



Excellence in Hospitality

ANNUAL REPORT 2013

**SRI LANKA INSTITUTE OF TOURISM & HOTEL MANAGEMENT
MINISTRY OF ECONOMIC DEVELOPMENT**



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Introduction

The Tourism industry in Sri Lanka is expected to receive 2.5 million tourists by the year 2016 with an increase magnitude of tourist influx, the demand for workforce serving in tourist industry could be estimated around 600,000. Hence, it is evident a dearth of manpower as the prevailing mechanism generates only 1,500 trained personnel per annum.

As the national tourism training institute of the country, with thrives the vision of benchmarking the Hospitality and Tourism training in Asia. SLITHM shows the intense passionate in bridging the gap by offering a market oriented, quality proven range of hotel and tourism training products to a wider target segment.

SLITHM Colombo is housed in a purpose built hotel school with 12 standard rooms and a suite. Public Restaurant and Bar are added features of the training hotel named 'Hotel Samudra' located at No. 78, Galle Road Colombo 03. This is the same premises where the former hostel 'Saffton' was situated.

The Thahir Auditorium at SLITHM Colombo offers facilities for Conferences and Business Meetings to outsiders. The Auditorium offers theatre style, tiered seating with the maximum capacity of 250 participants in air conditioned comfort, large stage, excellent acoustics, Audio visual equipment.

To expand the tourism training to provincial & rural economy, Provincial Colleges were set up in Kandy, Anuradhapura, Koggala, Bandarawela and Ratnapura.

SLITHM Colombo is facilitated with two modern state-of-the-art practical kitchens. Further, two training restaurants which has modern equipment and a Public restaurant with an operating bar are available for practical sessions.

Computer lab has been established for the students to enhance their IT knowledge & skills. SLITHM also possesses the tourism library in Sri Lanka.



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Our Vision:

***“To be the Center for Excellence in Training and Education
for Human Resource Development of
Tourism and Hospitality Industry in Asia”***

Our Mission:

- To identify, design and deliver training and education programmes in travel, tourism and hospitality management to produce high quality tourism professionals for the industry.
- To train the required manpower to meet the demand of the tourism and hospitality industry by addressing changing industry trends.
- To deliver tourism and hospitality education and training on par with national and international standards while promoting Sri Lankan hospitality and its values to global heights.
- To provide equal opportunities and create an equitable working environment for all youth living in different parts of the country while ensuring sustainable growth in the tourism and hospitality industry.
- To expand the capacity of delivering tourism and hospitality education by creating partnerships with local and international education entities in a mutually beneficial manner.
- To demonstrate excellence through research in tourism and hospitality.



Our Targets:

- To train around 600,000 Sri Lankans to meet the required manpower for travel, tourism and hospitality industry by 2016.
- To prepare well-rounded, high quality graduates for employment in hospitality, tourism and hotel management nationally and internationally.
- To develop programmes and related courses focusing on hotel operational skills, management practices in the tourism and hospitality industry and the skills needed for continued learning in a changing global business environment.
- To develop new tourism education programmes by addressing the human resource requirement of the local and global tourism industry.
- To produce dedicated professionals with qualifications which are highly recognized and regarded nationally and internationally.
- To provide students an educational experience that is distinctive and develops and encourages excellence in life-long learning.
- To obtain the World Tourism Organization Standard (Ted. Qual.) within the next three years.
- To achieve wider expansion and presence through strategic alliances, franchising and accreditation within a local and international partner network within two years.
- To develop a dedicated human resource development unit in order to facilitate career development and capacity building for staff within one year.
- To elevate the present tourism education programmes of SLITHM to meet global standards through curriculum development and periodic revision of training methodology.
- To address the national tourism education policy demands outlined in the National Tourism Act of 2005 through developing standards and a monitoring framework for all tourism education facilities in Sri Lanka within next three years.



Excellence in Hospitality

Our Theme:

“Taking Sri Lanka to Global Heights - A Journey Towards Excellence in Sri Lankan Hospitality”

Our Values:

- **Quality –**

We provide first class training and education programmes delivering premium value to our students.

- **Equity –**

We ensure equal opportunities for every student, regardless of race, religion, gender, or economic status to meet the required standards for the highest achievement and growth.

- **Integrity –**

We strive to uphold the highest standards of professional ethics and discipline to meet the training requirements of tourism and hospitality services.



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Corporate Information

The Sri Lanka institute of Tourism and Hotel Management was with National Tourism Organization the Ceylon Tourist Board. It was established as an independent institution under the new tourism Act No. 38 of 2005 with effect from 1st October 2007.

The main function of the Sri Lanka institute of Tourism and Hotel Management is to identify, design and deliver necessary training and education for employment in the tourism industry. It conducts course at Diploma, Management, certificate and craft levels.

Name

Sri Lanka institute of Tourism and Hotel Management

Legal Form

Statutory organization incorporated under Tourism Act No. 38 of 2005

Head office Address

78, Galle road, Colombo 3.

Provincial colleges

1. Anuradhapura Hotel School, Sri Maha Bodhi Mawatha, Anuradhapura.
2. Bandarawela Hotel School, National Holiday Resort Premises, Golf Link Road, Bandarawela.
3. Kandy Hotel School, Mahaweli Uyana Road, Warapitiya, Kundasale.
4. Koggala Hotel School, BOI Project, Koggala.
5. Ratnapura Hotel School, New Town, Ratnapura.

Auditors

Auditor General of Sri Lanka

Bankers

Bank of Ceylon



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Board of Management of SLITHM in 2013

(In terms of Section IV of Tourism Act No. 38 of 2005)

Chairman

Mr. Chandra Mohotti

Director General of Sri Lanka institute of Tourism and Hotel Management

Mr. G.S. Wijewardena

Minister's Nominee

Mr. B.S. Gunaratne

Director General of Sri Lanka institute of Tourism Development Authority

Dr. D.S. Jayaweera

Representative of the Ministry of Economic Development

Mrs. Hema Dharmawardena

Representative of Travel Agents Association of Sri Lanka

Mr. S. Paramanathan

Representative of Sri Lanka Association of inbound Tour Operators

Mr. T.M.F. Packeer

Representative of Treasury

Mr. S.S. Mudalige



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Senior Management of SLITHM in 2013

Director General

Mr. G.S. Wijewardena

Deputy Director General

Mr. P.S. Kulatunga

Registrar

Mrs. M. Ganegoda

Principal

Mr. Reza Deen

Actg. Principal / Provincial College, Kandy

Mrs. Irandi Wijegunawardane

Actg. Principal / Provincial College, Ratnapura

Mr. K.N. Jayatunga



Approved and Actual Cadre

Sri Lanka Institute of Tourism and Hotel Management

No.	Designation	Approved	Existing	Vacant	Remarks
1.	Director General/ CEO	1	1	0	
2.	Deputy Director General	1	0	1	
3.	Registrar	1	1	0	
4.	Director (Finance)	1	0	1	
5.	Principal	6	2	4	
6.	Senior Lecturer	20	17	3	
7.	Lecturer/ Assistant Lecturer	40	35	5	5 - Junior Lecturers
8.	Deputy Director/ Assistant Director	3	2	1	
9.	Executive Assistant *	7	7	0	
10.	Programme Coordinator	1	1	0	
11.	Technical Officer	1	0	1	
12.	Administrative Officer	1	1	0	
13.	Financial Officer	1	0	1	
14.	Purchasing Officer	1	1	0	
15.	PA to Ch/ DG	1	0	1	
16.	Development Assistant *	1	4	-3	
17.	Management Assistant (Tech)	3	0	3	
18.	Management Assistant (Non Tech)	25	17	8	
19.	Technical Assistant	1	0	1	
20.	Driver	4	3	1	
21.	Electrician *	1	1	0	
22.	Labourer	5	1	4	
23.	Helper	2	0	2	
24.	Cook/ Assistant Cook	2	2	0	
25.	Office Aide	4	5	-1	
26.	Handyman	1	0	1	
27.	Multi Duty Technician	2	2	0	
	Total	137	103	34	



Samudra Hotel & Monara Restaurant					
No	Designation	Approved	Existing	Vacant	Remarks
1.	Resident Manager	1	1	0	
2.	Food & Beverage Manager	1	1	0	
3.	Chef De Partie	1	0	1	
4.	Cook/ Assistant Cook	4	4	0	
5.	Captain	1	0	1	
6.	Stewards/ Waiter	4	0	4	
7.	Barman	1	0	1	
8.	Helper	3	1	2	
9.	Management Assistant (Non Tech) (Receptionist / Telephone Operator)	2	0	2	
10.	Porter/ Bell Boy	1	1	0	
11.	Linen Keeper	1	0	1	
12.	Room Boy	1	1	0	
13.	Public Area Attendant	1	0	1	
14.	Labourer	1	0	1	
	Total	23	9	14	



Performance of the Year

The following courses were conducted.

- a. Management Diploma in Hotel & Catering Operations
- b. Certificate Level Courses leading to Management Programs
 - I. Front Office Management
 - II. Housekeeping
 - III. Food & Beverage Management
 - IV. Professional Cookery
- c. Craft level Courses
 - I. Housekeeping
 - II. Food & Beverage Management
 - III. Professional Cookery
- d. Foundation Courses
 - I. Pastry & Bakery
 - II. Laundry Management
- e. Tour Guiding Courses
 - I. National / Chauffeur Tour Guiding Courses
 - II. Area / Site Tour Guiding Courses

Advanced and Intermediate level and Management courses are conducted at the Colombo School. Certificate and Craft level courses are conducted at Colombo and Provincial Colleges. Laundry Management, Pastry and Bakery Programme were new courses introduced in 2013.



Curriculum Development

Considering the current trends in the hospitality sector & the future needs, curriculums are developed under following 11 disciplines as follows.

- 1) Tourism Management
- 2) MICE & Event Management
- 3) Spa & Leisure Tourism
- 4) Community Based Tourism
- 5) Tour Guiding
- 6) Travel & Tour Management
- 7) Housekeeping
- 8) Front Office Management
- 9) Pastry & Bakery
- 10) Professional Cookery & Culinary Arts
- 11) Food & Beverage Management

The construction of Kandy Hotel School, is an achievement of a milestone in the hospitality sector which aims at enhancing the quality and quantity of workforce in tourism industry. Kandy Hotel School is the final result of effective investment of Rs. 255 Mn for the civil construction and another Rs. 106.8 Mn for the equipment needed for the student training. Hon. Minister of Tourism declared open the new hotel school in mid of the year and all activities have been shifted to the new premises from the old premises borrowed from Central Provincial Council. The new premises was built in a land belongs to the Ministry.

All Craft level and Certificate level courses in four disciplines (Housekeeping, Professional Cookery, Front Office Management, Food and Beverage) were conducted with more facilities. It was able to increase the number of trained students from 245 to 318 in 2013 which is the 29.7% upsurge when compared to 2012.



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Grand Opening of Kandy Provincial College on 15th May 2013



Receiving the Chief Guest



Unavailing of plaque



Address by Hon. Basil Rajapakse



**Entertainment by students of
SLITHM – Kandy students**

The details of total training programmes are given discipline wise and provincial college wise in the following table.

Table 01 :- Summary of the Student trained in 2012 / 2013

Table 02 :- Summary of the Student trained in 2012 / 2013

Table 03 :- Student intake and output of Colombo Hotel School

Table 04 :- Student intake and output of Kandy Hotel School

Table 05 :- Student intake and output of Bandarawela Hotel School

Table 06 :- Student intake and output of Anuradhapura Hotel School

Table 07 :- Student intake and output of Ratnapura Hotel School

Table 08 :- Student intake and output of Koggala Hotel School



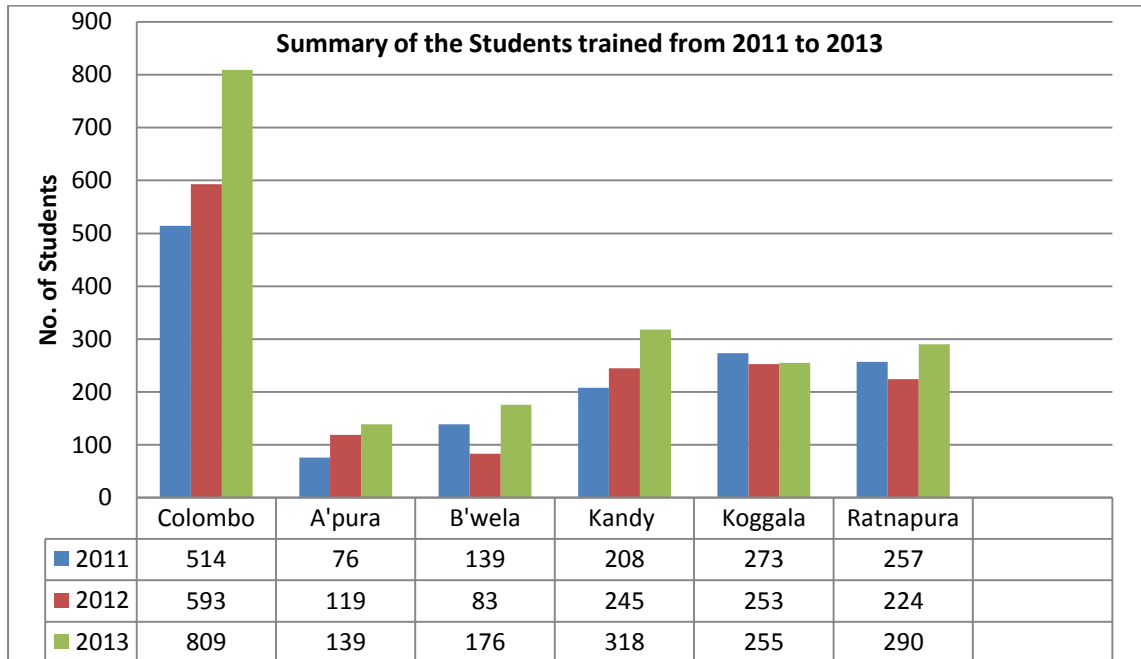
Summary of the Students trained in - 2012 / 2013

Table - 01

Programme	Colombo		Anuradhapura		Kandy		Koggala		Bandarawela		Ratnapura		Total	
	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013
Foundation Course	-	18	-	-	-	-	-	-	-	-	-	-	-	18
Craft Level	106	160	45	32	20	56	35	18	12	14	48	100	266	380
Certificate Level	310	501	74	107	225	262	218	237	71	153	176	190	1074	1450
Intermediate Level	70	50	-	-	-	-	-	-	-	-	-	-	70	50
Advanced Level	64	42	-	-	-	-	-	-	-	-	-	-	64	42
3 Year Management Level	43	38	-	-	-	-	-	-	-	-	-	-	43	38
GRAND TOTAL	593	809	119	139	245	318	253	255	83	167	224	290	1517	1960



Table - 02



As a result of actions taken by the Sri Lanka Institute of Tourism & Hotel Management, it was able to increase the number of trained students for hospitality sector during the period of 2011 to 2013 as follows. 1467 number of trained students was produced in 2011 and it was increased to 1517 in 2012. In 2013 the number of trained students contributed to the hospitality sector was increased to 1960. When it compared to year 2012, it reflects that 29.2% increase has been recorded.



Table - 03

Student intake and output - Colombo Hotel School

Programme	2012		2013	
	Students registered	Out put	Students registered	Out put
Foundation Courses -				
Pastry & Bakery	-	-	20	14
Laundry Operation	-	-	10	4
	-	-	30	18
Craft Level -				
Housekeeping	32	25	41	39
Food & Beverage	45	37	69	54
Professional Cookery	59	44	72	67
Total	136	106	182	160
Certificate Level -				
Housekeeping	82	75	150	137
Food & Beverage	102	98	141	132
Professional Cookery	78	76	136	129
Front Office	71	61	128	103
Total	333	310	555	501
Intermediate Level -				
Housekeeping	8	8	3	3
Food & Beverage	19	19	24	20
Professional Cookery	24	24	17	15
Front Office	21	19	13	12
Total	72	70	57	50
Advanced Level -				
Accommodation Operation	24	23	15	11
Food & Beverage	19	19	20	19
Professional Cookery	23	22	13	12
Total	66	64	48	42
3 Year Management	53	43	41	38
Total	53	43	41	38
GRAND TOTAL	660	636	913	809



The above table shows the number of students trained at Colombo Hotel School from 2012 to 2013. When considering the above figure it is clear that, the number of students trained has been increased from 636 to 809. It was 27.2% increase when compared with 2012.

Table - 04

Student intake and output - Kandy Hotel School

Programme	2012		2013	
	Students registered	Out put	Students registered	Out put
Craft Level -				
Housekeeping	-	-	15	15
Food & Beverage	-	-	19	18
Professional Cookery	24	20	24	23
Total	24	20	58	56
Certificate Level -				
Housekeeping	63	58	76	70
Food & Beverage	63	56	85	72
Professional Cookery	65	64	93	75
Front Office	54	47	53	45
Total	245	225	307	262
GRAND TOTAL	269	245	365	318

The above table shows the number of students trained at Kandy Hotel School from 2012 to 2013. The number of students trained of year 2013 has been increased from 245 to 318 when it compared to year 2012. It was 29.7% increase when compared with 2012.

**Student intake and output – Bandarawela Hotel School**

Programme	2012		2013	
	Students registered	Out put	Students registered	Out put
Craft Level -				
Housekeeping	13	12	-	-
Food & Beverage	-	-	-	-
Professional Cookery	-	-	19	14
Total	13	12	19	14
Certificate Level -				
Housekeeping	38	18	34	30
Food & Beverage	39	18	42	35
Professional Cookery	48	24	50	46
Front Office	29	11	50	42
Total	154	71	176	153
GRAND TOTAL	167	83	195	167

The above table shows the number of students trained at Bandarawela Hotel School from 2012 to 2013. The number of students trained of year 2013 has been increased from 83 to 167 when it compared to year 2012. It was 100.1 % increase when compared with 2012.

**Student intake and output – Anuradhapura Hotel School**

Programme	2012		2013	
	Students registered	Out put	Students registered	Out put
Craft Level -				
Housekeeping	32	32	12	09
Food & Beverage	-	-	10	09
Professional Cookery	14	13	14	14
Total	46	45	36	32
Certificate Level -				
Housekeeping	-	-	08	08
Food & Beverage	23	23	36	33
Professional Cookery	55	51	55	47
Front Office	-	-	25	19
Total	78	74	124	107
GRAND TOTAL	124	119	160	139

The above table shows the number of students trained at Anuradhapura Hotel School from 2012 to 2013. When considering the above figure it is clear that, the number of students trained has been increased from 119 to 139. It was 16.8% increase when compared with 2012.



Table - 07

Student intake and output – Ratnapura Hotel School

Programme	2012		2013	
	Students registered	Out put	Students registered	Out put
Craft Level -				
Housekeeping	15	13	41	25
Food & Beverage	18	16	48	31
Professional Cookery	19	19	46	44
Total	52	48	135	100
Certificate Level -				
Housekeeping	45	40	49	45
Food & Beverage	61	48	62	62
Professional Cookery	68	56	52	49
Front Office	36	32	32	30
Total	210	176	195	186
GRAND TOTAL	262	224	330	286

The above table shows the number of students trained at Ratnapura Hotel School from 2012 to 2013. When considering the above figure it is clear that, the number of students trained has been increased from 224 to 286. It was 27.6% increase when compared with 2012.



Table – 08

Student intake and output – Koggala Hotel School

Programme	2012		2013	
	Students registered	Out put	Students registered	Out put
Craft Level -				
Housekeeping	10	08	-	-
Food & Beverage	13	11	-	-
Professional Cookery	16	16	21	18
Total	39	35	21	18
Certificate Level -				
Housekeeping	51	51	70	62
Food & Beverage	45	41	66	53
Professional Cookery	62	55	58	49
Front Office	69	71	84	73
Total	227	218	278	237
GRAND TOTAL	266	253	299	255

The above table shows the number of students trained at Koggala Hotel School from 2012 to 2013. When considering the above figure it is clear that, the number of students trained has been increased from 253 to 255.



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Other Programmes conducted for the betterment of Tourism & Hospitality Industry – Year 2013

Colombo Hotel School

No.	Name of Programme	Organization	Duration	No. of Beneficiaries
01	Awareness in the following areas ; Kitchen, Food & Beverages, Housekeeping, Front Office	<ul style="list-style-type: none"> Sri Lanka Air Force 	<ul style="list-style-type: none"> 21/01/2013 02/05/2013 27/08/2013 	99
02	Program on Customer Care	<ul style="list-style-type: none"> Ministry of Disaster Management Ministry of Minor Export Crop Promotion 	<ul style="list-style-type: none"> 09/02/2013 09/06/2013 	10 40
03	Catering & Mess Management Course for Sub Lieutenants of Sri Lanka Navy	<ul style="list-style-type: none"> Sri Lanka Navy 	<ul style="list-style-type: none"> 9th to 18th September 2013 	20
04	Awareness programme	<ul style="list-style-type: none"> Sri Lanka Navy Academy, Trincomalee 	<ul style="list-style-type: none"> 27/09/2013 	33
05	Area Guides Training Programme	<ul style="list-style-type: none"> Western Province North Central Province 	<ul style="list-style-type: none"> June to July 2013 November to December 2013 	40 39



Kandy Hotel School

No	Name of Programme	Organization	Duration	No. of Beneficiaries
01	Awareness programmes for students	<ul style="list-style-type: none"> Sujatha Vidyalaya, Rambukkana. Sirimalwatte Vidyalaya, Kandy Vidyarthi College, Kandy 	<ul style="list-style-type: none"> 11th February 2013 28th March 2013 26th April 2013 	100
02	Awareness programme on effects of Alcohol & Drug Abuse	Students of SLITHM	05 th March 2013 & 06 th August 2013	40
03	Training for Home Economic Teachers for Zonal Education, Kandy	Government schools in Kandy	03 rd – 05 th April 2013	30
04	Awareness programme for 30 Army Officers of Sri Lanka Army	Sri Lanka Army	09 th October 2013	30

Koggala Hotel School

No	Name of Programme	Organization	Duration	No. of Beneficiaries
01	Shramadana Camp	Students Sports & Welfare Association SLITHM – Koggala	26.07.2013	150
02	World Tourism Day – Hikkaduwa	SLTDA	27.09.2013	300
03	Job Market –Matara	Divisional Secretariat Matara	28.9.2013	200
04	HIV Awareness Event	Students Sports & Welfare Association SLITHM – Koggala	21.10.2013	150
05	Job Market –Galle	Divisional Secretariat Galle	19 - 21.11. 2013	400
06	Job Market –Weligama	Divisional Secretariat Weligama	21.12.2013	150
07	Job Market – Thawalama	Divisional Secretariat Thawalama	22.12.2013	300

Bandarawela Hotel School

No	Name of Programme	Organization	Duration	No.of Beneficiaries
01	Awareness programmes	<ul style="list-style-type: none"> • Mo/Madiri Yamaha vidyalaya • Mo/Kumbukkana mahavidyalaya • Lahugala MahaVidyalaya • Bibila Nannapurawa mahaVidyalaya • Youth Corps – Bandarawela • The Job seekers in welimada Divisional secretariat office • Bandarawela Dharmapala vidyalaya 	<ul style="list-style-type: none"> • 29th May • 03rd May • 15th October • 22nd October • 24th October • 19th March • 01st October 	<p>25</p> <p>18</p> <p>28</p> <p>25</p> <p>18</p> <p>300</p> <p>350</p>
02	UVA Hoteliers' Training Programme	<ul style="list-style-type: none"> • UVA Hotel employees 	<ul style="list-style-type: none"> • 04th – 06th October 2013 	50
03	Career guiders programme	<ul style="list-style-type: none"> • Students of Nuwara Eliya District 	<ul style="list-style-type: none"> • 28th June 	80



Anuradhapura Hotel School

No	Name of Programme	Organization	Duration	No.of Beneficiaries
01	Benefits of Hospitality industry - Faculty of Agriculture, University of Peradeniya.	• SLITHM, Anuradhapura	• 19 th March 2013	10
02	Table manners & etiquette Programme – National Youth Corps – Paladikulama, Anuradhapura	• SLITHM, Anuradhapura	• 20 th , 21 st , 22 nd , 27 th March 2013	80
03	Participated at the '2013 –Deyata Kirula' National Development Exhibition Ampara		• 20 th - 30 th March 2013	SLIC / Anuradhapura, SLIC /Koggala & 10 Students
04	Introduction to SLITHM & Table Manners conducted for participants of 'Variga Mangalya' Exhibition.	• University of Rajarata, Mihinthale	• 04 th , 05 th April 2013	300
05	Awareness Programme conducted for Cambridge Language Training Institute, Anuradhapura	• SLITHM, Anuradhapura	• 09 th April 2013	19
06	School Awareness Programme conducted for A/Niwaththaka Chethiya Maha Vidyalaya	• SLITHM, Anuradhapura	• 30 th April 2013	19
07	Special Elementary Level Course in Hotel Housekeeping	• Conducted for participants selected by Eastern Provincial Council - Trincomalee	• 06 th May 2013	30
08	An Introduction to Hotel Industry – University of Rajarata, Mihinthale	• SLITHM, Anuradhapura	• 02 nd , 03 rd & 07 th May 2013	50
09	Table manners & etiquette – Sri Lanka Telecom	• SLITHM, Anuradhapura	• 07 th May 2013	10



10	School Awareness Programme conducted for A/Swarnapali Girls College	• SLITHM, Anuradhapura	• 08 th May 2013	20
11	Fire & Life Safety Seminar & Lunch for Fire Brigade - Anuradhapura	• SLITHM, Anuradhapura	• 09 th May 2013	04
12	Seminar - F&B Operation & Lunch for Ministry of Public Administration & Home Affairs	• SLITHM, Anuradhapura	• 10 th May 2013	20
13	Seminar & Lunch for A/Perimiyankulama M.V.	• SLITHM, Anuradhapura	• 14 th May 2013	20
14	Seminar & Lunch for A/Walisinghe Harischandra M.V.	• SLITHM, Anuradhapura	• 16 th & 17 th May 2013	40
15	Lecture for A/Mankadawala MahaVidyalaya	• SLITHM, Anuradhapura	• 21 st May 2013	20
16	Lecture & Lunch A/Niwaththaka Chethiya MahaVidyalaya	• SLITHM, Anuradhapura	• 23 rd May 2013	20
17	Job/Career Fair	• A/Niwathaka Chethiya M.V.	• 27 th July 2013	05
18	Deployed Students to work for a function	• Green Paradise Hotel in Dambulla	• 01 st Aug 2013	09
19	Orientation Programme conducted in Food & Beverage Operations & Kitchen Operations to SL Army Service Corps School	• SLITHM, Anuradhapura	• 02 nd Aug 2013	30
20	Orientation Programme conducted in Food & Beverage Operations & Kitchen Operations SL Army Service Corps School	• SLITHM, Anuradhapura	• 05 th Aug 2013	30



21	Familiarization Tour (Professional Professional Cookery)	• Cinnamon Lodge - Habarana	• 07 th Aug 2013	22
22	Familiarization Tour (Housekeeping & Reception)	• Hotel Chaaya Blue - Trincomalee	08 th Aug 2013	17
23	Lecture on Personality Development	• National Youth Corps – Paladikulama, Anuradhapura	21 st Aug 2013	01
24	Deployed Students to work for a function	• Sudu Araliya Hotel in Polonnaruwa	24 th Aug 2013	06
25	Table Manners & Etiquette for University of Rajarata, Mihinthale	• SLITHM - Anuradhapura	30 th Aug 2013	12
26	Fire Fighting Seminar	• SLITHM, Anuradhapura	30 th Aug 2013	50
27	Workshop on Professional Cookery	• Bungalow keepers – Irrigation Department	02.09.2013– 05.09.2013	14
28	Seminar on Table Manners & Etiquettes	• Bungalow keepers – Wild Conservation Department	24.09.2013	16
29	Special Elementary Level Course in Hotel Housekeeping	6Conducted for participants selected for Eastern Provincial Council - Trincomalee	16.09.2013 – 16.10.2013 (01 month)	30
30	Orientation Programme conducted in Table Manners & Etiquette for MahaBulankulama MahaVidyalaya, A'pura	S.L.I.T.H.M - Anuradhapura	05.09.2013 06.09.2013 10.09.2013	60
31	Deployed students to work for a function	Hotel Sudu Araliya - Polonnaruwa	05.09.2013	09
32	Seminar on Sexual Transmitted Diseases conducted by the General Hospital A'pura& organized by the students' welfare association.	S.L.I.T.H.M - Anuradhapura	09.09.2013	64



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33	Orientation Programme conducted in Table Manners & Etiquette for Walisinghe Harischandra MahaVidyalaya , A'pura	S.L.I.T.H.M - Anuradhapura	12.09.2013	20
34	Orientation Programme conducted in Table Manners & Etiquette for Solid Foot Ball Club – A'pura	S.L.I.T.H.M - Anuradhapura	13.09.2013	08
35	Orientation Programme conducted in Table Manners & Etiquette for English Academy, A'pura	S.L.I.T.H.M - Anuradhapura	18.09.2013	20
36	First Aid Programme conducted by the General Hospital A'pura & organized by the students' welfare association.	S.L.I.T.H.M - Anuradhapura	18.09.2013	37
37	Shramadana & Tree Planting Campaign in liaison with the North Central Provincial Council for World Tourism Day	MalwathuOya Bank	27.09.2013	53
38	Seminar on Table Manners & Etiquettes	Bungalow Keepers – Forest Department	10.10.2013	20
39	Residential workshop for Professional Cookery, R&B, HK & Front Office	Bungalow keepers from Wild Life conservation Dept. at Wilpattu Sanctuary	29.10.2013 30.10.2013 31.10.2013	18
40	Orientation Programme conducted in Table Manners & Etiquette for Sahira College , A'pura	S.L.I.T.H.M - Anuradhapura	01.10.2013	20
41	Orientation Programme conducted in Table Manners & Etiquette for Central College , A'pura	S.L.I.T.H.M - Anuradhapura	02.10.2013 03.10.2013 04.10.2013	} 60
42	Orientation Programme conducted in Table Manners & Etiquette for IDM , A'pura	S.L.I.T.H.M - Anuradhapura	08.10.2013	



43	Orientation Programme conducted in Table Manners & Etiquette for Ganthiriyagama M.V. – A'pura	S.L.I.T.H.M - Anuradhapura	09.10.2013 22.10.2013 23.10.2013	} 60
44	Orientation Programme conducted in Table Manners & Etiquette for Walisinghe Harischandra M.V. – A'pura	S.L.I.T.H.M - Anuradhapura	11.10.2013 15.10.2013 17.10.2013	} 60
45	Orientation Programme conducted in Table Manners & Etiquette for Nivanthaka chetiya M.V. – A'pura	S.L.I.T.H.M - Anuradhapura	24.10.2013	20
46	Orientation Programme conducted in Table Manners & Etiquette for Officers for the Provincial Education Dept. – A'pura	S.L.I.T.H.M - Anuradhapura	25.10.2013	10
47	Orientation Programme conducted in Table Manners & Etiquette for National Youth Corps, Paladikulama	S.L.I.T.H.M - Anuradhapura	29.10.2013 30.10.2013 31.10.2013	} 60
48	Practical lunch for officers at the Sri Lanka Army Service Corps, Tissawewa	S.L.I.T.H.M - Anuradhapura	29.10.2013 30.10.2013 31.10.2013	} 60
49	Area Tourist Guide Programme conducted for North Central Provincial Council , Anuradhapura sponsored by them	NCP Council Auditorium	30.11.2013 – 22.12.2013	40



Ratnapura Hotel School

No	Name of Programme	Organization	Duration	No. of Beneficiaries
1	School awareness programme, live practical Demo sessions	"Kegalu Mela"	03.04.2013 - 06.04.2013	63
2	SLITHM course awareness programme	"Ratnapura Mela"	04.04.2013 - 05.04.2013	45
3	Training Programme for Table manner & etiquette	University of Sabaragamuwa	4 Days	30
4	Training Programme for Table etiquette & dining	Nursing School Ratnapura	5 Days	219
5	Practical training on housekeeping	University of Sabaragamuwa	4 Days	30
6	Practical training on housekeeping	University of Sabaragamuwa	29.10.2013	15
7	Practical training on housekeeping	University of Sabaragamuwa	30.10.2013	15
8	School & public awareness programme, live practical Demo sessions	Home - Science teachers / Schools of Ratnapura	05.11.2013	200



Excellence in Hospitality

Extracurricular Activities of the year 2013

SLITHM - COLOMBO



**Celebration of Sinhala and Tamil New year –
25th April 2013, Aluth Awurudu Uthsawaya**



Vesak Lantern Competition



Vesak BathiGee



Vesak Dansala



“Aptitude 2013” Kala Ulela (Student talent show)

- **World tourism day celebrations 27th September 2013**
 - Clean & arrange the cafeteria
 - Poster competition
 - Awareness programme –
 - Students’ debate
- **Annual cricket match**

SLITHM-KANDY



‘BakMaha Ulela’ - 25th April 2013



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'Sago' Dansala - 24th May 2013

Mud hut Project



**Laying the foundation stone
SLITHM-BANDARAWELA**

Housewarming ceremony



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Hotel Visit

SLITHM-ANURADHAPURA



World Tourism Day

SLITHM-RATNAPURA



New Year celebrations



Excellence in Hospitality



Inter cricket tournament

SLITHM-KOGGALA



HIV Awareness Event



Job Market



Bana at school premises





Number of Board meetings held in 2013

Board meeting No.	Date
46	24 th January 2013
47	28 th March 2013
48	28 th May 2013
49	24 th July 2013
50	12 th September 2013
51	28 th October 2013
52	09 th December 2013

Number of Audit & Management meetings held in 2013

Meeting No.	Date
01	31 st January 2013
02	14 th March 2013
03	13 th June 2013
04	30 th September 2013
05	13 th December 2013



Excellence in Hospitality

APPROVED BUDGET - YEAR 2013

(a) RECURRENT BUDGET

Rs. MN

CODE	DESCRIPTION	COLOMBO Rs	KANDY Rs	A'PURA Rs	KOGGALA Rs	B'WELA Rs	R'PURA Rs	TOTAL Rs
	Income							
401	Restaurant & Bar sales	16,000,000	-	-	-	-	-	16,000,000
531	Cost of sale	6,400,000	-	-	-	-	-	6,400,000
	Gross income	9,600,000	-	-	-	-	-	9,600,000
404	Room Sales	15,000,000	-	-	-	-	-	15,000,000
405	Bakery Income	2,000,000						
406	Laundry Income	2,000,000						
407	Rental Space & Auditorium	7,000,000	-	-	-	-	-	7,000,000
403	Special Programme	2,000,000	800,000	500,000	500,000	500,000	300,000	4,600,000
408	Rental class Room	2,000,000						
409	Other income	1,500,000	500,000	100,000	270,000	100,000	100,000	2,570,000
412	CHS Income/ Franchise	4,000,000	1,200,000	600,000	500,000	600,000	400,000	7,300,000
413	School Fees	17,000,000	8,000,000	4,000,000	4,000,000	4,000,000	4,000,000	41,000,000
410C	Guide Lecturers Programme	8,000,000	800,000	200,000	360,000	50,000	50,000	9,460,000
414	VAT & NBT	4,122,000	230,000	108,000	154,600	105,000	107,000	4,826,600
	Total Income	74,222,000	11,530,000	5,508,000	5,784,600	5,355,000	4,957,000	101,356,600
	Less : VAT + NBT	4,122,000	230,000	108,000	154,600	105,000	107,000	4,826,600
	Income After VAT + NBT	70,100,000	11,300,000	5,400,000	5,630,000	5,250,000	4,850,000	102,530,000
	Less: Adm. & Est. Expenses	174,850,000	37,988,000	15,736,000	21,282,000	15,567,000	17,137,000	282,560,000
603	Depreciation	(20,000,000)	(5,000,000)	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)	(37,000,000)
	Net Cost of Operation	(124,750,000)	(31,688,000)	(13,336,000)	(18,652,000)	(13,317,000)	(15,287,000)	(217,030,000)



Excellence in Hospitality

CODE	DESCRIPTION	COLOMBO Rs	KANDY Rs	A'PURA Rs	KOGGALA Rs	B'WELA Rs	R'PURA Rs	TOTAL Rs
Administration & Est. Expenditure								
501	Salaries & Allowances	35,000,000	10,000,000	4,000,000	5,000,000	4,000,000	4,000,000	62,000,000
501A	Holiday Allowance	350,000	100,000	30,000	50,000	30,000	30,000	590,000
501B	Lecturers Incentive	3,000,000	500,000	500,000	1,000,000	300,000	1,000,000	6,300,000
502	Overtime	1,175,000	100,000	50,000	75,000	50,000	100,000	1,550,000
503	EPF	5,250,000	1,500,000	600,000	750,000	600,000	600,000	9,300,000
503A	ETF	1,050,000	300,000	120,000	150,000	120,000	120,000	1,860,000
504	Staff Welfare	10,000,000	600,000	250,000	400,000	300,000	300,000	11,850,000
505	Staff feeding	5,000,000	100,000	50,000	50,000	50,000	60,000	5,310,000
506	Traveling Local	300,000	200,000	62,000	100,000	100,000	100,000	862,000
507	Traveling Overseas	1,000,000	-	-	-	-	-	1,000,000
508	Entertainment Local	300,000	50,000	12,000	20,000	20,000	30,000	432,000
510	Uniforms to Staff	750,000	75,000	20,000	20,000	20,000	20,000	905,000
511	Cleaning Supplies	1,200,000	250,000	50,000	50,000	50,000	50,000	1,650,000
512	Misc. Supplies	9,500,000	7,500,000	2,500,000	3,000,000	2,500,000	3,000,000	28,000,000
512A	Dayata Kirula	3,000,000	-	-	-	-	-	3,000,000
513	Stationery	4,000,000	200,000	200,000	200,000	100,000	150,000	4,850,000
513A	Printing & Publication	3,000,000	100,000	25,000	50,000	50,000	50,000	3,275,000
514	Telephones & E. Mail	3,500,000	1,000,000	250,000	500,000	500,000	200,000	5,950,000
515	Postage, Stamps & Telegrams	300,000	50,000	35,000	75,000	50,000	50,000	560,000
518	Electricity & Gas	20,000,000	2,000,000	600,000	2,000,000	800,000	1,000,000	26,400,000
519	Rates & Licenses	1,500,000	50,000	20,000	5,000	5,000	5,000	1,585,000
520	Insurance Fixed assets	1,200,000	-	-	-	-	-	1,200,000
521	Laundry Expenses	1,000,000	100,000	30,000	30,000	30,000	30,000	1,220,000
522	Maintenance - Building	4,000,000	1,500,000	200,000	200,000	250,000	250,000	6,400,000
523	Maintenance - Equipment	5,000,000	1,000,000	300,000	500,000	300,000	300,000	7,400,000
524	Advertising General	5,000,000	-	-	-	-	-	5,000,000



Excellence in Hospitality

CODE	DESCRIPTION	COLOMBO Rs	KANDY Rs	A'PURA Rs	KOGGALA Rs	B'WELA Rs	R'PURA Rs	TOTAL Rs
	Income							
525	Transport & Freight	50,000	50,000	25,000	50,000	50,000	25,000	250,000
526	Insurance Staff	25,000	-	-	-	-	-	25,000
527	Bank Charges	50,000	3,000	2,000	2,000	2,000	2,000	61,000
528	Legal Fees & Audit Fees	200,000	-	-	-	-	-	200,000
530	Maint. & Repair Vehicles	2,000,000	500,000	350,000	350,000	350,000	350,000	3,900,000
530A	Hire of Vehicles	5,000,000	1,500,000	1,000,000	1,200,000	1,200,000	1,200,000	11,100,000
530B	Petrol & Oil	4,000,000	400,000	300,000	300,000	300,000	300,000	5,600,000
533	Raw materials - Students	19,000,000	5,000,000	2,000,000	2,300,000	2,000,000	2,300,000	32,600,000
535	Visiting Lecturers Fees	4,000,000	1,500,000	1,500,000	2,000,000	1,000,000	1,000,000	11,000,000
537	Menu Flowers	200,000	35,000	5,000	5,000	5,000	5,000	255,000
538	Student Events	3,000,000	20,000	20,000	20,000	20,000	20,000	3,100,000
539	Guide Lecturers Programme	6,000,000	500,000	150,000	275,000	35,000	35,000	6,995,000
554	Board Members Allowance	400,000	-	-	-	-	-	400,000
593	Training of Staff	1,200,000	100,000	20,000	20,000	20,000	20,000	1,380,000
601	Books & Periodicals	1,000,000	75,000	50,000	25,000	50,000	25,000	1,225,000
610	Attendance Incentive	1,500,000	500,000	200,000	300,000	200,000	300,000	3,000,000
612	Water	1,250,000	500,000	200,000	200,000	100,000	100,000	2,350,000
613	Data Processing	600,000	30,000	10,000	10,000	10,000	10,000	670,000
	Total Expenditure	174,850,000	37,988,000	15,736,000	21,282,000	15,567,000	17,137,000	282,560,000



Excellence in Hospitality

(b) CAPITAL BUDGET

Rs. MN

<i>Item</i>	<i>Colombo</i>	<i>Kandy</i>	<i>A'Pura</i>	<i>Koggala</i>	<i>B'Wela</i>	<i>R'Pura</i>	<i>Total</i>
<i>Furniture</i>	5,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	10,000,000
<i>Equipment</i>	15,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	20,000,000
<i>Glassware Crockery</i>	2,000,000	1,000,000	600,000	100,000	100,000	100,000	3,900,000
<i>Cutlery & Silverware</i>	2,000,000	1,000,000	800,000	100,000	100,000	100,000	4,100,000
<i>Linen</i>	2,000,000	1,000,000	700,000	800,000	700,000	1,000,000	6,200,000
<i>Refurbishment</i>	10,000,000			1,000,000			11,000,000
<i>Data Processing</i>	3,000,000	500,000	600,000	1,000,000	500,000	500,000	6,100,000
<i>Security & Fire Safety</i>	2,000,000						2,000,000
	41,000,000	5,500,000	4,700,000	5,000,000	3,400,000	3,700,000	63,300,000



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(c)

RECURRENT & CAPITAL BUDGET

<i>Institution</i>	<i>Colombo</i>	<i>Kandy</i>	<i>A'Pura</i>	<i>Koggala</i>	<i>B'Wela</i>	<i>R'pura</i>	<i>Total</i>
<i>RECURRENT</i>	<i>124,750,000</i>	<i>31,688,000</i>	<i>13,336,000</i>	<i>18,652,000</i>	<i>13,317,000</i>	<i>15,287,000</i>	<i>217,030,000</i>
<i>CAPITAL</i>	<i>41,000,000</i>	<i>5,500,000</i>	<i>4,700,000</i>	<i>5,000,000</i>	<i>3,400,000</i>	<i>3,700,000</i>	<i>63,300,000</i>
<i>TOTAL</i>	<i>165,750,000</i>	<i>37,188,000</i>	<i>18,036,000</i>	<i>23,652,000</i>	<i>16,717,000</i>	<i>18,987,000</i>	<i>280,330,000</i>

(d) *SOURCE OF FUND*

<i>Institution</i>	<i>TOTAL</i>	<i>SLTDA</i>	<i>SLTPB</i>	<i>SLITHM</i>	<i>SLCB</i>
<i>Tourism Development Levy</i>	<i>863,590,000</i>	<i>120,900,000</i>	<i>604,520,000</i>	<i>103,630,000</i>	<i>34,540,000</i>
<i>Embarkation Levy</i>	<i>1,472,510,000</i>	<i>206,160,000</i>	<i>1,030,750,000</i>	<i>176,700,000</i>	<i>58,900,000</i>
<i>Total</i>	<i>2,336,100,000</i>	<i>327,060,000</i>	<i>1,635,270,000</i>	<i>280,330,000</i>	<i>93,440,000</i>



Excellence in Hospitality

SRI LANKA INSTITUTE OF TOURISM & HOTEL MANAGEMENT
Statement of Financial Position
as at 31 December 2013

Amount/Rs.

	Note	2013	2012
ASSETS			
Current Assets			
Inventories	03	3,736,772.02	1,963,578.97
Trade Debtors	04	15,003,291.03	14,581,666.42
Deposits & Other Receivables	05	3,297,313.93	3,737,313.93
Receivables SLTDA & SLTPB	06	127,990,710.49	56,380,838.51
Loans & Other	07	8,153,774.08	8,063,816.66
Advances	08	464,455.72	449,851.00
Pre payments	09	558,296.02	7,062,769.29
Investment of Gratuity		12,043,528.06	-
Cash in Hand and at Bank	10	26,661,696.98	134,916,047.90
Total Current Assets		197,909,838.33	227,155,882.68
Non- Current Assets			
Property, Plant & Equipment	02	620,349,212.61	572,308,458.33
Less : Provisions for Depreciation		204,977,193.53	170,084,601.32
Written down value		415,372,019.08	402,223,857.01
Add : Work in progress		4,815,644.75	22,465,177.65
Investment		102,858,301.31	-
Total Non- Current Assets		523,045,965.14	424,689,034.66
Total Assets		720,955,803.47	651,844,917.34
LIABILITIES			
Current Liabilities			
Deposits / Other payables	11	2,112,041.59	2,526,810.73
Payables to SLTDA & SLTPB	12	8,297,267.62	6,657,304.26
Accrued expenses	13	13,677,962.71	25,355,370.75
Provisions for Retirement Gratuity	14	13,220,220.00	11,910,882.00
Total Current Liabilities		37,307,491.92	46,450,367.74
Net Assets		683,648,311.55	605,394,549.60
NET ASSETS/EQUITY			
Capital Contribution		454,850,951.89	454,850,951.89
Revenue Account		215,028,081.06	136,774,319.11
JABIC & UNDP Grant		13,769,278.60	13,769,278.60
Total Net Assets/Equity		683,648,311.55	605,394,549.60

B.S.Gunaratna
Chairman (Actg.)

D.S.Jayaweera
Director General (Actg.)

W.Wimalasena
Consultant (Admin & Finance)



Excellence in Hospitality

SRI LANKA INSTITUTE OF TOURISM & HOTEL MANAGEMENT

Statement of Financial Performance

For the year ended 31st December 2013

			Amount/Rs.
	Note	2013	2012
Revenue			
Tourism Development Levy		100,509,687.92	90,658,240.27
Embarkation Levy		192,313,191.78	139,402,278.85
School Fees & Other		37,551,250.67	40,546,566.75
Other Income		4,185,923.81	3,194,240.48
Hotel Income		21,569,647.31	15,567,669.63
Total Revenue		356,129,701.49	289,368,995.98
Expenses			
Wages , Salaries & Employee benefits		106,437,864.53	85,151,942.97
Supplies & Consumables used		134,123,231.61	120,182,913.92
Depreciation & Amortization expenses		34,892,592.20	32,530,065.75
Other expenses		2,111,058.07	530,000.00
Finance cost		311,193.13	77,896.38
Total Expenses		277,875,939.54	238,472,819.02
Surplus/ (Deficit)		78,253,761.95	50,896,176.96



Excellence in Hospitality

SRI LANKA INSTITUTE OF TOURISM & HOTEL MANAGEMENT

Cash Flow Statement as at 31 December 2013

	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES		
Net Surplus /(Deficit)	78,422,470.14	53,580,402.43
Non-cash movement		
Depreciation	34,892,592.20	32,530,065.75
Losses /Write-offs	-	(772,218.70)
Provision for Gratuity	<u>1,528,218.00</u>	<u>1,422,227.00</u>
Cash flow from operating activities before working capital Changes	114,843,280.34	86,760,476.48
Changes In working capital		
(Increase)/Decrease in Inventory	(1,941,901.24)	(259,839.04)
(Increase)/Decrease in Trade Debtors	(421,624.61)	(2,066,156.01)
(Increase)/Decrease in Deposits & Other Receivables	440,000.00	(440,000.00)
(Increase)/Decrease in Receivables SLTDA & SLTPB	(71,609,871.98)	(10,282,119.64)
(Increase)/Decrease in Pre payments	6,504,473.27	(6,953,129.82)
(Increase)/Decrease in Loans & Advances	(104,562.14)	524,782.46
Increase/(Decrease) in Deposit payables	(414,769.14)	911,438.84
Increase/(Decrease) in Other payables	1,639,963.36	2,723,062.07
Increase/(Decrease) in Accrued Expenses	<u>(11,677,408.04)</u>	<u>11,567,369.00</u>
	(77,585,700.52)	(4,274,592.14)
Net Cash flow from operating activities	37,257,579.82	82,485,884.34
CASH FLOWS FROM INVESTING ACTIVITIES		
Gratuity Paid	(218,880.00)	(425,272.50)
Purchase of Property , Plant & Equipment	(30,391,221.38)	(47,046,598.29)
Investment of Gratuity & Surplus Fund	(114,901,829.37)	
Net cash used in Investing Activities	(145,511,930.75)	(47,471,870.79)
Net Increase in cash and cash equivalents	(108,254,350.93)	35,014,013.55
Cash and Cash equivalents at beginning of the period	134,916,047.91	99,902,034.36
Cash and Cash equivalents at end of the Period	26,661,696.98	134,916,047.91



Excellence in Hospitality

SRI LANKA INSTITUTE OF TOURISM & HOTEL MANAGEMENT

Statement of Changes in Net Assets/ Equity For the year ended December 31, 2013

Amount/Rs.

	Note	Contributed Capital	Accumulated Surpluses/(Deficits)	Total
Balance at December 31, 2012		454,850,951.89	139,458,544.58	594,309,496.47
				-
Previous Year adjustment			(2,684,225.47)	(2,684,225.47)
				-
Restated Balance		454,850,951.89	136,774,319.11	591,625,271.00
				-
Surplus /(Deficit) for the period			78,253,761.95	78,253,761.95
Balance at December 31, 2013 Carried Forward		454,850,951.89	215,028,081.06	669,879,032.95

Note :- 01

STOCK BALANCES

Description	2013	2012
Liquor Stock	83,539.83	90,119.55
Main Stores	3,653,232.19	1,873,459.42
Total	3,736,772.02	1,963,578.97

Note :- 02

TRADE DEBTORS

Description	2013	2012
Access Towers	-	40,063.03
AGM of PC House	11,953.74	-
Chaya Blue Hotel	29,970.00	29,970.00
CHSGA	-	55,392.81
Cinamon Lodge, Habarana	105,838.46	105,838.46
Cylon Continental Hotel	-	49,501.24
Development Lotteries Board	-	100,953.11
DFCC Vardhana Bank	19,812.00	239,306.40
DXN Lanka	17,000.00	17,000.00



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Free Lanka Trading Pvt Ltd,	18,000.25	18,000.25
IMSSS Pvt Ltd	34,834.80	34,834.80
Institute of speech Drama & Speaking	12,870.00	12,870.00
Jaffna International Trade Fair	-	61,150.00
Keels Hotel Management	211,259.97	71,488.00
Melwire Rolling Pvt Ltd	2,833.60	2,833.60
Ministry of Disaster Mgt	-	142,749.89
Ministry of Economic Development	4,873,143.51	4,956,600.52
Mobitel Pvt Ltd	-	328,692.71
Mr. Dulara - Ceylon Chamber of Commerce	62,262.21	62,262.21
Mr. Anura Perera	46,752.59	46,752.59
Mr. Anura Senanayake (DIG)- Police Dep.(CHOGM)	1,118,000.00	-
Mr. Chinthaka Kulathilake	13,199.95	-
Mr. Conrad - Chaya Citidel	2,500.00	2,500.00
Mr. Dananjaya Nandasiri	-	32,000.00
Mr. Deepal Gamage , Ambalangoda	8,000.00	8,000.00
Mr. Franco	19,712.00	19,712.00
Mr. George De Simpkin -Rugby Coach	295,800.00	-
Mr. Hunt	2,587.20	2,587.20
Mr. J.D. Jayasekara Kandy	9,856.00	9,856.00
Mr. Jayantha Edirisinghe	198,359.39	-
Mr. Keerthi – Chaya Willage	9,856.00	9,856.00
Mr. Mowsoor Ismnic	32,000.00	-
Mr.N.Y. Abeywardena	-	79,148.00
Mr. Qi Shang	19,712.00	19,712.00
Mr. Ranga Gayan	-	70,348.00
Mr. Sega Nagendara	59,052.69	-
Mr. Tawan	9,856.00	-
Mr. Vinod Krishna	9,856.00	-
Mr. Yohan Pieris, John Keels	86,925.06	-
Ms. Anne Ibrelta - DFCC Bank	78,848.00	-
Ms. Haalia Galaly (Colombo Musical Festival)	312,253.89	312,253.89
Ms. Oyama Kunju	3,449.60	-
One Stop Unit	409,504.84	542,505.27
PCH Holding Pvt Ltd	-	42,200.83
Rainbow Resources (pvt) Ltd.	113,400.08	-
SLTCB	53,559.44	14,498.55
SLTDA	1,912,165.06	933,709.61
SLTDA (Project Development & Event)	176,941.86	-
SLTDA (S & QA)	262,088.99	-
SLTPB	2,960,341.83	4,417,949.42
Sri Lanka Eco Foundation,	4,500.24	21,000.48



Sri Lanka Airlines, BIA Katunayaka	23,900.00	23,900.00
Summa Travels	-	13,312.79
The Post Master General	-	167,001.76
TRIP PROJECT	1,350,533.78	1,386,777.74
Western Province Tourist Board	-	76,577.26
Grand Total	15,003,291.03	14,581,666.42

Note :- 03

DEPOSIT RECEIVABLE

Description	2013	2012
C F De Mel Deposit for fuel	100,000.00	100,000.00
Security Deposit	1,617,500.00	1,617,500.00
B M I C H - Graduation 2009	76,812.35	76,812.35
Department of Education (Knowledge Society project)	-	440,000.00
Total	1,794,312.35	2,234,312.35

OTHER RECEIVABLE

Description	2013	2012
Tourism Resource Improvement Project	1,503,001.58	1,503,001.58
Total	1,503,001.58	1,503,001.58
Grand Total	3,297,313.93	3,737,313.93

Note :- 04

RECEIVABLE - SLTDA

Description	2013	2012
Distress Loan	54,400.00	54,400.00
Accrued Expenses - 2007	3,810,323.65	3,810,323.65
Distress Loan -Mrs. N.T.N. Sarasingha	168,445.00	168,445.00
Distress Loan- Mr. W.M. Siripala	184,320.00	184,320.00
Distress Loan-Mr. K. Ganesh	161,520.00	161,520.00
Distress Loan-Mr. M.R.A.S. Reiris	104,890.00	104,890.00
Mr.S. Samaraweera Salary Sept/2010-Dec/2011	349,442.58	349,442.58
Chairman B. Gunathilaka - Visit to Korea	237,575.98	237,575.98
Tourism Development Levy	37,335,366.20	22,073,059.09
Embarkation Levy	85,214,081.32	34,034,844.46
E P F June 2008	22,038.75	22,038.75
Over time for Maintenance Staff 2012/2013	303,822.73	136,483.07
Total	127,946,226.21	61,337,342.58



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RECEIVABLE SLTPB – 126K

Description	2013	2012
Mrs. A. Owitipana Salary Sept/2010 -Dec/2011	44,484.28	44,484.28
Total	44,484.28	44,484.28

Total	127,990,710.49	61,381,826.86
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Note :- 05

LOAN & OTHER

	2013	2012
Distress Loan	7,937,259.08	7,888,146.66
Special Loan	112,515.00	106,670.00
Festival Advance	104,000.00	69,000.00
	8,153,774.08	8,063,816.66

Note :- 06

OUTSTANDING ADVANCE

General

Adv. No	Name	Description	Amount
75	P.S. Kulathunga	Repair of Cooler	59,604.72
Total			59,604.72

Overseas

Adv. No	Name	Description	Amount
25	C.L. Perera	Incidental expenses for travel to Malaysia	47,845.60
26	C.L. Perera	Accommodation & meal charges for above trip	357,005.40
Total			404,851.00
Total			464,455.72



PRE PAYMENT

Name	Description	Amount
Anuradhapura		
Uni walkers (PVT) Ltd	Service agreement for intercom facility - 06/2013-05/2014	5,833.33
Metropolitan Office (PVT) Ltd	220 - Service Payment with mesrs	12,104.15
Total		17,937.48

Bandarawela		
Metropolitan Office (PVT) Ltd	Digital Duplicator (S.N.XL 301008013C) & photo copier (S/n. EQV 05919)- 2013/04-2014/03	8,000.00
Total		8,000.00

Colombo		
British Council	Membership Renewal at British Council	2,333.34
Emit International (PVT) Ltd	Membership Renewal for "Time Magazine"	2,447.00
British Council	Renewal of Membership for the Year (2013 -2014)	250.00
Metropolitan Office (PVT) Ltd	Payment of Service Agreement for Photocopy Machine	11,666.67
Metropolitan Communications (Pvt) Ltd	Maintenance Agreement of Telephone System	53,452.70
Sri Lanka Insurance Corporation Ltd.	Insurance for Vehicle No GH 3129 from 25.06.14 -26.06.13)	10,706.68
Office Network (pvt) Ltd	Service contract for fax Machine at HR Office	2,403.33
Sri Lanka Insurance Corporation Ltd.	Payment of Renewal for Insurance Coverage - 24.07.14 -25.07.13	23,237.38
Essence Publisher	Renewal of Management Digest Magazine for the SLITHM Library	2,216.67
Gestetner of Ceylon PLC	Payment for maintenance Agreement Digital Copy Printer	7,250.00
International Book House	Subscription Renewal of National Geographic & Reader Digest Magazine	10,146.43
International Book House	Subscription Renewal of the Economist & Readers Digest magazine	31,624.14
International Book House	Subscription Renewal of the National Geographic magazine	8,702.68
Emit International (PVT) Ltd	Subscription of renewal of fourt une magazine -09/2013-09/2014	5,156.25
Total		171,593.27



Kandy		
Brown & Company PLC	Service Agreement for fo 5011 FO P 600 Sharp Fax machine	458.33
Metropolitan Office (PVT) Ltd	Service agreement for Fax machine (2013/04/01-2014/03/31)	1,375.00
Metropolitan Office (PVT) Ltd	Service agreement for Duplicating machine (J3009110020)-2013/07-2014/06	9,000.00
Metropolitan Office (PVT) Ltd	Service agreement- Photocopier - S.No.17387- 2013/09/01-2014/08/31	10,000.00
Sri Lanka Insurance Corporation Ltd.	Fire Insurance premium 15/09/2013- 14/09/2014	218,112.88
Total		238,946.21

Koggala		
Brown & Company PLC	Service agreement of 02 no.s A/C machine- 2013.03.01-2014.02.31)	4,000.00
Ceylon Weighing Machines Limited	Payment of maintenance Agreement of Weighing Scale	1,633.33
Hideki International (PVT) LTD	Maintenance agreement for Duplicating machine S. No. N9291070054 (15/06/2013- 14/06/2014)	6,833.34
John Keells Office Automation (Pvt) Ltd	Renewal of Service Agreement for Photocopy Machine	9,895.84
Uni walkers (PVT) Ltd	Payment of Fax Machine	2,500.00
Craft Lanka Engineers (PVT) Ltd	Payment for Renewal of service	46,200.00
Total		71,062.51

Ratnapura		
Sri Lanka Insurance Corporation Ltd.	Renewal of Fire Insurance Coverage	17,286.17
Metropolitan Office (PVT) Ltd	Service Agreement for 5300 AB DCP Duplo Machine	3,000.00
Metropolitan Office (PVT) Ltd	Service Agreement for Cannon IR 2318 L Photo Copier	2,100.00
Office Network (pvt) Ltd	Payment of brother Fax machine Service	4,257.48
Hemsons International (PVT) Ltd	Maintenance agreement for telephone system	24,112.90
Total		50,756.55



Note :- 08

CASH & BANK BALANCE

As at 31st December 2013

Bank & Branch	Account No.	2013		2012	
		Cash Balance	Bank Balance	Cash Balance	Bank Balance
BOC - A'pura	7120455	2,408,805.96	2,722,750.73	3,785,825.79	3,046,674.96
BOC - B'wela	7120413	2,653,589.56	2,763,590.21	3,424,051.34	3,176,710.93
BOC - Colombo	7120156	18,301,386.05	24,508,165.82	121,130,308.34	134,301,641.89
BOC - Kandy	7120392	124,651.36	1,343,013.32	2,031,812.18	2,195,327.47
BOC - Koggala	7120471	434,254.97	1,113,776.24	2,356,850.79	57,919.14
BOC - R'pura	71114301	2,739,009.08	3,241,140.88	2,187,199.46	1,663,773.84
		26,661,696.98	35,692,437.20	134,916,047.90	144,442,048.23

Note :- 09

DEPOSIT & OTHER PAYABLE

Description	2013	2012
Deposit Payable	200,000.00	173,317.00
Breakages	138,057.26	77,857.96
Art Gold Project	-	260,495.00
EKSP Programme	228,564.89	-
Stamp Duty Payable	5,775.00	5,450.00
VAT Payable	691,766.46	1,075,704.89
NBT Payable	146,960.04	148,361.66
Employee provident fund	688,500.81	701,450.20
Employee Trust Fund	82,076.13	84,174.02
PAYE Tax	(69,659.00)	
Total	2,112,041.59	2,526,810.73



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මගේ අංකය } TM2/K/SLITHM/
எனது இல. } 1/13/18
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி }
Date }

07 October 2014

The Chairman,
Sri Lanka Institute of Tourism and Hotel Management

Report of the Auditor General on the Financial Statements of Sri Lanka Institute of Tourism and Hotel Management for the year ended 31 December 2013 in terms of Section 14(2)(c) of the Finance Act, No. 38 of 1971

The audit of financial statements of the Sri Lanka Institute of Tourism and Hotel Management for the year ended 31 December 2013 comprising the statement of financial position as at 31 December 2013 and the statement of financial performance, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information, was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 13(1) of the Finance Act, No. 38 of 1971 and Section 20 of the Tourism Act, No. 38 of 2005. My comments and observations which I consider should be published with the Annual Report of the Institute in terms of Section 14(2)(c) of the Finance Act appear in this report. A detailed report in terms of Section 13(7)(a) of the Finance Act was furnished to the Chairman of the Institute on 23 May 2014.

1.2 Management's Responsibility for the Financial Statements

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

1.3 Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards consistent with International Standards of Supreme Audit Institutions (ISSAI 1000 – 1810). Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

අංක 306/72, පොල්දූව පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව. - இல. 306/72, பொல்தூவ வீதி, பத்தரமுல்லை, இலங்கை. - No. 306/72, Polduwa Road, Battaramulla, Sri Lanka

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An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgments, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. Sub-sections (3) and (4) of Section 13 of the Finance Act, No. 38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

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

1.4 Basis for Qualified Opinion

My opinion is qualified based on the matters described in paragraph 2.2 of this report.

2. Financial Statements

2.1 Qualified Opinion

In my of opinion, except for the effects of the matters described in paragraph 2.2 of this report, the financial position of the Sri Lanka Institute of Tourism and Hotel Management as at 31 December 2013 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.



Comments on Financial Statements

Sri Lanka Public Sector Accounting Standards

The following observations are made.

Reference	Non-compliance	Observations
a) (i) Sri Lanka Public Sector Accounting Standard No. 01 Paragraph 70	Current and Non-current Assets	Short term investments amounting to Rs.100 million had been included as non-current assets in the statement of financial position.
(ii) Paragraph 88	Intangible Assets	The cost of software valued at Rs.736,505 had been included under the tangible assets of property, plant and equipment in the statement of financial position.
(b) Sri Lanka Public Sector Accounting Standard No. 09 Paragraph 15	Stocks	The method of computation of the value of stocks included in the financial statements had not been disclosed.

2.2.2 Contingent Liabilities

Provision or disclosure had not been made in the accounts for the liability that could arise from the arbitration pending in the Department of Labour relating to the non-payment of Employees' Provident Fund contributions for a former Director General who served in the Institute.

2.2.3 Unexplained Differences

Differences were observed between the balances appearing in the financial statements of the Institute and those appearing in the following institutions and the explanations for those had not been furnished to audit. Action had not been taken to reconcile these differences existing over a long period.



Particulars	Balance according to the Financial Statements	Particulars of Subsidiary Financial Records	Balance according to Subsidiary Financial Records	Difference
	Rs.		Rs.	Rs.
Balances receivable from the Sri Lanka Tourism Development Authority	130,706,926	Accounts of the Sri Lanka Tourism Development Authority	6,511,960	50,151,254
		Sri Lanka Tourism Development Fund	174,346,220	
Balance payable to the Sri Lanka Tourism Development Authority	8,297,267	Account of the Sri Lanka Tourism Development Authority	11,236,982	2,939,715

2.2.4 Accounts Receivable and Payable

The following observations are made.

- Out of the trade debtors balance as at 31 December of the year under review amounting to Rs.15,003,291 a sum of Rs.9,195,387 or 61 per cent comprised balances older than 01 year.
- The Institute had not taken action for the recovery of a sum of Rs.1,503,002 granted in the year 2011 for the implementation of a project despite the completion of the project.
- Action had not been taken to identify and settle the debit balance of Rs.69,659 in the Pay As You Earn Tax Account.



2.2.5 Lack of Evidence for Audit

The evidence indicated against the following items had not been furnished to audit.

Item	Value	Evidence not made available
-----	-----	-----
	Rs.	
(a) Fixed Assets	285,731,930	(i) Register of Fixed Assets (ii) Physical Verification Reports (iii) Title Deeds
(b) Stocks	3,736,772	Physical Stock Verification Reports
(c) Accounts Receivable	149,420,095	Letters of Confirmation of Balances
(d) Work-in-progress	2,055,721	Documentary Evidence for accruing (Certified Bills)

2.3 Non-compliance with Laws, Rules, Regulations and Management Decisions

The following non-compliance were observed.

Reference to Laws, Rules, Regulations and Management Decisions	Non-compliance
-----	-----
(a) Tourism Act, No. 38 of 2005	
(i) Section 39(1)	Non-appointment an Academic Affairs Board by the Institute in consultation with the Minister.
(ii) Section 39(2)	Failure to assign the administration of the Hotel School to a Board in charge of Academic Affairs.
(iii) Section 39(3)	(i) Failure to make regulations on the manner of appointing the members and to the Academic Affairs Board and the manner in which the schools under the Institute should be administered.



- | | |
|---|--|
| (ii) Failure to make regulations for the criteria required of persons seeking to establish, manage or operate privately owned Hotel Schools for training in Tourism and Hotel Management and the manner in which such schools should be administered. | |
| (b) Tourism Hotels Statute of 1999 – Section 02 | Even though in running a Tourist Hotel, that business should be registered and obtain a licence for the purpose, the registration certificates and the licence had not been obtained for the Hotel of the Institute. |
| (c) Financial Regulations of the Democratic Socialist Republic of Sri Lanka | |
| (i) Financial Regulation 104(3) and (4) | Even though a motor vehicle of the Institute had met with accidents in two instances those had not been reported to the Police while a preliminary report and a full report thereon had not been furnished to the Secretary to the Ministry. |
| (ii) Financial Regulation 756 | The Report of the Board of Survey had not been furnished to the Auditor General even up to 08 May 2014. |
| (d) Public Administration Circular No. 22/99 of 8 October 1999. Paragraph 1.3.1 | Even though the Institute provides group transport facilities to three groups, the approval for that had not been obtained from the Board of Directors. |
| (e) Treasury Circular No. 1A1/2002/02 of 28 November 2002 | Even though a register should be maintained for the computer hardware and software it had not been so done. |
| (f) Public Enterprises Circular No. PED/12 of 02 June 2003. | |
| (i) Section 4.2.5 | Even though the Board of Directors should review the following statements monthly with a view to managing the working capital efficiently, it had not been so done. |



- (a) Debtors and Creditors age analysis
- (b) Stocks age analysis
- (c) Statement of old, outdated, slow moving stocks and other items.

(ii) Section 7.2 Even though Manuals and Systems for the major operations of the Institute should have been prepared it had not been so done in connection with the stores and the bar.

(iii) Section 8.3.5 Six officers who are not entitled to use official motor vehicles for private purposes had been paid a sum of Rs.7,180,560 up to 31 December of the year under review without approval.

2.4 Transactions not Supported by Adequate Authority

Samudra Hotel had made credit sales amounting to Rs.15,003,291 during the year under review without approval.

3. Financial Review

3.1 Financial Results

According to the financial statements presented, the working of the Institute for the year ended 31 December 2013 had resulted in a surplus of Rs.78,253,762 as compared with the corresponding surplus of Rs.50,896,177, for the preceding year thus indicating an increase of Rs.27,357,585 in the financial result. The increase of the income from the Embarkation Tax by a sum of Rs.52,910,913 and the increase of hotel income by a sum of Rs.6,001,977 had been the main reasons for the increase in the financial results.

3.2 Analytical Financial Review

The income of the Institute for the year under review amounted to Rs.356 million and that as compared with Rs.289 million for the preceding year indicated an increase of 23.1 per cent. Similarly, as compared with the sum of Rs.238 million spent during the preceding year on teaching, training and development works, a sum of Rs.278 million had been spent on those activities during the year under review. As such an improvement of 16.8 per cent was indicated.



3.3 Unusual Increase in Expenditure

The following observations are made.

- (a) A sum of Rs.3,969,065 had been spent on additional duty hours during the year under review and that as compared with the preceding year indicated an increase of 327 per cent.
- (b) A sum of Rs.6,357,762 had been spent as the maintenance expenditure on the office equipment during the year under review and that as compared with the preceding year indicated an increase of 76 per cent.

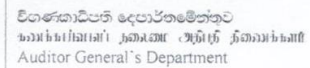
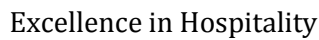
4. Operating Review

4.1 Performance of Hotel Schools

The following matters were observed in comparing the performance relating to the training of students during the year under review and the preceding years.

Year	2009	2010	2011	2012	2013
Number of students qualified to follow the courses	768	883	1,545	2,056	2,131
Number of students completed the courses	738	838	1,464	1,772	Result not released.
Number of students abandoned the courses and failed the courses	30	45	81	284	Four students had abandoned the courses.

- (a) Cost per student in the year under review had been Rs.130,642 and that in the preceding year had been Rs.134,578.
- (c) According to the Corporate Plan of the Sri Lanka Tourism Development Authority, targets had been set for the improvement of tourist arrivals up to 2.5 million by the year 2016. Even though it had been expected to train 4,000 human resources concurrently with that target, it appears that according to the existing conditions the achievement of those targets would become problematic.



- (a) Even though the Tourism Resources Improvement Project had provided the consultancy and assistance to the Hotel Management Institute to obtain the National Vocational Qualification, the Institute had not issued certificates with the National Vocational Qualification up to 31 December of the year under review.
- (b) Out of the number of students who participated in the training programme conducted at a cost of Rs.1,210,000 for the development of English Language 43 per cent had not successfully completed to course.

Even though the Samudra Hotel had 4,745 hotel room days during the year under review for earning income, out of that only 2,015 hotel room days had been marketed by the Institute.

In view of the lack of proper management of the floor space available in the office building of the Institute, about 8,547 square feet of floor space remained underutilized during several past years.

- (a) Even though floor space of about 4,952 square feet of the main building had been allocated to an external institution and a person, a loss of about Rs.16,379,700 had been caused due to allowing for use without collecting charges for water, electricity or rent.
- (b) Attention had not been paid for the effective investment of the surplus money of the Institute during the year under review. In view of the existence of a high current ratio an existence of a poor financial management was indicated.



4.6 Delayed Projects

Even though plans had been made for the establishment of sales stalls on an estimate of Rs.11.70 million for the sale of bakery products and laundry services to the public, that project had not been commenced during the year under review.

4.7 Staff Administration

The following observations are made.

- (a) The approved staff of the Institute had been 160 and the actual staff had been 112 and vacancies in 52 posts and an excess of 04 posts were observed.
- (b) The Scheme of Recruitment approved by the Board of Directors had not been followed in the recruitment of external Lecturers.
- (c) The cost per staff member during the year under review had been Rs.823,138 and that amounted to Rs.615,609 during the preceding year.

4.8 Motor Vehicles Utilization

- (a) The Institute had two motor vehicles and the cost of running those motor vehicles (fuel and maintenance cost) amounted to a high cost of Rs.126 per kilometer.
- (c) A sum of Rs.10,838,754 had been spent on the motor vehicles obtained on hire basis in the year under review. The information on the running of those hired motor vehicles had not been furnished to audit.

4.9 Quality and Reliability of the Management Information System

Even though a sum of Rs.45 million had been spent during the year under review and the preceding years for the purchase of computers and computer software, the Institute had not identified the need for the following management information and established a suitable information system even by the end of the year under review.

- (a) Information System on the Students
- (b) Information System on the Stores Work
- (c) Information System on the Staff



5. Accountability and Good Governance

5.1 Presentation of Financial Statements

According to Section 6.5.1 of the Public Enterprises Circular No. PED/12 of 02 June 2003, the financial statements should be presented within 60 days after the close of the year of accounts. Nevertheless, the financial statements for the year 2013 had been presented to the Auditor General only on 22 April 2014, that is, after a delay of 53 days.

5.2 Corporate Plan

Even though the Corporate Plan of the Institute should be prepared at least for a period of three years, approval of the Ministry and the Treasury obtained for the plan and a copy of that presented to the Auditor General in terms of Section 5.1 of the Public Enterprises Circular No. PED/12 of 02 June 2003, the plan relating to the year 2013 had not been presented to the Auditor General.

5.3 Action Plan

The targets that can be achieved had not been clearly and adequately shown in the Action Plan. Progress Reports in support of the achievement of the following matters included in the Action Plan during the year under review had not been prepared.

- (a) Grant of Scholarships to Students
- (b) Creation of new Learning Facilities
- (c) Establishment of a Division for Teaching of Foreign Languages including Chinese Language.

5.4 Internal Audit

Even though the internal audit had been done by the line Ministry the Internal Audit Reports and the Internal Audit Programmes had not been presented to the Auditor General.

5.5 Audit Committee

Five meetings of the Audit Committee had been held during the year under review and the implementation of its recommendations had not been at a satisfactory level.



5.6 Procurement Plan

A Procurement Plan covering a period of 03 years had not been prepared for the Institute in terms of Section 4.2.1 of the Government Procurement Guidelines dated 25 January 2006.

5.7 Budgetary Control

Variances between the budgeted and the actual amounts under 30 items for the year under review ranging from 21 per cent to 410 per cent were observed and as such the budget had not been made use of as an effective instrument of management control.

5.8 Tabling of Annual Reports

The Institute had presented the Annual Report for the year 2011 to the Parliament on 18 March 2014.

5.9 Action on Environmental and Social Responsibilities

The following observations are made.

- (a) A general purposes insurance cover had not been obtained for the Samudra Hotel of the Institute.
- (b) Samples of water of the Samudra Hotels had not been tested to ensure whether it is fit for human consumption.



6. Systems and Controls

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

- (a) Budgetary Control
- (b) Human Resources Management
- (c) Assets Management
- (d) Procurement
- (e) Accounting

H.A.S. Samaraweera
Auditor General