	108,000	120,000	
155 Question Paper preparing	498,920	336,550	553,000	
156 Paper Marking Fee	604,171	303,670	620,855	
158 Instructing fee	6,000	-	-	
159 Course Administrative fee		-	-	
161 Research Report Evaluation	152,500	49,000	-	
533 Question paper Type Setting Charges	67,090	33,300	72,500	
534 Curriculum Development	-	-	-	
Employement benefit on concessionary staff Loan	376,148	108,485	-	
	4,721,030	5,401,731	4,804,071	

NOTE-16

TRAVELLING EXPENCES (CODE:02)	ACTUAL 2022 Rs.	ACTUAL 2021 Rs.	REVISED BUDGET-2022 Rs.
201 Domestic	286,873	136,459	300,000
202 Foreign	-	-	150,000
	286,873	136,459	450,000

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NOTE-17	ACTUAL 2022	ACTUAL 2021	REVISED BUDGET-2022
SUPPLIES (CODE:03)	Rs.	Rs.	Rs.
301 Stationary & Office Requisition	819,567	652,181	830,000
302 Fuel & Lubricants	4,236,519	1,459,085	4,276,000
303 Printing Materials	725,657	666,491	800,000
304 Newspapers & Periodicales	60,640	40,990	100,000
306 Meals for Training programme	2,612,718	568,380	2,504,626
307 Mechanical & Electrical goods	343,224	155,757	500,000
310 Other supplies	607,453	232,789	650,000
313 Cost of water bottle	393,000	63,907	325,000
	9,798,777	**3,839,580**	**9,985,626**
NOTE 18			
MAINTENANCE EXPENCES (CODE:04)			
401 Vehicle	2,166,497	2,052,479	2,657,000
402 Plant ,Machinary & Equipment	909,551	543,902	1,940,000
403 Building & Structures	1,355,828	543,325	1,000,000
404 Furniture	65,000	-	100,000
405 Computer Item	-	-	-
406 Motor Vehicle Licence	14,135	20,260	20,000
	4,511,011	**3,159,966**	**5,717,000**
NOTE-19			
CONTRACTUAL SERVICES (CODE:05)			
501 Transpotation	1,182,343	1,095,329	1,258,000
502 Telecommunications	1,492,927	976,831	1,600,000
503 Postal Charges	211,690	290,002	250,000
504 Electricity	2,365,625	1,434,831	3,156,000
505 Water	435,306	302,860	540,000
506 & 511 Hire Charges & tax charges	297,994	39,149	232,000
508 Audit Fee	666,000	750,000	650,000
509 Consultancy Fee	241,000	-	500,000
510 Advertisement/Publicity	183,645	279,406	469,736
512 Security Services	4,497,663	4,502,014	5,000,000
513 Janitorial Services	6,638,561	4,613,977	6,803,000
514 Laundry Services	337,156	123,515	300,000
515 Gardening	96,754	59,535	100,000
516 Insuarance	457,844	979,005	600,000
517 Translations fee	135,193	203,681	125,000
519 Uniform allowance	20,000	24,000	20,000
520 Staff Training (Local / Foreign)	465,282	162,200	500,000
521 Subcription & Membership fees	6,000	579,532	500,000
523 Other Expenses (Miscellanious) (19 A)	64,836	75,998	30,000
524 Printing - (Printing Section,Audio Visual Section)	197,302	16,520	200,000
525 Charges -Audio Visual	-	-	-
526 Stamp charges	6,700	3,525	5,000
530 Hall charges	35,500	21,000	52,500
531 Accomadation charges	66,600	-	52,000
535 Research fee	55,750	8,500	-
	20,157,670	**16,541,409**	**22,943,236**
NOTE-20			
OTHER EXPENCES (CODE:06)			
601 Legal fees	75,000	-	75,000
605 Compensation	-	550,000	-
607 Entertainment - Staff & Visitors	843,314	498,530	673,500
703 Bank Charges	30,707	35,298	30,000
705 Loan interest of Staff	67,487	39,758	62,000
707 N B T & WHT payment	-	-	-
610 Provision for bad debts	-	29,689	-
713 Exchange Losses	-	-	-
	1,016,508	**1,153,276**	**840,500**

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Schedule:5-A Course Fee Rceivable	ACTUAL 2022 Rs	ACTUAL 2021 Rs	REVISED BUDGET-2022 Rs.
3501 Diploma in Co-Operative	30,708	657,734	
3502 Coopative Certificate course	403,850	412,506	
3503 Workshop	13,600	6,500	
3505 Short term IT Training programme	-	-	
3506 Short term Others Courses		1,252,172	
3507 Professional courses	8,500	23,250	
3508 NICD IT Diploma	-	10,500	
3509 Diploma in business Management	-	8,500	
3511 Course fee receivable for English course	-	-	
	456,658	2,371,162	
Schedule:12-A			
Course Fee Received in Advance			
4023 Diploma Courses in Co-Operative	1,356,708	2,120,774	
4024 Work shop	13,000	7,200	
4025 Others Courses	669,000	822,400	
4042 Professional courses	-	-	
	2,038,708	2,950,374	
Shedule: 14-A			
Course Fee Income			
1001-1 Diploma - Co-operatives	5,409,054	5,111,469	4,514,208
1001- 2 Diploma - Business Development	140,000	264,000	140,000
1002 NICD IT Diploma	249,000	440,714	266,667
1003 Certificate course - Computer	537,500	615,000	1,056,432
1004 Certificate in English	217,750	-	325,000
1005 Professsional Course		-	-
1005-01 Course fee for AAT	-	-	-
1005-02 Chartered Course fee	-	82,000	-
1005-06 Higher Diploma in Accountancy	-	445,000	-
1007 Certificate Courses - Co-operative	545,028	1,510,129	1,454,778
1008 Short Term Courses - Workshop	1,118,400	458,860	2,384,000
1009 Short Term Courses - IT	220,650	-	320,960
1010 Short Term Courses -	1,458,218	739,932	900,000
	9,895,601	9,667,104	11,362,045
Shedule: 14-B			
Other Income			
1016 Income from Garden	87,725	69,405	56,500
1018 Service Charges	77,904	8,736	-
1034 Hostel Manager fee	-	1,975	-
1038 Photocopy charges	3,010	9,766	5,500
1040 Hire of Equipment	1,162,938	233,283	900,000
1044 Water bottle	451,145	93,310	450,000
1045 Registration of suppliers	126,000	114,500	50,000
1047 Fines/Fanalty	29,220	5,580	5,000
1048 Book Binding	450	600	2,000
1051 Miscellanious Income (details as per 14- B-1	43,301	8,525	40,000
1056 Income from bus	441,445	136,436	400,000
1061 Additional income	-	2,844	-
1062 Unclaimed Deposit	356,243	-	-
1080 Commission on aat publications	-	-	-
1071 Sale of News papers & other unserviseable Item	-	18,262	10,000
1086 Recoveries for damages/Losses	52,739	-	-
1087 Unrecognised Deposit	-	-	-
1088 Research Evaluation Charges	8,000	-	-
1089 Course awareness Programme	-	-	-
	2,840,120	703,222	1,919,000

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PUBLICATION FUND - NATIONAL INSTITUTE OF CO-OPERATIVE DEVELOPMENT
STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER 2022

		2022		2021
ASSETS				
NON CURRENT ASSETS	-			
CURRENT ASSETS				
Current Investment		7,775,000		7,299,736
Trade & Other receivables	-		1,350	-
Interest Receivable	717,004		66,998	68,348
Stock - Row Materials	-		-	
- Publication	105,213	822,217	124,810	124,810
Cash at Bank		734,945		703,962
TOTAL ASSETS		**9,332,162**		**8,196,856**
EQUITY & LIABILITY				
Publication Fund as at 01.01.2014		3,417,039		3,417,039
Accumulated Profit /(Loss) as at 01.01	4,753,517		4,328,054	
Adjustment	-		41,041	
Proft for the year	1,134,946	-	384,423	
Accumulated Profit /(Loss) as at 31.12.		5,888,463		4,753,517
Accumulated Fund as at 31.12		9,305,502		8,170,556
CURRENT LIABILITIES				
Creditors & Accrued Expenses	25,960			26,300
Received in Advance	700	26,660		
Total Equity & Liabilities		**9,332,162**		**8,196,856**

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PUBLICATION FUND - NATIONAL INSTITUTE OF CO-OPERATIVE DEVELOPMENT
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER 2022

		2022		2021
Revenue				
Sales of Publications		40,630		90,235
Less:				
Cost of Goods sold		(19,597)		(36,251)
Gross Profit		21,033		53,984
Add: Other Revenue				
Commission	3,440		-	
Interest on Fixed Deposit	1,112,973		335,439	
		1,116,413		335,439
Total Revenue		1,137,446		389,423
Less: Expenditure				
Royalty	-		-	
Discount	2,500		5,000	
		2,500		
				5,000
Net Profit		1,134,946		384,423

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5.

Auditor General's Report

Report of the Auditor General in terms of Section 12 of the National Audit Act No. 19 of 2018 on Financial Statements and Other Legal and Regulatory Requirements of the National Institute of Co-operative Development for the year ending 31st December 2022

1. Financial Statements

1.1. Quality-Assessed Opinion

The Financial Statement of the National Institute of Cooperative Development for the year ending on December 31, 2022, along with the change of title declaration and the Cash Flow Statement for the same year, accompanied by notes related to financial statements and a summary of significant accounting policies, should be interpreted alongside the regulations set forth in Article 15 of Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka, Ordinance No. 19 of 2018 of the National Audit Act, and Financial Act No. 38. The audit was conducted under my supervision in accordance with the stipulations of the Act. In accordance with Article 154(6) of the Constitution, my report will be presented in Parliament at the appropriate time.

The financial condition of the National Institute of Cooperative Development as of December 31, 2022, along with its financial performance and cash flow for the year ending on December 31, 2022, and taking into consideration the implications of the matters described in the basis for the Assessed Opinion within my Report, is presented fairly and conforms with the Accounting Standards of the Public Sector of Sri Lanka. This is my professional opinion.

1.2. The basis for the qualified Audit Opinion:

a. Evidence has not been provided to validate the balance of VAT amounting to Rs. 33,026,774.00 as of the conclusion of the reviewed year.

b. In contrast to the utility schedules, there exists a disparity of Rs. 668,659.00 concerning three asset categories and two liability categories as indicated in the financial statement at the close of the reviewed year.

c. The Financial Statement reported depreciation of Rs. 20,342,437.00 for Buildings. Nevertheless, considering the productive lifespan of the buildings, the depreciation value should have been Rs. 20,234,046.00. As a result, there is an overstatement of Rs. 108,791.00 in the financial statement.

I have conducted this audit in accordance with SL Auditing Standards. Furthermore, the responsibilities entrusted to me under these standards have been clearly elucidated in the section titled 'Responsibility of an Auditor,' which pertains to the auditing of financial statements. I am confident that I have acquired a significant volume of quantitative and appropriate auditing evidence to formulate my audit opinion."

1.3 Other Information Included in the Annual Report 2022 of the NICD

The other information included here is reckoned as those that were included in the Annual report 2022 of the NICD, but not included in their financial statements presented to me for auditing and information not included in my audit report either. The NICD should totally be responsible for them. The audit opinion expressed by me does not cover other information and neither I could give an assurance or certification regarding them.

Based on the audit conducted on the 2022 Financial Statements of the NICD, it is incumbent upon me to evaluate this additional information, review its contents, and determine whether there are any quantitative inconsistencies with both the Institute's financial statements and the information I have gathered through auditing or other supplementary methods.

In my view, should I arrive at a determination that significant misrepresentations, not accounted for in the NICD's 2022 Annual Report, exist, I am obligated to report these to the appropriate authorities for rectification. In the event of additional misrepresentations that remain unaddressed by the authorities, as per the stipulations outlined in Section 6 of Article 154 of the Constitution of Sri Lanka, I will incorporate these discrepancies in the forthcoming audit report to be presented before the parliament.

1.4. The responsibility of the Management and the Managing stakeholders on Financial Statements NICD:

It is the responsibility of the Management of the NICD to determine internal control systems in accordance with the SL Accounting standards enabling the Institution to prepare, financial statements, and present them in a justifiable manner without quantitative misrepresentations arising out of fraud or errors.

In preparing financial statements, it is the responsibility of management to determine the viability of the organization. Except if the management intends to liquidate the company or stop operations when there is no other option apart from that, it is also the responsibility of the management to keep accounts on a sustainable basis and to disclose matters pertaining to the continued existence of the institution.

The responsibility of the institution's financial reporting process rests with the governing parties.

Sub-section 16 (1) of the National Audit Act No. 19 of 2018, NICD shall maintain proper books and records on its own income, expenditure, assets, and liabilities so as to be able to prepare the annual and current financial statements of the institution.

1.5 **Auditor's Responsibility for Financial Statements**

My aim is to provide a fair confirmation that there are no quantitative misrepresentations due to financial statements, frauds, and errors as a whole, and to issue an auditor's report containing my opinion. Fair certification is a high-level guarantee, but when audited in accordance with Sri Lanka Audit Standards, it is not always a guarantee that it will detect quantitative misrepresentations. Fraud and misconduct, individually or collectively, can lead to quantitative misrepresentations and are expected to influence the economic decisions made by users based on these financial statements.

I conducted the audit in accordance with the Sri Lanka Audit Standards with professional judgment and professional skepticism. Furthermore,

- Obtaining adequate and appropriate audit evidence to avoid risks posed by fraud or error by designing appropriate audit procedures from time to time to identify and assess the risk of quantitative misrepresentations in financial statements due to fraud or error. The effects of fraud are far greater than the effects of quantitative misrepresentations, which can lead to fraud, misrepresentation, forgery, intentional evasion, or evasion of internal controls.

- Gain an understanding of the internal governance of the organization in order to plan appropriate audit procedures, but does not intend to express an opinion on the effectiveness of internal control.

- The fairness of the accounting policies and accounting estimates used and the appropriateness of the relevant disclosures made by management were recognized and appreciated.

- The relevance of using the basis of the continuity of the institution for accounting was determined based on the audit evidence obtained as to whether there is quantitative uncertainty about the continuity of the institution due to events or circumstances. If I conclude that there is sufficient uncertainty, my audit report should focus on the disclosures made in the financial statements, and if those disclosures are not sufficient, my opinion should be modified. However, continued existence may end on future events or circumstances.

- The overall presentation of financial statements inclusive of disclosures, its structure and inclusion of reasonable and appropriate incidents and transactions based on which it was prepared has been appreciated.

- The governing parties were briefed on important audit findings identified during my audit, regarding the key internal governance weaknesses and other issues.

2. **Report on other Legal and Regulatory Requirements**

2.1 "Specific provisions are outlined in Section 19 of the 2018 National Audit Act, addressing the following stipulations.

2.1.1 In compliance with the mandate set forth in Section 12(a) of the National Audit Act No. 19 of 2018, I have acquired all necessary information and clarifications pertinent to the audit, except for the impact of the circumstances delineated in the Basis for the Assessed Opinion within my Report, as determined through my examination. It appears that the Institute has maintained accurate financial records during the reviewed period.

2.1.2. Pursuant to provision 6(I)(c)(iv) of the National Audit Act No. 19 of 2018, the Financial Statements for the year 2021 of the Institute do not align with the report from the previous year."

2.1.3. In accordance with the stipulations outlined in provision 6(I)(c)(iv) of the National Audit Act No. 19 of 2018, the recommendations that were presented in the previous year have been incorporated into the financial statements for the current review period.

2.2. Based on the evidence gathered and the procedures conducted, which were confined to quantitative facts, none of the following statements came to my attention

2.2.1. As per requirement of Section No 12 © of the No. 19 of 2018 of the National Audit Act, no member of the Board of Directors may be directly or indirectly involved in any agreement going beyond the nature of business of the Institute

2.2.2. In accordance with the stipulation outlined in Section 12(c) of the National Audit Act No. 19 of 2018, with the exception of the subsequent observation, NICD has operated in compliance with the applicable written laws and any general or specific directives issued by the Institute.

Reference to Rules. Regulations and Orders	Value (Rs.)	Particulars
a. Regulation 571 (3) of the Code of Financial Regulations of the Democratic Socialist Republic of Sri Lanka	13,586,934.00	No steps have been taken to resolve 16 deposits within the timeframe of 2014 to 2021.
b. Guideline No. 1.2.1 (b) of the Guideline Code of Government Procurements	1,618,400.00	Eight laptops were procured by providing specifications from specific institutions, without offering equal and equitable opportunities to qualified and interested parties.

2.2.3. With the exception of the subsequent observation, NICD has operated within the scope of its authorized powers and functions as stipulated in Section 12(g) of the National Audit Act No. 19 of 2018.

Powers, Duties, and Functions	Observation
According to Section 4 of the National Cooperative Development Institute Act No. 1 of 2001, the Institute's objective is to facilitate and coordinate endeavors pertaining to cooperative development. This includes offering contemporary training to personnel, fostering research on cooperative development, managing cooperative societies lacking managerial expertise, providing vocational guidance, and establishing exemplary cooperative villages and sales centers, among other initiatives."	The objectives outlined in the Act have not been significantly achieved during the year under review.

2.2.4. With the exception of the subsequent observation, NICD conscientiously and proficiently managed the allocation and acquisition of its resources in accordance with the prevailing rules and regulations, as mandated by Section 12(g) of the National Audit Act No. 19 of 2018, throughout the reviewed year.

a. The position of Director General, the highest-level management role at NICD established under Act No. 01 of the National Institute of Cooperative Development, has been filled through acting or secondment arrangements since the year 2001."

The role of the Registrar has been occupied by two officers on a contractual basis and three officers on secondment at various times, receiving a monthly allowance of 25% of their salary since 2007.

This is evident from the decrease in the amount of self-generated funds, which declined from 42% in 2018 to 25% in the preceding year. Moreover, surpluses recorded in 2019 and 2020 have turned into deficits starting from 2021.

b. The decision reached during the Board of Management meeting on 31.07.2023 stipulated that an internal lecturer should cover 60 hours of work per month. However, in contradiction to this decision, 10 lecturers conducted lectures for fewer than 60 hours between January and August, and 03 lecturers did not conduct any lectures for two months.

2.3 Other Matters

a. As at the end of the reviewed year, a cumulative debit balance of Rs. 11. 468,279.00 across 9 accounts has not been resolved.

b. As of December 31, 2021, an accumulative debit balance of Rs. 11,468,279.00 was recorded across 9 accounts. Among these, a debit balance of Rs. 2,405,728.00 has been outstanding for 1-5 years, and a debit balance of Rs. 796,762.00 has been unresolved for more than 05 years."

c. The ownership of two motorcars provided by the Ministry of Internal Trade and Food Protection has not been obtained.

d. As outlined in letter DMS 1735 from the Management Service Department, payment can be authorized for a maximum of three-hour lectures during a weekend. However, a payment of Rs. 122,700.00 was issued for lectures that exceeded the specified maximum hours without obtaining approval.

Signed By:-

W.P.C. Wickramaratne

Auditor General