TABLE OF CONTENTS

Message of the Hon Minister ……….

The Skills Development Fund, has gradually reached its target over a period of 14 years and from the year 2010 it has laid the foundation for a speedy development.

Among the Training Institutions functioning under our Ministry, the Skills Development Fund is the only institution that is dedicated to the development of soft skills such as Attitudinal development, Motivation Personality development and various managerial skills.

I believe that, Specially through the development of Soft skills the efficiency and productivity levels of the public and the private sector employees, are brought to an optimum level through which the economy of the country could be uplifted to the level of a developed country.

Accordingly, I am certain that the Skills Development Fund utilizing the most modern management practices and training methods will implement future plans to become the major training organisation to train the Sri Lankan labour force in the field of soft skills.

Dalas Alhapperuma
Minister of Youth Affairs & Skills Development

Message from the Secretary ……….

Skill development fund limited is known as a highly reputable institution which runs under the ministry of youth affairs and skill development, which aids skills development and accountable for progression of youth. Cater to the entire youth of our country is the main concern that we have among our mammoth responsibilities towards development of youth services. Bringing the youth towards local and international standard enhancing through national youth strategies and professionalism has been executed.

Understanding through another angle of this ministry, it has been taken the responsibility of making policy compilation and executing for technical and professional trade in Sri Lanka.

Moreover, taking accountability on human resource development and management, National institute of personal management, National institute of business management, National school of business management and skill development fund limited has been a great support towards building human resource development in our country. Skill development fund has been contributing its expertise highly on development of soft skills. I believe, while minimizing operational losses, skill development fund limited would become more people friendly and have a successful mission towards development!

K.A Thilakaratne
Secretary
Ministry of Youth Affairs and Skill Development

Message of the Chairman ……….

The Skills Development Fund was established to cater to the Human Resource Development of Employers in Sri Lanka and has been functioning for the past thirteen years .During this period the Fund has conducted a large number of training programmes, covering a vast area in the management field. In the period under review (2012) the Fund has conducted 103 programmes in management & Supervisory themes and 117 inhouse training programmes, on the request of varied clients and 15 Diploma & Certificate Courses, with the total participation of 8285 persons. To promote these activities the Fund has provided many infrastructural facilities such as a fully equipped office complex , a state of the art lecture hall , and a Cafeteria with all facilities. As stated in this report, apart from the management and skills development programmes there is a request for programmes in IT and English Language training. Considering these special training requirements the Fund plans to restructure and broaden the training.

In this event I am grateful to the Hon Minister of Youth Affairs Skills Development for the attention & assistance extended to us and appreciate the dedication of the Board of Directors and the Staff.

Malith Jayathilaka
Chairman

INSTITUTIONAL BACKGROUND

Name of the Institution	:	Skills Development Fund Ltd
Status	:	Fully Government owned Company
Ministry	:	Ministry of Youth Affairs & Skills Development
Address	:	354/2,7th Floor " Nipunatha Piyasa " Elvitigala Mawatha Narahenpita Colombo 05.
Web	:	www.skillsdevlop.com
Email Address	:	gen@skillsdevelop.com
Telephone	:	011 2507274
Fax	:	011 2507274
Bankers	:	Bank of Ceylon
	:	Peoples Bank
Auditors	:	B. R. De Silva & Co (Charted Accountants)

SKILLS DEVELOPMENT FUND LIMITED

OUR THEME

Excellence & Success through People Development.

OUR VISION

To be the Nation’s Leader in Skills Development.

OUR MISSION

To Enhance Nation’s Enterprise Competitiveness through Skills Development.

ESTABLISHMENT OF SKILLS DEVELOPMENT FUND LIMITED

The Skills Development Fund Limited (SDFL) was first established in 1998 as a pilot project on a recommendation by the Presidential Task Force on Technical Education and Vocational Training. During this pilot phase the Fund was sponsored by the ILO and the UNDP.

On 20th August 1999, the SDFL was incorporated as a limited liability company under the Companies Act No 17 of 1982, bearing registration number N (PBS) 832.

The cabinet approved an investment of Rs.100 million in September 1999 in ordinary shares in the company which was invested in secure investment by the SDFL. It was suggested that the income caused from this investment and from the operations of the company would be sufficient to meet the recurrent expenditure. This arrangement was to ensure that the SDFL will be self sustaining and also the initial investment of the government, Employers Federation of Ceylon and other investors is safeguarded.

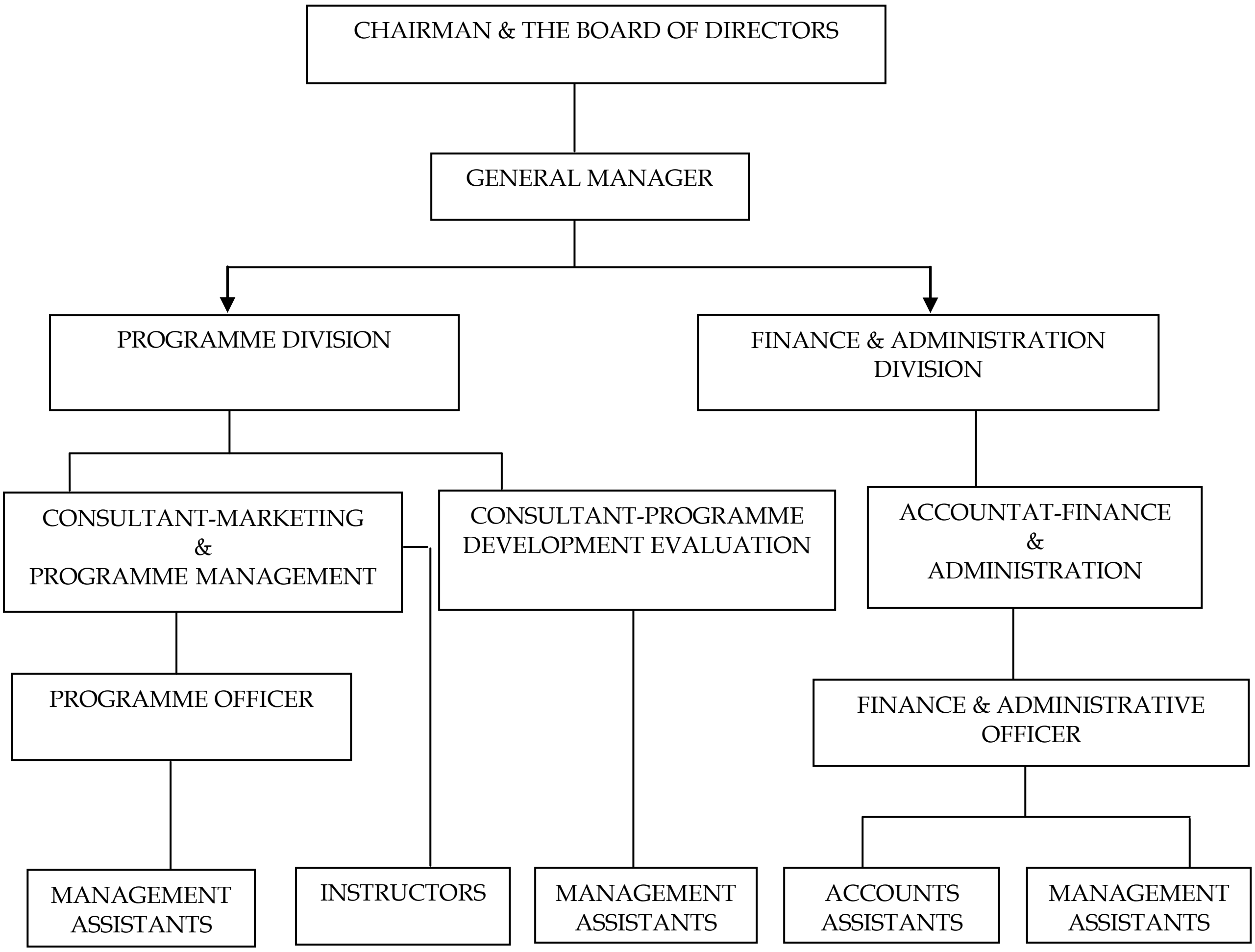
The SDFL was re-registered under the new Companies Act No.07 of 2007 - bearing Registration No. PB 833.

PRIME OBJECTIVES

The broad objectives of the SDFL as set out in the Memorandum of Association are:

- Support Job Entry Training, Skills Up-grading and Re-training of employees.
- Expand and improve enterprise based training to facilitate the development of a highly trained and skilled workforce.
- Provide linkages between training institutions and the employers.

ORGANIZATION STRUCTURE



THE CADRE OF SKILLS DEVELOPMENT FUND

The Staff As at 31.12.2012

Designation	No. of Participants
1. Chairman/CEO	01
2. Programme Consultant	02
3. Accountant	01
4. Administrative & Finance Officer	01
5. Programme Officer	02
6. Management Assistants	13
7. Instructors	02
8. Drivers	02
9. Peon	02
10. Office Aide	01
Total	**27**

THE BOARD AND BOARD MEETINGS HELD DURING 2012

The Board of the SDFL comprises 12 directors appointed by the Secretary of the general treasury whose details are given below.

01. Mr. Malith Jayathilaka (Chairman)
02. Mr. D. C. Siribaddana (Treasury Representative)
03. Mr. J. A. Hemasiri Jayalath
04. Mr. R. L. P. Peiris
05. Mr. H. M. Ranjith Kiriella
06. Mr. Hema Madiwela
07. Mr. Sadhdhathissa Dasanayake
08. Mr. K. A. S. A. Perera
09. Mr. Keerthi Muthukumarana
10. Major L. G. K. Kithsiri
11. Mr. S. P. Ranjith Fernando
12. Mrs. T. M. L. C. Senarathne
13. Mr. S. R. W. M. P. Sathkumara (Treasury Representative) -From 2012.06.07
14. Mrs. N. D. Sugathadasa (From 2012.09.06)

Four Board meetings were held for the year 2012 at the office of the SDFL at Narahenpita on the following dates.

Date	Participation
17.02.2012	07
29.06.2012	08
19.10.2012	07
21.12.2012	07

AUDIT & MANAGEMENT COMMITTEE MEETINGS

Audit & Management committee meetings were held for the year 2012 at the office of the SDFL at Narahenpita on the following dates.

Date	Participation
17.02.2012	04
29.06.2012	04
19.10.2012	04
21.12.2012	04

ADVISORY COMMITTEE ON TRAINING

The following advisory committee on training was in operation during the year 2012.

01. Mr. A.R.Deshapriya - Additional Secretary,Ministry of Youth Affairs & SkillsDevelopment
02. Mr. Dhammika Hewapathirana - Chairman-Vocational Training Authority
03. Mr. Dharshana Rathnayaka - Chairman-Youth Corp
04. DR. Chithralal Ambawatta - Director General, Department of Technical Education & Training
05. Mr. Chandra Fernando - Former Consutant of Skills Development Fund Ltd

PERFORMANCE REVIEW

PROGRAMMES

The main objective for which the Skills Development Fund Ltd (SDFL) was established is to help employers to meet with their human resource training and development needs. To achieve this end the SDFL has, for the last twelve years carried out a large number of training programmes for the private sector industrial and commercial organizations. Several ministries, government departments, corporations, Security Forces have sought the help of the SDFL to train their staff. Since 2007 the SDFL also organized several job entry programmes for the benefit of school leavers who aspire employment opportunities. A Computer laboratory was also established in the SDFL head office for the conduct of re-training programmes in information technology. The employees of the Gem & Jewellery Authority & Attorney General's Departments etc were trained under this project. It is also evident that English Language courses prompted a great demand from both public and private sector.

During the year under review (2012) the SDFL has implemented the following types of programmes:

- One day open workshops on selected themes of managerial & supervisory development.
- Customized workshops on the request of client organizations
- Information Technology & Business English programmes
- Academic / Certificate Training Courses

Compared to the previous year (2011) the demand and the participation for training programmes has improved considerably. All open workshops were well attended. If not for the prevalent financial limitations the private sector employers would have nominated more people for these workshops.

As for Customized Training Programmes there is still room for expanding the services to yet uncovered areas like Estates, Hotels, Motor Transport, and Tourism Industry etc. In this connection comprehensive training programmes are being prepared to implement during 2013.needs assessments have been completed.

During 2012 around 8285 people have participated in SDFL training programmes.

The numbers of programmes conducted during 2009 - 2012 under different types are given below:

Types of Programmes	**No. of programmes conducted**			
	2009	**2010**	**2011**	**2012**
Open Workshops	21	25	59	103
Customized Programmes	21	08	31	117
Job-Entry Programmes	07	02	-	-
Academic (Certificate) Training Courses	11	11	24	15
Special Programmes (Consultancy / Social Benefit Programmes)	05	03	-	-
Other Services	01	-	-	01
	66	**49**	**114**	**236**

The complete list of workshops and programmes conducted during 2012 is given in the next pages.

<u>**DETAILS OF PROGRAMMES HELD IN 2012**</u>

OPEN WORKSHOPS

Theme of Workshop	Dates Held	No. of Participants
How to Motivate Less Productive People at work	24/01/2012	12
Excellent Customer Care	26/01/2012	31
Legal & Technical Aspects of Leasing	28/01/2012	14
Training of Trainers	16/01/2012	10
Achieving as a High Performance Teams	23/01/2012	09
Labour law & Office Administrative Procedures	30/01/2012	23
Personal Grooming ,Business & Social Etiquette	19/01/2012	17
Excellent Customer Care	26/01/2012	15
How to Motivate Less Productive People at work	02/09/2012	30
Secretarial Practices	13/02/2012	12
Import & Export Procedures	21/02/2012	20
Skills Development for Drivers & Minor Employees	24/12/2012	15
Effective Selling & Marketing Skills	02/11/2012	15
Productivity for Business Success	23/02/2012	09
Developing Secretaries & Receptionists	28/02/2012	13
Financial Reporting in Compliance with Accounting Standards	03/02/2012	33
Career & Personality Development	16/03/2012	08
Stores Management & Purchasing Procedures	19/03/2012	05
Developing Telephone Operators & Receptionist	30/03/2012	08
Managerial Skills for New Managers	03/08/2012	14
Developing Management Assistant	03/09/2012	14
Stores Management & Purchasing Procedures	18/03/2012	07
Personal Grooming Business & Social Etiquette	22/03/2012	12
Reading & Understanding Financial Statements	23/03/2012	10
Achieving As A High Performance Teams	31/03/2012	20
Stores Management & Purchasing Procedures	19/03/2012	19
Supervisory Management	15/03/2012	23
How to Motivate Less Productive People at work	24/01/2012	12
Excellent Customer Care	26/01/2012	31
Legal & Technical Aspects of Leasing	28/01/2012	14
Training of Trainers	16/01/2012	10
Achieving as a High Performance Teams	31/03/2012	29
Supervisory Management	04/02/2012	06
Skills Development for Drivers & Minor Employees	21/04/2012	12

Theme of Workshop	**Dates Held**	**No. of Participants**
Labour law & Office Administrative Procedures	04/02/2012	10
Leadership & Personality Development	04/03/2012	11
Leadership & Personality Development	04/03/2012	08
Effective Selling & Marketing Skills	29/04/2012	21
Labour law & Office Administrative Procedures	04/02/2012	10
Change Made to the Statutory Laws	10/05/2012	20
Developing Secretaries & Receptionists	10/05/2012	19
Import & Export Procedures	17/05/2012	20
Change Made to the Statutory Laws	19/05/2012	21
Successful Entrepreneurship through goal setting	26/05/2012	54
Exploring New Dimensions in Customer Service	28/05/2012	14
Strategic Change Management	29/05/2012	11
How to stay Positively Focused Motivated & Productive	29/05/2012	12
Leadership & Personality Development	30/05/2012	41
Secretarial Practices	30/06/2012	07
Personal Grooming Business & Social Etiquette	07/06/2012	13
Transforming the Organization through Team Building	12/06/2012	14
Reading & Understanding Financial Statement	16/06/2012	29
Skills Development for Drivers & Minor Employees	21/06/2012	17
Communicating with Diplomacy & Tact	25/06/2012	16
Supervisory Management	07/12/2012	36
Training of Trainers	16/07/2012	05
Stores Management & Purchasing Procedures	17/07/2012	17
Internal Auditing	19/07/2012	85
Techniques of Time Management	19/07/2012	16
Supervisory Management	20/07/2012	12
Train the Trainer	23/07/2012	14
Developing Positive Work Attitudes	24/07/2012	22
Public Procurement Procedures	30/07/2012	40
Interpersonal Communication & Public Relations	14/08/2012	15
Productivity for Business Success	16/08/2012	09
Drivers & Minor Employees	18/08/2012	31
Labour Law for Managers	21/08/2012	11
Leading People for Exceptional Performance	21/08/2012	16
Office Management & Office Procedures	23/08/2012	77
Human Capital Management for Aspiring HR Professionals	27/08/2012	17
Skills for Work Life	23/08/2012	12

Theme of Workshop	Dates Held	No. of Participants
Public Procurement Procedures	09/08/2012	12
Computer Skills for Professionals	09/11/2012	21
Developing Management Assistants	13/09/2012	24
Developing Management Assistants	13/09/2012	40
Effective Selling & Marketing Skills	15/09/2012	29
Performance Appraisal	18/09/2012	07
Stores Management & Purchasing Procedures	19/09/2012	48
Skills Development for Security Officers	20/09/2012	43
Public Procurement Procedures	09/08/2012	12
Computer Skills for Professionals	09/11/2012	21
Developing Management Assistants	13/09/2012	24
Developing Management Assistants	13/09/2012	40
Project Management Primavera P6	25/09/2012	17
Public Relations & Communication Skills	26/09/2012	11
HR for Non HR Personnel	27/09/2012	12
Telephone Skills & Etiquette Training for Secretaries & Receptionists	04/10/2012	23
Training of Trainers	10/08/2012	11
Supervisory Management	10/11/2012	29
Supervisory Management	10/11/2012	14
Skills Development for Drivers & Minor Employees	10/12/2012	49
Managing & Monitoring Staff for Service Excellence	16/10/2012	09
Effective Presentation Skills	18/10/2012	17
Better Business Writing	18/10/2012	17
Project Management Primavera P6	23/10/2012	15
Skills Development for Development Assistants & Management Assistants	31/10/2012	33
Role & Responsibilities of Shroff	11/05/2012	31
Leadership & Personality Development	17/11/2012	37
Time Management for Better Productivity	20/11/2012	16
Computer Skills for Professionals	22/11/2012	18
Office Management & Office Procedures	22/11/2012	29
Public Procurement Procedures	29/11/2012	20
Financial Reporting in Compliance with Accounting Standards	12/05/2012	140
Ethics in Relation to Disciplines of Management	14/12/2012	11
Effective Selling & Marketing Skills	19/12/2012	14
Training of Trainers	17/12/2012	22
Skills Development for Drivers & Minor Employees	15/12/2012	37
Effective Selling & Marketing Skills	19/12/2012	14
Project Management Primavera P6	25/09/2012	17

Theme of Workshop	Dates Held	No. of Participants
Public Relations & Communication Skills	26/09/2012	11
HR for Non HR Personnel	27/09/2012	12
Telephone Skills & Etiquette Training for Secretaries & Receptionists	04/10/2012	23
Training of Trainers	10/08/2012	11
Supervisory Management	10/11/2012	29
Supervisory Management	10/11/2012	14
Skills Development for Drivers & Minor Employees	10/12/2012	49
Managing & Monitoring Staff for Service Excellence	16/10/2012	09
Effective Presentation Skills	18/10/2012	17
Better Business Writing	18/10/2012	17
Project Management Primavera P6	23/10/2012	15
Skills Development for Development Assistants & Management	31/10/2012	33
Role & Responsibilities of Shroff	11/05/2012	31
Leadership & Personality Development	17/11/2012	37
Time Management for Better Productivity	20/11/2012	16
Computer Skills for Professionals	22/11/2012	18
Office Management & Office Procedures	22/11/2012	29
Public Procurement Procedures	29/11/2012	20
Financial Reporting in Compliance with Accounting Standards	12/05/2012	140
Ethics in Relation to Disciplines of Management	14/12/2012	11
Effective Selling & Marketing Skills	19/12/2012	14
Training of Trainers	17/12/2012	22
Skills Development for Drivers & Minor Employees	15/12/2012	37
Effective Selling & Marketing Skills	19/12/2012	14
Public Relations & Communication Skills	26/09/2012	11
HR for Non HR Personnel	27/09/2012	12
Telephone Skills & Etiquette Training for Secretaries & Receptionists	04/10/2012	23
Training of Trainers	10/08/2012	11
Supervisory Management	10/11/2012	29
Supervisory Management	10/11/2012	14
Skills Development for Drivers & Minor Employees	10/12/2012	49
Managing & Monitoring Staff for Service Excellence	16/10/2012	09
Effective Presentation Skills	18/10/2012	17
Better Business Writing	18/10/2012	17
Project Management Primavera P6	23/10/2012	15
Skills Development for Development Assistants, Management Assistant	31/10/2012	33
Role & Responsibilities of Shroff	11/05/2012	31

2128

CUSTOMIZED PROGRAMMES

Theme of Programmes	Dates Held	No. of Participants
Public Relations	13/01/2012	27
Public Relations	27/01/2012	33
Microsoft Excel	21/01/2012	16
Skills Development for Drivers & Minor Employees	26/01/2012	25
Effective Customer Care	02/07/2012	38
How to Become an Effective Leader	23/02/2012	14
Cashier's Skills	03/06/2012	40
Correct Attitudes & Motivation	03/10/2012	34
Customer Care	14/03/2012	60
Developing -Drivers & Minor Employees	18/03/2012	40
Cashier's Skills	18/03/2012	13
Cashier's Skills	19/03/2012	45
Stores Management & Purchasing Procedures	20/03/2012	05
Productivity for Business Success	21/03/2012	30
Leadership Skills	22/03/2012	31
Personal Grooming ,Business & Social Etiquette	26/03/2012	40
Cashier's Skills	27/03/2012	40
Cashier's Skills	29/03/2012	40
Skills Development for Drivers	18/03/2012	34
Excellent Performance through Managing Street	23/03/2012	46
Skills Development for Office Aides	24/03/2012	63
Excellent Performance through Managing Street	30/03/2012	53
Developing Financial Skills	28/03/012	10
Courtesy & Customer Care"	04/04/2012	65
Business, Social & Dinning Etiquette	04/09/2012	40
Stores Management & Purchasing Procedures	19/04/2012	36
Career & Personality Development	27/04/2012	38
Curtsey & Customer Care	05/08/2012	45
Effective Selling & Marketing Skills	05/12/2012	22
Business, Social & Dinning Etiquette	21/05/2012	24
Motivation & Attitudinal Change	28/05/2012	20
Business, Social & Dinning Etiquette	30/05/2012	48
Curtsey & Customer Care	06/06/2012	60
Train the Trainer	06/07/2012	50
Supervisory Management	06/08/2012	44
Leadership & Personality Development	13/06/2012	15

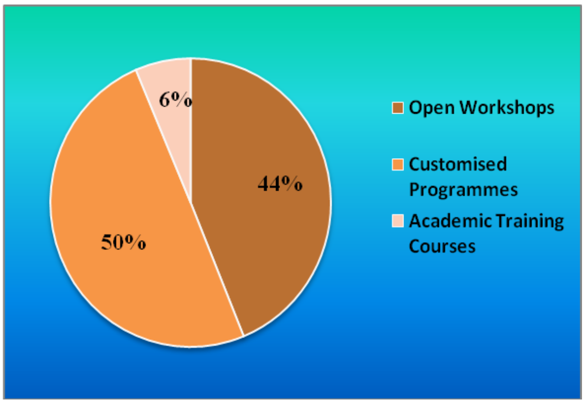
Theme of Programmes	Dates Held	No. of Participants
Leadership & Motivation	22/06/2012	39
Correct Attitudes & Motivation for Drivers & Minor Employees	22/06/2012	35
Train the Trainer	26/06/2012	50
Retirement Benefits	30/06/2012	53
Cashier's Skills	30/06/2012	18
Skills Development for Operational Staff	30/06/2012	350
Interpersonal Communication	30/06/2012	50
Positive Attitudes & Motivation	29/06/2012	50
Labour Law & Office Procedures	07/05/2012	50
Procurement Procedures	07/07/2012	50
Work Life Balance & Stress Management	07/10/2012	30
Problem Solving & Decision Making	07/12/2012	30
Office Management & Disciplinary Procedures	13/07/2012	30
5S & Productivity Enhancement	13/07/2012	50
Skills Development for Drivers & Minor Employees	14/07/2012	30
Managing Change through Productivity	17/07/2012	30
Techniques of Time Management	19/07/2012	50
Procurement & Tender Procedures	19/07/2012	30
Transforming the Organization Through Team Building	20/07/2012	50
Supervisory Management	21/07/2012	50
kills Development for Drivers & Minor Employees	21/07/2012	30
Leadership & Personality Development	22/07/2012	50
Positive Attitudes	23/07/2012	31
Interpersonal Communication	26/07/2012	30
Time Management & Personality Development	27/07/2012	30
Excellent Performance through Managing Stress	27/07/2012	57
Skills Development for Drivers & Minor Employees" for A Baur & Co.	28/07/2012	30
Office Management & Positive Attitudes	08/03/2012	42
Training of Trainers	08/07/2012	306
Training of Trainers	16/08/2012	50
Training of Trainers	20/08/2012	50
Exploring New Dimensions in Customer Service	22/08/2012	62
Training of Trainers	22/08/2012	45
Training of Trainers	23/08/2012	50
Supervisory Management	23/08/2012	62
5S & Productivity Enhancement	24/08/2012	62
Motivate Your team for Excellent Result	25/08/2012	32
Effective Selling Skills	27/08/2012	46

Theme of Programmes	Dates Held	No. of Participants
Motivate Your Team for Excellent Result	27/082012	33
Personal Grooming & Authentic Image Management	09/01/2012	250
Exploring New Dimensions in Customer Service	09/04/2012	62
Supervisory Managements	09/05/2012	62
Motivation Leadership & Productivity Enhancement	09/05/2012	19
5S & Productivity Enhancement	09/06/2012	62
Developing Positive Work Attitude	09/10/2012	44
Exploring New Dimensions in Customer Service	09/12/2012	47
Supervisory Management	13/09/2012	47
5S & Productivity Enhancement	14/09/2012	50
Exploring New Dimensions in Customer Service	19/09/2012	54
Supervisory Management	20/09/2012	52
5S & Productivity Enhancement	21/09/2012	52
Correct Attitudes & Motivation	22/09/2012	35
Development Management Assistants" for Ministry of Culture	10/04/2012	40
Corporate Plan for Dental Cultural Fund	10/05/2012	50
Stores Management & Purchasing Procedures" - Dept. of Social Service	10/08/2012	21
Development Management Assistants	10/08/2012	27
Train the Trainer	10/12/2012	43
Skills Development for Drivers & Minor Employees	15/10/2012	68
Correct Attitudes & Motivation	20/10/2012	41
Telephone Skills & Etiquette Training	24/10/2012	06
Skills Development for office Aids	26/12/2012	20
Skills Development for Field Coordinators	30/11/2012	51
Skills Development for office Aids	11/07/2012	23
Effective Selling & Marketing Skills	11/03/2012	46
Telephone Etiquette & Customer Care	11/10/2012	31
Authentic Image Management & Personal	18/11/2012	24
Telephone Etiquette & Customer Care	12/02/2012	35
Team Building for Tea Research Institute	12/04/2012	31
Skills Development for Drivers & Minor Employees	12/06/2012	60
Skills Development for Security Officers	15/12/2012	106
Skills Development for Drivers & Minor Employees	12/12/2012	44
Personal Grooming Business & Social Etiquette	19/12/2012	120
Skills Development for Drivers	7//12/2012	35
Two day workshop on for Vidatha	12/08/2012	52
Career & Personality Development	12/01/2012	80
Two day workshop on for Vidatha	14/12/2012	52
Skills Development for Drivers	14/12/2012	25
Personality & Self Development	14/12/2012	30
		5729

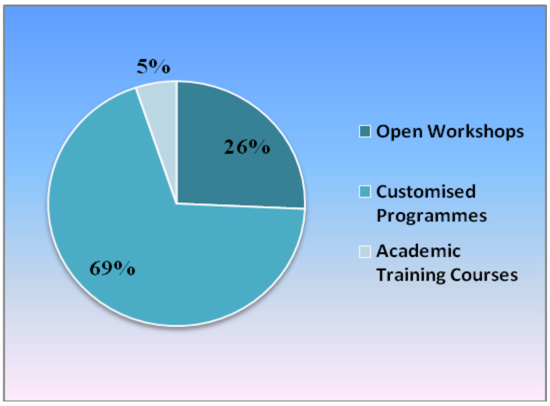
ACADEMIC TRAINING COURSES

Title of Course	Dates Held/Duration	No. of Participants
Certificate Course in English for Professionals	01/05/2012	30
Certificate Course in English for Ministry of Justice	01/05/2012	30
Certificate Course in English for Professionals for Sri Lanka Railways Technical Staff	27/01/2012	30
Certificate Course in English for Professionals for Sri Lanka Railways Operation Staff	27/012012	30
Certificate Course in English for Professionals for Sri Lanka Railways Management Assistants	21/01/2012	30
Certificate Course in English Language	14/06/2012	20
Certificate Course in HRM	13/08/2012	29
Certificate Course in English Language	09/01/2012	42
Certificate Course in Business English	15/12/2012	25
Certificate Course in Business English	15/12/2012	25
Certificate Course in Computer Application	13/05/2012	30
Certificate Course in Computer Application	09/02/2012	17
Certificate Course in Computer Skills for Professionals	30/11/2012	12
Examination for Sugathadasa National Airports Complex	16/06/2012	78
Examination for Sugathadasa National Airports Complex	17/08/2012	76
		428

Types of Programmes in Graphs -2012



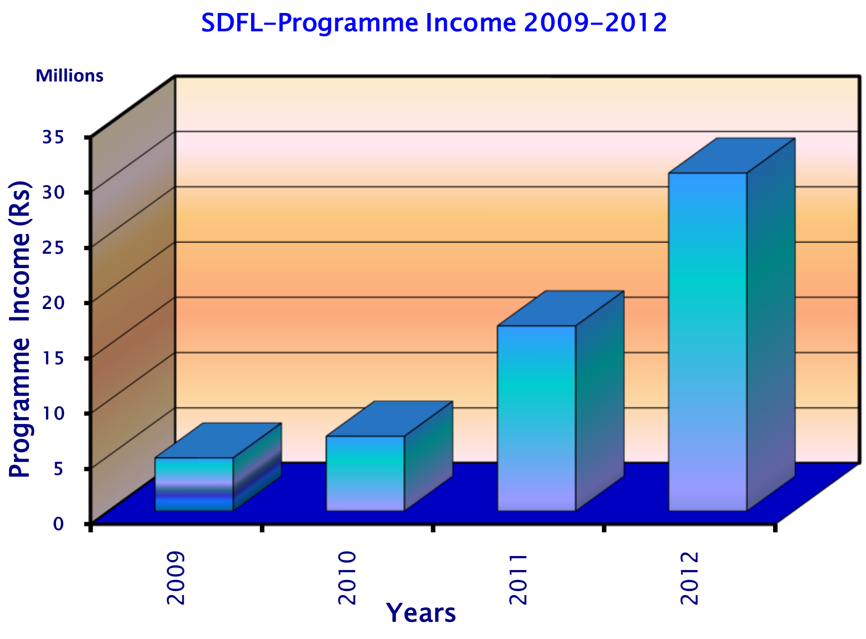
Number of Participants in graphs-2012

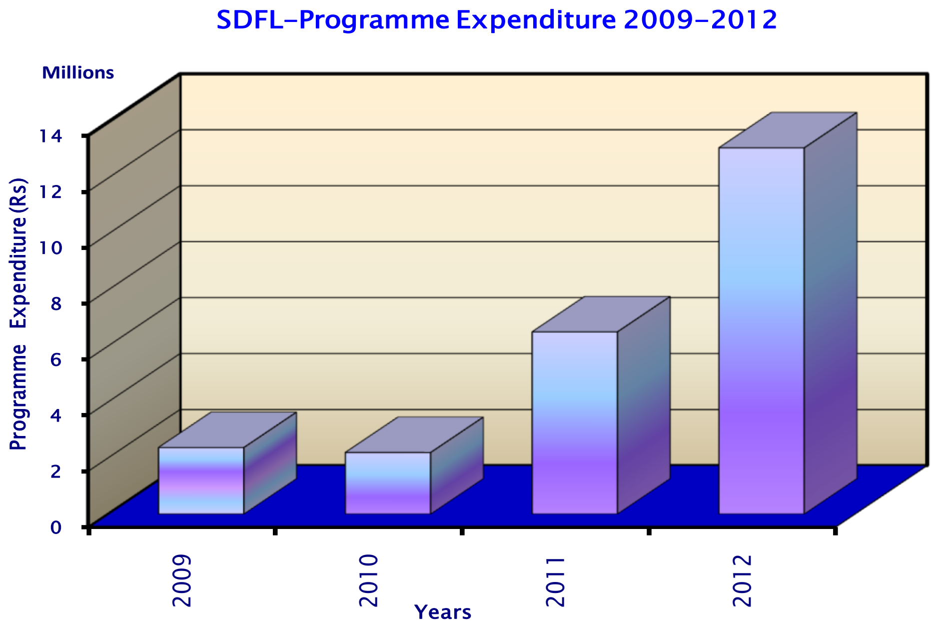


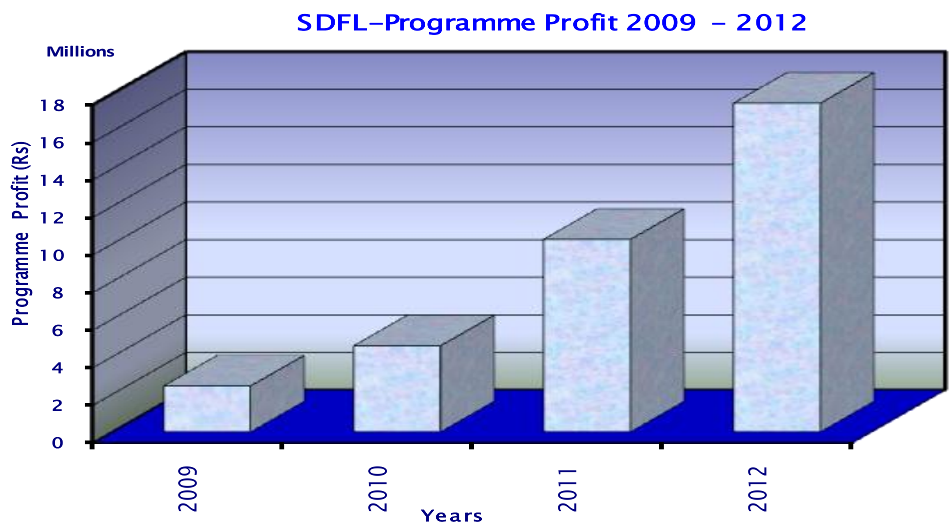
PROGRAMME INCOME, EXPENDITURE & PROFIT

Besides the interest of bank / treasury deposits which is the main source of income of the SDFL a considerable income is earned from the programmes and consultancy services. The following table indicates the income, expenditure and profits generated from different types of programmes carried out in 2010, 2011 & 2012.

Type of Programme	2010			2011			2012		
	Income	**Expenditure**	**Profit**	**Income**	**Expenditure**	**Profit**	**Income**	**Expenditure**	**Profit**
Open Workshops	3,333,729	1,436,864	1,895,865	10,357,737	3,915,334	6,442,403	14,695,550	7,611,389	7,084,161
Customized Programmes	223,674	75,700	147,974	1,333,537	857,725	475,812	14,120,900	3,810,714	10,310,186
Job-Entry Programmes	701,500	167,300	534,200	-	-	-	-	-	-
Academic (Certificate) Training Courses	2,518,503	519,285	1,999,218	5,063,586	1,737,505	3,326,081	1,764,700	1,665,605	99,095
Total	6,777,406	2,199,149	4,578,257	16,754,860	6,510,564	10,244,296	30,581,150	13,087,708	17,493,442







As far as the year 2012 is concerned all the programmes have been conducted at a profit of Rs.17,493,442/- That is certainly due to the commitment of the programme staff and the other support staffs of the SDFL.

INDEPENDENT AUDITORS' REPORT
TO THE SHARE HOLDERS OF SKILLS DEVELOPMENT FUND LIMITED

1. Report on the Financial Statements

We have audited the accompanying financial statements of Skills Development Fund Limited, which comprise the balance sheet as at 31st March, 2012 and the Income Statement, Statement of Changes in Equity and Cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory notes as set out in pages (25) to (41).

2. Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Sri Lanka Accounting Standards. This responsibility includes: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

3. Scope of Audit and Basis of Opinion

Our responsibility is to express an opinion on these financial statements based on our audit. We have conducted our audit in accordance with Sri Lanka Auditing Standards. These Standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit, except for the matters stated in the paragraph (4) below.

We, therefore, believe that our audit provides a reasonable basis for our opinion.

4. Revenue nature expenses amounting Rs.800,000/-(approximately) has been capilaized under new office premises which in our opinion is non-compliance with LKAS16- "Property, Plant & Equipment"

5. Opinion

In our opinion, except for the matters stated in paragraph (4) above and any consequent adjustments that may arise there from, so far as appears from our examination, the Company maintained proper accounting records for the year ended 31st March, 2012 and the financial statements give a true and fair view of the Company's state of affairs as at 31st March, 2012 and its loss and cash flows for the year then ended in accordance with Sri Lanka Accounting Standards.

6. Report on Other Legal and Regulatory Requirements

These Financial Statements also comply with the requirements of Section 151(2) of the Companies Act No.07 of 2007.

B. R. DE SILVA & CO.
Chartered Accountants

Colombo 05.

Date ..……..…...………

LW/DW(102)/04

SKILLS DEVELOPMENT FUND LTD.

INCOME STATEMENT FOR THE YEAR ENDED 31ST MARCH 2012

	Notes	2011/2012 Rs.	2010/2011 Rs.
Revenue	(3)	18,579,546	7,231,198
Direct Cost		(9,387,418)	(2,729,188)
Gross Profit		9,192,128	4,502,000
Other Operating Income	(4)	9,561,164	10,381,425
		18,753,292	14,883,435
Administration Expenses		(18,077,736)	(12,805,740)
Profit/Loss from Ordinary Activities	(5)	675,556	2,077,695
Finance Cost	(6)	(123,259)	(230,576)
Profit/Loss from Ordinary Activities before Taxation		552,297	1,847,119
Taxation		(621,411)	(2,395,443)
Net Profit/(Loss) for the year		(69,114)	(548,324)
Earnings per Share	(7)	(0.01)	(0.05)

The Notes to the Financial Statements in pages (29) to (37) form an integral part of these Financial Statements.

SKILLS DEVELOPMENT FUND LTD.
BALANCE SHEET AS AT 31ST MARCH 2012

	Notes	2011/2012 Rs.	*2010/2011* Rs.
ASSETS			
NON CURRENT ASSETS			
Property, Plant & Equipment	(5)	3,981,536	1,050,108
		3,981,536	1,050,108
CURRENT ASSETS			
Investment	(6)	147,784,538	149,341,391
Inventory Items		76,800	-
Trade & Other Receivables	(7)	6,909,727	5,665,940
Cash in Hand	(8)	22,261	713,839
		154,793,326	155,721,170
Total Assets		158,774,862	156,771,278
EQUITY & LIABILITIES			
CAPITAL & RESERVES			
Stated Capital	(9)	102,001,520	102,001,520
Revenue Reserve		479,890	479,890
Accumulated Profit/(Loss)	(10)	48,343,010	48,412,124
Total Equity		150,824,420	150,893,534
NON CURRENT LIABILITIES			
Retirement Benefit Obligations	(11)	1,307,564	991,889
		1,307,564	991,889
CURRENT LIABILITIES			
Bank Overdraft (BOC -801)		1,670,152	-
Trade & Other Payables	(12)	3,433,933	3,465,034
Taxation	(13)	1,538,793	1,420,821
		6,642,878	4,885,855
Total Equity & Liabilities		158,774,862	156,771,278

These Financial Statements are prepared in compliance with the requirements of the Companies Act No.07 of 2007.

Director Finance

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

		Signature	***Name***
Directors	1.	…………………………………….	Malith Jayathilaka
	2.	…………………………………….	K. A. S. A. Perera

Date 05.10.2012

The Notes to the Financial Statements in pages (29) to (37) form an integral part of these Financial Statements.

SKILLS DEVELOPMENT FUND LTD.

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31ST MARCH 2012

	Stated Capital	*Revenue Reserve*	*Accumulated Profit/ (Loss)*	*Total*
	Rs.	***Rs.***	***Rs.***	***Rs.***
Balance as at 01.04.2010	102,001,520	479,890	51,510,486	153,991,896
Declared Dividends for 2009/2010	-	-	(2,550,038)	(2,550,038)
Profit/(Loss) for the year 2010/2011	-	-	(548,324)	(548,324)
Balance as at 31.03.2011	102,001,520	479,890	48,412,124	150,893,534
Profit/(Loss) for the year 2011/2012	-	-	(69,114)	(69,114)
Balance as at 31.03.2012	102,001,520	479,890	48,343,010	150,824,420

The Notes to the Financial Statements in pages (29) to (37) form an integral part of these Financial Statements.

SKILLS DEVELOPMENT FUND LTD.
CASH FLOW STATEMENT
FOR THE YEAR ENDED 31ST MARCH, 2012

	2011/2012 Rs.	2010/2011 Rs.
Cash Flow from / (Used in) Operating Activities		
Net Profit/ (Loss) before Income Tax Expenses	552,297	1,847,119
	552,297	1,847,119
Adjustments For		
Disposal Profit/(Loss)	(5,123)	14,945
Disposal Profit/(Loss)	991	-
Depreciation	723,431	262,784
Gratuity	451,426	292,676
Interest Income	(9,560,173)	(10,373,814)
Finance Cost	123,259	230,576
Dividend Declaration	-	(50,000)
Operating Profit/(Loss)before Working Capital Changes	(7,713,892)	(7,775,714)
(Increase)/Decrease in Trade & Other Receivables	(1,243,787)	(2,246,199)
Increase/(Decrease) in Trade & Other Payables	(31,101)	461,222
(Increase)/Decrease in Inventory items	(76,800)	-
Cash Generated from Operations	(9,065,580)	(9,560,691)
Gratuity Paid	(135,750)	-
Tax Paid	(500,000)	(4,853,854)
Finance Cost Paid	(123,259)	(230,576)
W.H.T.	(3,439)	(85,205)
Net Cash from / (Used in) Operating Activities	(9,828,028)	(14,730,326)
Cash Flows from/(Used in) Investing Activities		
Acquisition of Investments	1,556,853	4,638,926
Interest Received	9,579,461	10,795,303
Sales proceed on disposal of Fixed Assets	1,500	-
Purchase of Property, Plant & Equipment	(3,671,516)	(480,532)
Net Cash Flows from/(Used in) Investing Activities	7,466,298	14,953,697
Net Increase/(Decrease) in Cash and Cash Equivalents	(2,361,730)	223,371
Cash and Cash Equivalents at the beginning of the year	713,839	490,468
Cash and Cash Equivalents at the end of the year	(1,647,891)	713,839
Analysis of Cash & Cash Equivalents		
Cash at Bank	(1,670,152)	701,628
Cash in hand	22,261	12,211
	(1,647,891)	713,839

The Notes to the Financial Statements in pages (29) to (37) form an integral part of these Financial Statements.

SKILLS DEVELOPMENT FUND LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

1. CORPORATE INFORMATION

1.1 General

Skills Development Fund Limited is a Limited Liability Company incorporated and domiciled in Sri Lanka. The registered office of the Company and the principal place of business is situated at 'Nipunatha Piyasa' 7th Floor, 354/2, Elvitigala Mawatha, Colombo 05 and principal place of business is situated at Colombo 05.

1.2 Principal Activities and Nature of Operations

During the year, the principal activities of the Company were,

- Support Job Entry Training, Skills Upgrading and Retraining of employees.
- Expand & Improve Enterprise Based Training to facilitate the development of a highly trained & skilled workforce.
- Provide linkages between training institutions and the employers.

1.3 The notes to the Financial Statements on pages (29) to (37), form an integral part of the Financial Statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2.1 General Policies

2.1.1 Basis of Preparation

The Balance Sheet, Statement of Income, Changes in Equity and Cash Flows, together with accounting policies and notes of the Company as at 31st March 2012 and for the year then ended comply in all material respects with the applicable Sri Lanka Accounting Standards.

Basis of Preparation (Contd…)

These financial statements presented in Sri Lanka Rupees have been prepared on a historical cost basis.

The Directors have made an assessment of the Company's ability to continue as a going concern and they do not intend either to liquidate or to cease trading.

2.1.2 Taxation

2.1.3

(a) Current Taxes

The provision for income tax is based on the elements of income and expenditure as reported in the financial statements and computed in accordance with the provisions of the Inland Revenue Act.

2.2 Valuation of Assets and Their Measurement Bases

2.2.1 Trade and Other Receivables

Trade receivables are stated at the amounts they are estimated to realise net of provisions for bad and doubtful debts.

2.2.2 Cash and Equivalents

Cash and cash equivalents are defined as cash in hand, demand deposits and short term highly liquid investments, readily convertible to known amounts of cash and subject to insignificant risk of changes in value.

For the purpose of cash flow statement, cash and cash equivalents consist of cash in hand and deposits in banks net of outstanding bank overdrafts. Investment with short maturities i.e. three months or less from the date of acquisitions are also treated as cash equivalents.

2.2.3 Property, Plant & Equipment

(a) Cost

Property, Plant & Equipment are recorded at cost less accumulated depreciation

(b) Depreciation

The provision for depreciation is calculated by using a straight line basis on the cost or valuation of all Property, Plant and Equipment other than freehold land, in order to write off such amounts over the following estimated useful lives. The principal annual rates used are;

Computers Equipment	Over a period of 04 Years
Other Office Equipment	Over a period of 05 Years
Motor Vehicles	Over a period of 04 Years
Furniture & Fittings	Over a period of 10 Years
New Office Premises	Over a period of 10 Years

Property, Plant & Equipment acquired prior to 01st January 2006 were fully depreciated in the year of purchased but not in the year of sale. Property, Plant & Equipment acquired after 01st January 2006 are depreciated from the month of assets are available for use over their estimated useful lives.
Commencing from 01st January 2006 the assets residual values, useful lives and method of depreciation are reviewed, and adjusted if appropriate at each financial year end.

2.2.4 Investments

(a) Current Investments

Current investments are stated at Cost.

2.3 Liabilities and Provisions

2.3.1 All known liabilities have been accounted for in preparing the financial statements.

2.3.2 Retirement Benefit Obligations

(a) Defined Benefit Plan – Gratuity

Gratuity is a Defined Benefit Plan. In Order to meet this liability, a provision is carried forward in the balance sheet, based on half a month’s salary of the last month of financial year of all employees for each completed year of service, commencing from the first year of service. The gratuity liability is not funded nor actuarially valued. This item is grouped under provision and other liabilities in the Balance Sheet.

(b) Defined Contribution Plans – Employees' Provident Fund & Employees' Trust Fund

Employees are eligible for Employees' Provident Fund Contributions and Employees' Trust Fund Contributions in line with respective Statutes and Regulations.

2.4 Income Statements

2.4.1 Revenue Recognition

Revenue is recognized to the extent that it is probable that the economic benefits will flow to the Company and the revenue and associated costs incurred or to be incurred can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable net of trade discounts and sales taxes. The following specific criteria are used for the purpose of recognizing of revenue.

(a) Rendering of Services

Revenue from rendering of services is recognised in the accounting period in which the services are rendered or performed.

(b) Interest

Interest Income is recognised on an accrual basis.

2.4.2 Expenditure Recognition

(a) Expenses are recognized in the Income Statement on the basis of a direct association between the cost incurred and the earning of specific items of income. All expenditure incurred in the running of the business and in maintaining the Property, Plant & Equipment in a state of efficiency has been charged to income in arriving at the profit for the year.

(b) For the purpose of presentation of the Income Statement the Directors are of the opinion that the function of expenses method, presents fairly the elements of the Company's performance, and hence such
Presentation method is adopted.

(c) Percentage of administration cost is recognized as programme relevant cost and treats as direct cost to arrive gross profit. The percentages of cost attribution as follows.

Stationery	75 %
Telephone	90 %
Fuel	60 %
Overtime	50 %
Stamp Duty	100%

SKILLS DEVELOPMENT FUND LTD.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

		2011/2012	2010/2011
		Rs.	Rs.
(3)	**REVENUE**		
	Income	18,579,546	7,231,198
		18,579,546	7,231,198
(4)	**OTHER OPERATING INCOME**		
	Interest Income (C-1)	9,560,173	10,373,814
	Other Income	-	7,611
	Other Income-Disposal Profit	991	-
		9,561,164	10,381,425

(5) **OPERATING PROFIT**

Operating Profit is stated after charging the expenses including the following:

Auditors Remuneration	65,000	55,000
Depreciation	723,050	262,784

(6) **FINANCE COST**

Nations Building Tax	63,825	219,728
Bank Charges	14,810	10,848
VAT	44,624	-
	123,259	230,576

(7) **EARNINGS PER SHARE**

Basic earnings per share is calculated by dividing the net loss for the year attributable to ordinary shareholders by weighted average number of ordinary shares outstanding during the year.

Net Loss attributable to Ordinary Shareholders (Rs.)	(69,114)	(548,324)
Weighted Avg. No. of Shares	10,200,152	10,200,152
Earnings per Share	(0.01)	(0.05)

NOTES TO THE FINANCIAL STATEMENTS
AS AT 31ST MARCH 2012

PROPERTY, PLANT & EQUIPMENT

Gross Carrying Amounts	*BALANCE AS AT 01.04.2011*	*ADDITIONS / TRANSFERS / ACQUISTIONS*	*DISPOSALS / TRANSFERS*	*BALANCE AS AT 31.03.2012*
	Rs.	***Rs.***	***Rs.***	***Rs.***
Furniture & Fittings	796,959	335,248	36,340	1,095,867
Other Office Equipment	953,899	504,915	93,166	1,365,648
Motor Vehicles	3,603,125	-	-	3,603,125
Computer Equipment	2,163,126	793,250	302,477	2,653,899
New Office Premises	-	2,038,103	-	2,038,103
Total Value of Depreciable Assets	7,517,109	3,671,516	431,983	10,756,642

Depreciation	BALANCE AS AT 01.04.2011	CHARGE FOR THE YEAR TRANSFERS	DISPOSALS/ TRANSFERS	BALANCE AS AT 31.03.2011
	Rs.	**Rs.**	**Rs.**	**Rs.**
Furniture & Fittings	494,580	55,124	24,667	525,037
Other Office Equipment	584,782	213,328	93,166	704,944
Motor Vehicles	3,603,125	-	-	3,603,125
Computer Equipment	1,784,514	268,153	297,493	1,755,174
New Office Premises	-	186,826	-	186,826
Total Depreciation	6,467,001	723,431	415,326	6,775,106

Net Book Values

Total Carrying Amount of Property, Plant & Equipment	3,981,536

SKILLS DEVELOPMENT FUND LTD.
NOTES TO THE FINANCIAL STATEMENTS AS AT 31ST MARCH 2012.

		2011/2012	*2010/2011*
(09)	**INVESTMENTS**	*Rs.*	*Rs.*
	Fixed Deposit –Peoples' Bank	145,962,124	148,972,452
	Call Deposit	1,822,414	368,939
		147,784,538	149,341,391
(10)	**TRADE & OTHER RECEIVABLES**		
	Debtors	3,188,443	3,250,063
	Refundable Deposits	32,000	32,000
	Pre Paid Insurance	13,461	13,481
	Allowances Receivable	67,300	67,300
	Advance	186,000	-
	Interest Receivable	3,016,030	2,207,663
	Staff Loan	8,035	535
	Ministry of Youth Affairs	78,298	78,298
	Salary Advance	16,600	16,600
	VAT Receivable	303,560	-
		6,909,727	5,665,940
(11)	**CASH & CASH EQUIVALENTS**		
	Bank of Ceylon - 801	(1,670,152)	701,628
	Cash In Hand	22,261	12,211
		(1,647,891)	713,839

(12) **STATED CAPITAL**

	No.	*Rs.*	*No.*	*Rs.*
Fully Paid -				
- Ordinary Shares & One Golden Share	10,200,152	102,001,520	10,200,152	102,001,520

(12.1) **The Golden Shareholder**

The Golden Shareholder is currently held by the Secretary to the Treasury and shall only be held by Secretary to the Treasury or by an "Appointed Director" in his official capacity and not in his own name for the behalf of the state of the Democratic Socialist Republic of Sri Lanka. In addition to the right of the normal Ordinary Shareholder the Golden Shareholder has following rights.

(12.1.1) The holder of the " Golden Share " may veto any Odinary , special or extraordinary resolutions passed by General Meeting or Otherwise , if such resolutions, in opinion of the holder of the Golden Share, for the time being, is either contract to the mission, goals and objectives of the Company or is not in keeping with the policy of the

(12.1.2)

The Articles of Association of the Company as originally framed may from time to time be altered by "Special Resolution", provided that the concurrence of the holder of the Golden Share, in writing, shall be first obtained to amend the definition of the words "Golden Share" and "Golden Shareholder" and any articles relating to the rights of the holder of the Golden Share.

(12.1.3)

The Golden Shareholder shall be entitled to call upon the Board of Directors of the Company once in every three month period if desired to meet with the Golden Shareholder and or his nominees and the Directors if so called upon shall meet with the Golden Shareholder and or his nominees to discuss matters of the Company of interest to the State of the Democratic Socialist Republic of Sri Lanka.

(12.1.4)

The Golden Share may be converted into an Ordinary Share with the concurrence of the Golden Shareholder given in writing and the concurrence of the majority of the Share holders.

(12.1.5)

The Golden shareholder and/or his nominees shall be entitles to inspect the books of accounts of the Company after giving two weeks written notice to the Company.

(12.1.6)

The Company shall submit to the Golden shareholder, within 60 days of the end of each quarter, a quarter report relating to the performance of the company during the said quarter in a pre -specified format agreed to by the Golden Shareholder and the company.

(12.1.7)

The Company shall submit to the "Golden shareholder", within 90 days of the end of each fiscal year, information relating to the Company in a pre-specified format agreed to by the Golden Shareholder and the Company.

(13) **ACCUMULATED PROFIT/(LOSS)**

Profit / (Loss) Brought Forward	48,412,124	51,510,486
Profit/(loss) During the Year	(69,114)	(548,324)
Dividends Payable as at 31/03/2012	-	(2,500,038)
Dividend Payments During The Year	-	(50,000)
Profit/(Loss) Carried Forward	48,343,010	48,412,124

SKILLS DEVELOPMENT FUND LTD.
NOTES TO THE FINANCIAL STATEMENTS AS AT 31ST MARCH 2012.

(14) **RETIREMENT ON BENEFIT OBLIGATIONS**

Balance as at beginning of the year	991,889	699,213
Gratuity Payment during the year	(135,750)	-
Provision for the year	451,425	292,676
Balance at end of the Year	1,307,564	991,889

(15) **TRADE & OTHER PAYABLES**

Audit Fees Payable-Annual Audit		65,000	55,000
PAYE Payable		9,237	16,888
EPF Payable		-	3,795
ETF Payable		-	570
SRL Payable		-	129
Salary Payable		1,603	17,358
Sri Lanka Standards Institute		55,500	55,500
Office Maintenance		46,614	46,614
Security Payable		37,500	77,600
Ministry of SD & PER		28,839	28,839
Sundry Creditors		26,530	26,530
NBT Payable		(27,208)	47,097
Bills Payable-Accounting		15,000	15,000
Advances		8,050	8,050
Other Payables	(F)	363,670	320,451
Dividends Payable		2,500,038	2,500,038
VAT Control		303,560	245,575
		3,433,933	3,465,034

(16) **TAXATION**

Balance at the beginning of the year	1,420,821	3,964,437
Provision for the year	621,411	2,395,443
Less : Tax Payments	(500,000)	(4,853,854)
WHT	(3,439)	(85,205)
Balance at the end of the year	1,538,793	1,420,821

SKILLS DEVELOPMENT FUND LTD.
DETAILED INCOME STATEMENT
FOR THE YEAR ENDED 31ST MARCH 2012

	Add:	*2011/2012*	*2010/2011*
	Notes	***Rs.***	***Rs.***
Revenue	(A)	18,579,546	7,231,198
Direct Cost	(B)	(9,387,418)	(2,729,188)
Gross Profit		9,192,128	4,502,010
Other Operating Income	(C)	9,561,164	10,381,425
		18,753,292	14,883,435
Administration Expenses	(D)	(18,077,736)	(12,805,740)
Profit/(Loss) From Operating Activities		675,556	2,077,695
Finance Cost	(E)	(123,259)	(230,576)
Profit/(Loss) from Ordinary Activities Before Taxation		552,297	1,847,119
Taxation		(621,411)	(2,395,443)
Net Loss for the year		(69,114)	(548,324)

SKILLS DEVELOPMENT FUND LTD.

ADDITIONAL NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

	2011/2012 Rs.	2010/2011 Rs.
(A) REVENUE		
Programme Income	18,579,546	7,213,198
(B) DIRECT COSTS		
Resource Personnel Fees	4,260,705	1,423,080
Stationery & Consumables - Prog.	335,625	1,975
Advertising - Prog	149,789	341,126
Material Expenses	43,097	-
Refreshments	2,193,195	-
Travelling & Daily Sub - Prog	153,721	24,159
Hall Charges	5,000	627,533
Public Seminar Expenses	-	33,900
Other Programme Expenses	24,940	64,525
Fuel-Programme	641,581	29,190
Postage- Programme	202,925	90,462
Course Fee-Refund	3,429	-
Job Entry-Balapitiya Center	-	3,877
Job Entry-Hiniduma Center	17,220	89,361
Programme Relevant Cost	1,356,191	-
	9,387,418	2,729,188
(C) OTHER OPERATING INCOME		
Interest Income	9,560,173	10,373,814
Other Income	-	7,611
Other Income-disposal Profit	991	-
	9,561,164	10,381,425

(C-1) INTEREST INCOME

Type of Investments	***Interest Received during the year***	***Interest Receivable as at 31.03.2012***	***Interest Income for the period***
	Rs.	***Rs.***	***Rs.***
Fixed Deposite-Peoples Bank	6,509,614	3,016,030	9,525,644
Call Deposites	34,529	-	34,529
	6,544,143	3,016,030	9,560,173

SKILLS DEVELOPMENT FUND LTD.

ADDITIONAL NOTES TO THE FINANCIAL STATEMEI
FOR THE YEAR ENDED 31ST MARCH 2012

		2011/2012 Rs.	2010/2011 Rs.
(D)	**ADMINISTRATION EXPENSES**		
	Wages & Salaries	6,768,625	6,399,302
	Chairman's Allowance	580,000	310,000
	Chairman's Vehicle Allowance	360,000	210,000
	Chairman's Entertainment Allowance	50,000	-
	EPF - 12%	816,865	767,917
	ETF - 3%	202,650	192,076
	Gratuity	451,426	292,676
	Over Time	101,427	38,459
	Staff Bonus	366,875	200,000
	Staff Welfare	397,438	134,977
	Other Allowances	-	30,000
	Furniture & Fittings Depreciation	54,743	51,307
	Office Equipment Depreciation	213,328	87,865
	Computer Equipment Depreciation	268,153	123,613
	New Office Premises Depreciation	186,826	-
	Accounting Fee	61,481	45,540
	Audit Fees-Annual Audit	75,460	57,400
	Advertising & Promotional	-	7,020
	Secretarial Services	190,518	73,619
	Other Expenses	199,040	114,889
	Postage	5,760	4,574
	Stationery	201,382	258,289
	Printing	204,230	134,300
	Telephone	72,229	311,408
	Transport	120,878	17,129
	Subsistence	34,202	10,600
	Professional Charges	15,000	-
	Electricity	1,234,884	935,322
	Janitorial Services	196,938	137,034
	Insurance	53,868	54,900
	Loss on FA Disposal	5,123	-
	Internet & Email Charges	39,697	60,528
	Vehicle Hire Charges	32,000	-
	Security	409,900	295,262
	Subscriptions	55,000	50,000
	Staff training & Development	53,500	-
	Staff Recruitments	-	19,800
	Total	**14,079,446**	**11,464,255**

	14,079,446	**11,464,255**
Fuel	423,120	517,832
Office Equipment Maintenance	297,807	125,453
vehicle Repair& Maintenance	338,280	134,719
Water	47,067	52,384
Stamp Duty	-	330
Social Responsibility Levy	48	-
Courier Charges	-	1,550
Other Service Charges	-	6,310
Board Members Atten. Allowance	297,000	33,000
Board Members Travell. Allowance	-	73,500
Maintenance Charges	351,153	39,357
Computer Maintenance	234,500	86,605
Web Page Maintenance Charges	-	22,500
Penalty & Surcharge	-	-
Donation	396,000	233,000
Dayata Kirula Stall Expenses	1,162,491	-
Rent & Taxes	130,667	-
Loss on Demolished FA	11,407	14,945
Surcharge & Penalty	100,000	-
Foreign Travelling	208,750	-
	18,077,736	12,805,740

(E) **FINANCE COST**

Nations Building Tax	63,825	219,728
Bank Charges	14,810	10,848
VAT	44,624	-
	123,259	230,576

(F) **OTHER PAYABLES**

Internet Charges Payables	15,005	10,075
Electricity Payables	112,316	206,617
Sundry Payables	33,820	52,062
Telephone Payables	105,029	41,697
Professional Charges Payables	97,500	10,000
	363,670	320,451

(G) **INTEREST RECEIVABLES**

Fixed Deposit	3,016,030	2,207,663
	3,016,030	2,207,663