



**REPORT OF THE EXECUTIVE COMMITTEE TO THE 56TH PLENARY
ASSEMBLY ON FINANCIAL MATTERS (TREASURER'S REPORT)
11TH DECEMBER 2024**

PAPER 2

**BUDGET PROPOSAL FOR THE FINANCIAL YEAR 1ST APRIL 2025 TO
31ST MARCH 2026**

PREAMBLE

The Plenary Assembly is reminded that Strategic Objective 6 of the Forum's Strategic Plan (2024-2028) provides for the "Securing of financial resources to ensure sustainability".

In this regard, the Forum has embarked on consistent efforts to promote Prudential Financial Planning in order to ensure that statutory activities continue to be implemented and that activities are implemented with the lean staff organogram, supported by secondments and short-term consultancy arrangements. The Executive Committee (EXCO) has been quite successful in this regard and has ensured that the Forum has adequate resources to fulfil both its statutory and programme activities, including initiatives related to the Forum's transformation.

In the next financial year (1st April 2025 to 31st March 2026), the Forum will continue to tread carefully with the financial guidance of the EXCO, through the Finance Sub-Committee (FSC), which guidance is based on the following:

- a) The need for the Executive Committee to effectively exercise oversight over the operations of the institution and to continuously monitor fiscal and operational risks to enhance its prudential framework;
- b) The necessity to manage costs by implementing all statutory activities of the Forum by a combination of online and physical meetings, with the effort of keeping visible meetings such as the Plenary Assembly in physical format;
- c) The requirement for national Parliaments to continue to contribute towards the participation of their Members, where meetings are organised

in physical form, except where a meeting is sponsored through donor/external resources;

- d) In addition, the practice where Member Parliaments support the implementation of the Forum's core activities such as the Plenary Assemblies, EXCO meetings and Standing Committee Meetings by facilitating the participation of their Members at the cost of the Parliament as necessary;
- e) Pursuing of Secondment arrangements with national Parliaments to manage the human resource costs of the organisation. In addition, the Secretary General to continue, with the agreement of relevant staff, to attribute to staff, duties which are best dispensed by them in line with the objective to achieve operational efficiency;
- f) As provided for in the Strategic Plan, exploration of innovative avenues in order to deal intelligently with the financial resources of the Forum.

Prudential Financial Planning warrants that the Forum is able to secure its going concern for the foreseeable future. As the SADC Parliamentary Forum progresses towards its transformation into a Regional Parliament, it has become increasingly necessary to secure the financial sustainability of the institution in both the short and long term, for its core activities and the operations of the Secretariat, **primarily** from internally generated resources. In this regard, while external funding is desirable and appreciated, the focus of external funding is meant to be for non-core operations, especially also in view of the dwindling donor universe and changing donor priorities.

The Budget Proposal for 2025/2026 takes into consideration the above and is, hereby, submitted for the consideration of the Plenary Assembly.

1.0. EXECUTIVE SUMMARY

- 1.1. The Executive Committee is requested to consider the budget proposal for the financial year 1st April 2025 to 31st March 2026.
- 1.2. The budget proposal assumes no increase in Member Contributions due to concerns raised by the membership regarding the economic status of member countries amid various competing priorities. In this regard, the alternative is to apply some of the Retained Earnings towards the budget. This option is not sustainable beyond the next financial year in view of the fact that the Balance Sheet as at 31st March 2024 (unaudited) records that the Retained Earnings now stand at N\$13.28 million. This amount is likely to be depleted in the next financial year as already N\$5.5 million was allocated to the 2024/2025 Budget and it is proposed that N\$6.5 million be allocated to the budget for the 2025/2026 financial year.

- 1.3. It is worth noting that the amount of N\$6.5 million allocated to the budget from Retained Earnings can be equated to N\$433,333 per Member Parliament, which would require that, *in the absence of reserves*, the current contribution of N\$1,501,500 would have to be increased by at least 28%. The 28% is before factoring in inflation and any other cost increases.
- 1.4. The Membership is advised that, at the current level of contributions, the Salaries Budget alone equals N\$18.34 million, which is 87% of Mandatory Member Contributions which total N\$21,148,050. In the absence of alternative income and allocation from Retained Earnings (Reserves), this means that there is only N\$2.7 million (13%) available for the core business and operations. For the Membership's further appreciation of the dire situation, Members may wish to note that the total cost for **one** Plenary Assembly is more than N\$1.5million and is, therefore, the bare minimum budget allocated under SADC PF funding, with alternative funding sought from donors.
- 1.5. As the Membership is aware, the Forum has also been affected by the dwindling donor universe which has made it very difficult to secure external funding. Already, the external funding that is currently available and which covers, in full, the Salaries bill for five senior core positions, is available only up to October 2026. In addition, external funding should not normally cover the statutory core activities of the Forum, such as the Plenary Assembly, EXCO and Standing Committee meetings; neither should it cater for the running of the Secretariat.
- 1.6. The Secretariat has highlighted the threat to the Going Concern of the institution in the Treasurer's report over more than two years. As indicated at 1.2, the current budget, for the financial year ending 31st March 2025, included an allocation of N\$5.5 million from Reserves to Income in order to cater for the core operations of the Forum and other relevant priority activities. Despite this allocation of N\$5.5 million, the budgeted surplus was only N\$24,032.
- 1.7. Despite the financial challenges, the institution is still required to effectively deliver on its mandate, including operationalising the 2024 to 2028 Strategic Plan as approved by the 54th Plenary Assembly, including ensuring its efficacy in the transformation into a SADC Parliament. As indicated in previous reports, the institution is required to function at par with other inter-parliamentary bodies such as the Pan African Parliament, EALA, or the ECOWAS Parliament in view of representing the SADC's interests at the international and global levels. In order to effectively deliver on its mandate, the Forum must, therefore, still

maintain the financial strength and resource capability to function effectively and efficiently.

- 1.8. In view of this, although various austerity and cost management measures have been implemented to date and Management continues to innovate and create opportunities for further cost cutting and operational efficiencies wherever possible, it is perhaps opportune for the Membership to seriously consider reviewing its Mandatory Member Contributions and to propose a sustainable and financially viable solution beyond its transformation into the Regional Parliament. This, notwithstanding the mechanisms put in place for SADC PF to be a beneficiary of the SADC PF and its Successor's Trust.
- 1.9. The Membership is advised to note that it is also important that any increase in Contributions is not perceived to be a direct result of the Transformation as this may negatively impact the process; in this regard, timing is of the essence.

2.0. ASSUMPTIONS AND OTHER CONSIDERATIONS

2.1. Sources of Finance

This budget provides for all known and confirmed sources of finance for the financial year 2025/2026.

2.2. Emphasis on Internally Generated Financial Resources

- 2.2.1. The SADC PF and its membership continues to embrace change in view of the ever evolving global political, economic, social and technical environment. As indicated in previous years' budgets, the current global trends warranted a rethinking of the way the Forum structures its budget so that it has progressively become less reliant on donor funding, with donor funding being only used as a safety net for thematic projects, rather than for running its core operations.
- 2.2.2. As was the case for the year 2024/2025, the budget for 2025/2026 recognises the absence of external funding and falls back on its internal resources. *The inclusion of donor funds as income in the budget is for consolidation purposes only and the exact amount is then included under expenditure, resulting in the net effect on the budget being zero.*

2.3. Mode of Operations/Implementation of Activities

- 2.3.1. The budget for the 2025/2026 Financial Year ensures that the business of the Forum is conducted within the funds raised from Annual Mandatory Contributions and Retained Earnings, with increased in-kind contribution on the part of Member Parliaments where necessary.

2.3.2. Pursuant to the resolution of the Executive Committee, at its meeting held on 13th November 2021, in Johannesburg, South Africa, and subsequent resolutions made by the EXCO and the Plenary Assembly, it is proposed that in the financial year 2025/2026, some of the statutory meetings of the institution continue to be held physically while others to be held virtually as follows:

2.3.2.1. Both the 57th and 58th Plenary Assemblies are proposed be held physically.

2.3.2.2. Only one Executive Committee meeting is proposed to be held physically, with any additional EXCO meetings to be held virtually. The budget provides for 1 physical and 3 virtual meetings.

2.3.2.3. All the EXCO Sub-Committee meetings will take place virtually (FSC, HR & PCD, Legal, & Parliamentary Business). The budget provides for 2 virtual meetings for each Sub-Committee.

2.3.2.4. Standing Committee, RPMLOC, and RWPC meetings are all proposed to be held virtually, unless external funding is available for physical meetings. In this regard, the Membership may wish to note that some Standing Committees may hold physical meetings while others will only be able to hold virtual meetings. The budget provides for 2 virtual meetings each for the five Standing Committees, the RPMLOC and the RWPC.

2.3.2.5. For all physical meetings, a provision will be made to facilitate participation through a virtual platform (hybrid system).

2.4. Member Parliaments' in-kind Contribution

As per SADC PF established policy, the costs of participation of the membership in the Plenary Assembly and other physical meetings shall be borne by their Member Parliaments unless external funding is made available.

2.5. Staff Emoluments

2.5.1. The institution continues to recognise the key role that the Secretariat plays in the management, sustainability and growth of the institution. A Secretariat composed of highly qualified and professional staff is paramount to the success of the institution, especially given its regional status. It is the strength of the Secretariat and the robust human resource skeleton of the Forum which in large part makes the Forum attractive to be the recipient of donor funding. The budget for 2025/2026 provides for the current staff on board, excluding five key senior positions that are funded by the Swedish under the SRHR, HIV and AIDS Governance Project.

2.5.2. Further, the funding from the Swedish will only cater for the five key positions in the approved Secretariat Structure up to October 2026, and therefore will cover the financial year 2025/2026 only. Beyond this, the Forum must review this staffing position and provide a sustainable alternative going forward.

2.5.3. Parliaments are encouraged to continue to second staff for identified positions, under the Secondment Policy and within the guidelines provided by the Secretariat. Any secondments will, however, be at the full cost of Member Parliaments.

2.6. Networking and Visibility

As the Forum transitions into a Regional Parliament, there has been an increasing demand for the Forum to participate in the meetings of other regional and global Parliamentary bodies such as the SADC, PAP, CPA and the IPU in order to promote collaboration and visibility. In addition, it is anticipated that the Task Team on Transformation composed of SADC Secretariat and SADC PF Secretariat staff will also continue to meet, pursuant to the resolution of the 41st SADC Summit of Heads of State and Government and the Council of Ministers which met in August 2021 in Malawi.

2.7. Cost Drivers and Context

2.7.1. Costs of goods and services continue to rise due to inflation and depreciation of the South African Rand/Namibian Dollar against major currencies such as the British Pound and US Dollar. Unfortunately, inflation and depreciation of currencies extends to almost all the countries in Southern Africa and impacts on the costs of the institution's activities, most of which are held across the member countries pursuant to the tradition of the SADC PF.

2.7.2. As was the case with the 2024/2025 Budget proposal, the approach in preparing the 2025/2026 Budget Proposal has been a cautious one. The Secretariat has continued to be innovative in ensuring the management of costs, which has fortunately been enhanced by new developments in ICTS such as improved virtual engagements, provisions for remote work and Artificial Intelligence. In addition, the core business of the Forum has been prioritised.

2.8. Risk Assessment

2.8.1. Major Risk: Staff Emoluments

2.8.1.1. It should be highlighted that the business Model of organisations of similar standing as the Forum has always been to have a robust salary structure which can attract elite professionals to join the organisation, especially as few individuals have the niche skills

required to interact with Parliaments and build the capacity of MPs. Comparatively, the salary bill of the Forum continues to be much less than the salary bill of other inter-parliamentary organisations or other SADC organs such as the SADC Secretariat. The business model of inter-parliamentary organisations in general require the institutions to maintain a competitive salary structure in order to preserve certain crucial skills to keep the organisation afloat and render it attractive to implementing partners, collaborators and potential donors and investors.

- 2.8.1.2. The proportion of the salary Bill with regards to the overall revenue of the organisation, *including donor funding*, has in the past years been at most 30%. However, without donor funding, the percentage of salaries to Member Contributions is now at 87% compared to 82.5% in the 2024/2025 budget.

2.8.2. **Financial Sustainability and Going Concern:**

- 2.8.2.1. The proposed budget for 2025/2026 has a minimal projected surplus of only N\$64,036 despite the use of reserves. It is therefore imperative that the Membership considers the financial position of the institution in view of the resolution not to increase Member Contributions vis-à-vis the ever-increasing costs due to inflation, depreciation of the local currency, rising interest rates and absence of donor funding. The 2024/2025 Budget Proposal submitted to the 54th Plenary Assembly in December 2023, already indicated that by 2026, a strategy must already be executed to address the risks to the going concern. *This Budget Proposal, therefore, presents an opportunity to address the matter with the urgency required.*

3.0. BUDGET PROPOSAL 2025/2026

- 3.1. The proposed Budget for the financial year 2025/2026 is attached hereto as **Annexure B001 with support schedules A to C and 1 to 19**. Below is the Master Budget summary schedule.

B001 SADC PARLIAMENTARY FORUM					
MASTER BUDGET-YEAR ENDING 31 MARCH 2026					
ITEM NO.	EXPENDITURE/INCOME CATEGORY	CURRENT APPROVED	B PROPOSED BUDGET	C INCREASE/ (DECREASE)	D INCREASE/ (DECREASE)
		2024-2025 N\$	2025-2026 N\$	N\$	%
	INCOME				
A	Annual Mandatory Contributions	21,148,050	21,148,050	-	0%
B	Interest Receivable	480,000	480,000	-	0%
C	Other Income - Allocation from Reserves	5,500,000	6,500,000	1,000,000	18%
D	Donor Income	-	31,763,340	31,763,340	
				-	
	TOTAL REVENUE	27,128,050	59,891,390	32,763,340	121%
	ADMINISTRATIVE OVERHEAD EXPENSES	2,978,206	3,248,186	269,979	9%
1	Administration and office expenses	1,027,560	1,197,000	169,440	16%
2	Communication & ICT expenses	462,955	522,120	59,165	13%
3	Financial expenses	673,381	594,066	- 79,316	-12%
4	Motor vehicle running expenses	120,000	144,000	24,000	20%
5	Professional, consultancy and legal expenses	190,000	160,000	- 30,000	-16%
6	Travel, subsistence and transport	201,000	243,000	42,000	21%
7	Audit Fees	214,500	180,000	- 34,500	-16%
8	Insurance	88,810	208,000	119,190	134%
	STAFF EMOLUMENTS	17,450,285	18,341,020	890,735	5%
9	Staff emoluments	17,450,285	18,341,020	890,735	5%
	DIRECT OPERATIONAL EXPENSES	5,388,056	5,213,794	- 174,262	-3%
10	Plenary Assembly Meetings	2,999,676	3,003,046	3,370	0%
11	Executive Committee Meetings	442,740	485,548	42,808	10%
12	Parliamentary Business/ EXCO Sub-Com Meetings	452,000	424,480	- 27,520	-6%
13	Standing Committees	590,000	444,480	- 145,520	-25%
14	Other Policy Organ Costs/RWPC/RPMLC/COC	339,000	212,240	- 126,760	-37%
15	Language Translation Costs	76,000	234,560	158,560	209%
16	Programme Support	488,640	409,440	- 79,200	-16%
	Election Observation Missions	-	-	-	
	OTHER NON RECURRING EXPENSES	1,287,470	1,261,014	- 26,456	-2%
17	Capital Expenses	505,477	387,705	- 117,772	-23%
	Contingencies fund	30,000	30,000	-	0%
18	Mortgage repayment (Capital portion)	498,453	558,894	60,442	12%
19	Motor Vehicle Loan repayment (Capital portion)	253,541	284,415	30,874	12%
	DONOR EXPENDITURE	-	31,763,340	31,763,340	
20	SRHR, HIV & AIDS Gov. Project Expenditure		31,763,340	31,763,340	
	TOTAL EXPENDITURE	27,104,018	59,827,354	32,723,337	121%
	SURPLUS/(DEFICIT)	24,032	64,036	40,003	166%

4.0. NOTES TO THE BUDGET: BUDGETED INCOME

4.1. Article 21 of the SADC PF Constitution provides as follows regarding its Sources of Finance

The Finances of the Forum shall accrue from the following sources:

- (a) annual mandatory contributions from Member Parliaments, which shall be determined by the Plenary Assembly on the recommendation of the Executive Committee;
- (b) grants or donations from Governments, SADC, other international organisations and charitable institutions including international parliamentary groupings;
- (c) various fund-raising activities approved by the Plenary Assembly as recommended by the Executive Committee; and
- (d) any other sources approved by the Plenary Assembly.

4.2. SUMMARY OF BUDGETED INCOME

ITEM NO.	EXPENDITURE/INCOME CATEGORY	CURRENT APPROVED	PROPOSED BUDGET	INCREASE/ (DECREASE)	INCREASE/ (DECREASE)
		2024-2025	2025-2026		
		N\$	N\$	N\$	%
	INCOME				
A	Annual Mandatory Contributions	21,148,050	21,148,050	-	0%
B	Interest Receivable	480,000	480,000	-	0%
C	Other Income - Allocation from Reserves	5,500,000	6,500,000	1,000,000	18%
D	Donor Income	-	31,763,340	31,763,340	
				-	
	TOTAL REVENUE	27,128,050	59,891,390	32,763,340	121%

4.3. Total Revenue: N\$59,891,390

Total revenue is N\$59,891,390. Out of this amount, N\$21,148,050 is from Mandatory Member Contributions, N\$6,500,000 allocation from Reserves, N\$480,000 estimated interest from Investments and N\$31,763,340 is donor funds. The N\$31,763,340 has a separate budget and the whole amount is therefore reflected as expenditure.

4.4. Mandatory Contributions: N\$21,148,050

The Mandatory Member Contributions stand at N\$21,148,050 in the Financial Year 2025/2026, with each of the fourteen Member Countries contributing an amount of N\$1,501,500 per annum. Seychelles contribution is pegged at N\$127,050 per annum.

4.5. Interest from Investments N\$480,000

This estimate is based on the interest received from investing Member Contributions in an interest earning bank account as per SADC PF established policy. The amount of interest is dependent on the cashflow which determines how much can be invested. It is important, therefore, for Member Parliaments to pay their contributions earlier in the financial year, especially the first three months.

4.6. Allocations from Retained Earnings N\$6,500,000

Other Income constitutes a proposed allocation from Retained Earnings of N\$6,500,000.

- (i) Retained Income as at 31st March 2024 amounted to N\$13.28 million. Out of this amount, N\$5.5 million was allocated to the budget for the financial year 2024/2025. In this regard, only N\$6.5 million is calculated to be available for allocation to the 2025/2026 budget. As indicated in the Executive Summary, the Retained Earnings will most likely be depleted in the financial year 2025/2026.
- (ii) The proposal to allocate Retained Earnings to the budget is necessitated by the inadequacy of Mandatory Member Contributions to cater for core operations, and the lack of external funding towards Standing Committee and programme activities, networking and policy development processes.

4.7. Donor Funding: N\$ 31,763,340

- (i) The inclusion of N\$31,763,340 donor funds as income in the budget is to facilitate the consolidation of Audited Financial Statements only. In this regard, the exact amount of N\$31,763,340 is then included under expenditure, resulting in a zero net effect on the budget.
- (ii) *The reflection of Donor funds also presents an opportunity to compare the donor contribution against contributions from Member Parliaments. It is worth noting that the donor funds are 150% of Member Contributions.*
- (iii) Donor budgets and expenditure are compiled and reported separately according to the respective Agreements signed.

5.0. NOTES TO THE BUDGET: BUDGETED EXPENDITURE

5.1. Budgeted Expenditure is as summarised in the Schedule below:

EXPENDITURE CATEGORY	CURRENT APPROVED 2024-2025 N\$	PROPOSED BUDGET 2025-2026 N\$	INCREASE/ (DECREASE) N\$	INCREASE/ (DECREASE) %
ADMINISTRATIVE OVERHEAD EXPENSES	2,978,206	3,248,186	269,979	9%
STAFF EMOLUMENTS	17,450,285	18,341,020	890,735	5%
DIRECT OPERATIONAL EXPENSES	5,388,056	5,213,794	- 174,262	-3%
OTHER NON RECURRING EXPENSES	1,287,470	1,261,014	- 26,456	-2%
DONOR EXPENDITURE	-	31,763,340	31,763,340	
TOTAL EXPENDITURE	27,104,018	59,827,354	32,723,337	121%
SURPLUS/(DEFICIT)	24,032	64,036	40,003	166%

5.2. Total budgeted expenditure: N\$59,827,354

5.2.1. Total budgeted Expenditure is **N\$59,827,354** compared to total budgeted expenditure of N\$27,104,018 in the 2024/2025 budget. The increase of 121% is mainly a result of the inclusion of N\$31,763,340 donor expenditure for consolidation purposes.

5.2.2. Excess of budgeted Revenue over Expenditure is negligible at N\$64,036, after providing for a Contingency of only N\$30,000.

5.3. Staff Emoluments: N\$18,341,020

5.3.1. The proposed total budget for Staff Emoluments amounts to N\$18,341,020 representing an increase of N\$890,735 (5%) from the financial year 2024/2025 budget which amounted to N\$17,450,285. As indicated at 2.5 above, the budget for 2025/2026 provides for fifteen current staff on board. However, five core senior positions are funded by the SRHR Project at a cost of N\$7.0 million per annum.

5.3.2. Additionally, in order to further manage the salary bill, the position of French Languages Officer is proposed to remain vacant in the financial year 2025/2026, with the preferred option of outsourcing assignments to external interpreters and translators. This will create a saving of N\$990,000 and ensure that the increase in the salaries budget from 2024/2025 is only 5% instead of 10.8%. In this regard, the Portuguese Languages Officer, who is also fluent in French, will continue to be

engaged to assist with French where necessary, in addition to outsourcing.

- 5.3.3. The salary structure is adjusted annually in line with the CPI and notch increment (recommendations of the Job Evaluation and Salary Review exercises as approved by the Executive Committee at its meeting on 12th and 13th November 2021). The average CPI for Namibia for the twelve months from October 2023 to September 2024 is 4.88%, while the notches increase by 2%.
- 5.3.4. There are still 2 vacant key positions, namely 2 Committee Secretary & Programme Managers (HSDSP, GEWAYD). The vacant positions cannot be filled as the financial position is such that the current revenue base cannot cater for the additional salaries. In addition, contracts for any additional staff beyond those already provided for cannot be guaranteed for the required minimum five-year term unless there is an increase in Mandatory Member Contributions or alternative sources of financing are secured. However, due to the fact that five-year contracts cannot be guaranteed, the provision for Temporary Employment was invoked in order to provide flexibility over the contract term. Temporary employment contracts are already provided for by Rule 7.2.4 of the Administrative Rules of the Forum.

5.4. Administrative Overheads: N\$3,248,186

- 5.4.1. The budget provides for total Administrative Overheads of N\$3,248,186 compared to N\$2,978,206 in the previous year's budget representing a 9% increase. The Secretariat will continue with cost management measures already in place to ensure expenditure is within budget. The Administrative Overhead expenses are for the operations of the Secretariat and include general office expenses, communication costs, motor vehicle running expenses, travel and subsistence allowance expenses, audit and insurance expenses. The following are the details:
- 5.4.1.1. Administrative and Office Expenses (N\$1,197,000)
The Administrative and Office Expenses budget is increased by 16% from N\$1,027,560 to N\$1,197,000. This budget line covers a wide range of expenditure categories including promotion of corporate image, security, water and electricity, repairs and maintenance costs, advertising and office supplies, among others. These provisions have been reduced to a minimum.
- 5.4.1.2. Communication and ICT expenses (N\$522,120)
The Budget has been increased by 13% from N\$462,955 to N\$522,120. ICT has become increasingly necessary for the normal conduct of business and has contributed greatly to ensuring that meetings are held without the restriction of physical meetings. On the other hand, telephone and other communication costs will be strictly

managed. Costs include telephone and annual licenses and support services for the internet, Zoom and Microsoft, Sage Accounting Package and Softline VIP Payroll package.

5.4.1.3. Financial Expenses (N\$594,066)

The provision is reduced by 12% from N\$673,381 to N\$594,066.

The bulk of this provision is interest on the mortgage for the SG's residence which amounts to N\$464,895. Also included in this budget line is interest on the motor vehicle loan, bank charges and provision for exchange losses.

5.4.1.4. Motor Vehicle Running Expenses (N\$144,000)

This budget line caters for running expenses, such as fuel and maintenance, for the SG's personal-to-holder vehicle. The provision has been increased by 20% from N\$120,000 TO N\$144,000 taking into account that the vehicle has aged and may incur more maintenance costs.

5.4.1.5. Professional, Consultancy and Legal Fees (N\$160,000)

The proposed budget is reduced by 16% from N\$190,000 to N\$160,000. The budget provides for a retainer for legal services and provision for policy development and production of relevant reports.

5.4.1.6. Travel, Subsistence and Transport (N\$243,000)

The amount has been increased by 21% from N\$201,000 to N\$243,000. This budget caters for participation in meetings at regional and international level that are not otherwise provided for under the statutory and programme activities.

5.4.1.7. Audit fees (N\$180,000)

The allocation is reduced from N\$214,500 to N\$180,000 based on actual audit fees quoted for the year by Grand Namibia, the external auditor.

5.4.1.8. Insurance Costs (N\$88,810)

This budget covers insurance premiums for all SADC PF insured assets and has increased by 134% from N\$88,810 to N\$208,000 based on actual premiums and as a result of furniture, equipment and new staff being added to the insurance.

5.4.1.9. The table below shows the Expenditure budget for Administrative Overhead Expenses for 2025/2026 and compares with the 2024/2025 approved provisions.

ITEM NO.	EXPENDITURE/INCOME CATEGORY	CURRENT APPROVED	PROPOSED BUDGET	INCREASE/ (DECREASE)	INCREASE/ (DECREASE)
		2024-2025	2025-2026		
		N\$	N\$	N\$	%
	ADMINISTRATIVE OVERHEAD EXPENSES	2,978,206	3,248,186	269,979	9%
1	Administration and office expenses	1,027,560	1,197,000	169,440	16%
2	Communication & ICT expenses	462,955	522,120	59,165	13%
3	Financial expenses	673,381	594,066	- 79,316	-12%
4	Motor vehicle running expenses	120,000	144,000	24,000	20%
5	Professional, consultancy and legal expenses	190,000	160,000	- 30,000	-16%
6	Travel, subsistence and transport	201,000	243,000	42,000	21%
7	Audit Fees	214,500	180,000	- 34,500	-16%
8	Insurance	88,810	208,000	119,190	134%

5.5. Direct Operational Expenses: N\$ 5,213,794

5.5.1. The Direct Operational Expenses represent the core business of the Forum and include the statutory meetings of all the organs. The total budget has reduced by 3% from N\$5,388,056 in 2024/2025 to N\$5,213,794 for 2025/2026 financial year.

5.5.2. The decrease in the total Direct Operational Expenses budget entails a reduction in the number of physical meetings and support Secretariat staff. It is worth noting that the major direct costs for virtual meetings are interpretation and translation costs.

5.5.3. Plenary Assembly Meetings (NS\$3,003,046)

The Plenary Assembly budget has been increased by 0.1% from N\$2,999,676 to N\$3,000,046. The increase is insignificant. The budget caters for two Plenary Assemblies at an average of N\$1.5 million each. The Secretariat will service the meetings with minimal numbers of staff and reduced number of days as a cost management measure. This will entail that the host Parliament avails more support staff to assist the Secretariat. Costs include interpretation and translations costs, transcription and transcriber costs, travel costs, documentation costs, and costs related to media, communication, and corporate promotion.

5.5.4. EXCO and Sub-Committee Meetings (N\$485,548 and N\$424,480)

EXCO meetings budget of N\$485,548 has increased by 10% from N\$442,740. The budget for EXCO provides for only one Executive Committee meeting to be held physically, while two are proposed to be held virtually. All EXCO Sub-Committee meetings will be held virtually

with a budget of N\$424,480, a 6% reduction from 2024/2025 Budget of N\$452,000.

5.5.5. Standing Committee meetings (N\$444,480)

Standing Committee meetings budget has reduced by 25% from N\$590,000 in 2024/2025 This is because some Standing Committee meetings will be financed by the SRHR Project, namely FANRCA and HSDSP. All Committees financed under this budget will meet virtually unless alternative funding from external sources is secured. The Committees are budgeted to meet twice only.

5.5.6. Other Policy Organs (RPMLOC and RWPC) (N\$212,240)

The budget for Other Policy Organs of N\$212,240 has significantly reduced by 37% from N\$339,000. This is because RPMLOC has some external funding from SRHR Project. All meetings are budgeted to be held virtually. The Committees are budgeted to meet twice only.

5.5.7. Translation costs (N\$234,560)

This budget line caters for general translation costs. The budget has significantly increased by 209% from N\$76,000 based on the trend in the financial year 2024/2025 where actual translation costs were very high. In addition, translation costs for documents for statutory meetings and scheduled activities are also budgeted under the specific meetings' and activities' budget lines.

5.5.8. Programme Support (N\$409,440)

The budget is reduced by 16% from N\$488,640. This budget is required to cater for attendance of the SADC Summit and related meetings and participate in other activities that promote networking in view of the transformation agenda. Transformation of the SADC PF into a Regional Parliament continues to rank high in priority and hence this budget under Programme Support. Attendance of meetings of other regional/global parliamentary bodies such as the IPU and CPA will also be charged to Programme Support. The reduction in budget is because some of the costs will be financed by the SRHR Project. Necessary cost management measures will include reducing the number of travellers thereby encouraging participation by virtual means where possible, use of most economic travel options, and reduction in meeting days.

5.5.9. Election Observation Missions budget

The budget for seed funding for Election Observation Missions has unfortunately been removed from the 2025/2026 budget in view of the lack of support from Member Parliaments towards making contributions for Election Observation in 2023 and 2024.

5.5.10. The table below shows the Expenditure budget for Direct Operational Expenses for 2025/2026 and compares with the 2024/2025 approved provisions

ITEM NO.	EXPENDITURE/INCOME CATEGORY	CURRENT APPROVED	PROPOSED BUDGET	INCREASE/ (DECREASE)	INCREASE/ (DECREASE)
		2024-2025	2025-2026		
		N\$	N\$	N\$	%
	DIRECT OPERATIONAL EXPENSES	5,388,056	5,213,794	- 174,262	-3%
10	Plenary Assembly Meetings	2,999,676	3,003,046	3,370	0%
11	Executive Committee Meetings	442,740	485,548	42,808	10%
12	Parliamentary Business/ EXCO Sub-Com Meetings	452,000	424,480	- 27,520	-6%
13	Standing Committees	590,000	444,480	- 145,520	-25%
14	Other Policy Organ Costs/RWPC/RPMLC/COC	339,000	212,240	- 126,760	-37%
15	Language Translation Costs	76,000	234,560	158,560	209%
16	Programme Support	488,640	409,440	- 79,200	-16%
	Election Observation Missions	-	-	-	

5.6. Capital Expenses: N\$387,705

5.6.1. Capital expenditure budget provides for procurement of various ICT equipment including laptops and server upgrading, and procurement of office furniture and equipment. The budget has been reduced by 23% from N\$505,477 in 2024/2025 to N\$387,705. This is because most office furniture and some equipment were procured in 2024. The budget includes ICT audio and video equipment required to ensure that the boardroom can be effectively utilised for meetings and workshops for smaller groups in order to manage costs.

5.7. Contingency Amount N\$30,000

A minimal contingency amount of N\$30,000 is provided for any unforeseen circumstances that may arise.

5.8. Mortgage Repayment N\$558,894

The principal amount on mortgage repayments to Nedbank in respect of the Official Residence of the Secretary General amounts to N\$558,894 in 2025/2026 compared to N\$498,453 in 2024/2025. This is based on the actual schedule provided by NEDBANK. The interest payable per annum is provided for under the budget line for Finance Charges.

5.9. Motor Vehicle Loan Repayment N\$284,415

An annual loan repayment amount of N\$284,415 on the principal amount for the vehicle for the Secretary General has been provided based on the actual schedule provided by FNB. The amount in 2024/2025 was N\$253,541. The interest payable per annum is provided for under the budget line for Finance Charges.

6.0. KEY CONSIDERATIONS

6.1. Prioritisation of Activities

- 6.1.1. During the financial year 2023/2024, the Forum will continue to restructure its operations in order to become more cost-efficient and effective in the delivery of its statutory and programme activities. It is important that statutory activities such as the Plenary Assemblies, EXCO and Standing Committee meetings are held *without fail*.
- 6.1.2. Key considerations include ensuring that other priority activities such as those towards the accomplishment of the transformation of the SADC PF into a Regional Parliament are also implemented.
- 6.1.3. A motivated staff compliment is also key to achieving the objectives of the Forum. In this regard, it is important that the salary structure continues to be competitive and aligned to other institutions of similar standing. In the meantime, the Forum will continue to request for secondment of positions from Member Parliaments as well as recruit through temporary employment contracts, such as contracts of 6 months or 1 year, which may be renewed each time for the same period.
- 6.1.4. Resource Mobilisation: Implementation of the Resource Mobilisation Strategy may involve meetings with various stakeholders in order to strengthen efforts and ensure results. Unfortunately, donor funding is necessary as the Forum cannot depend entirely on Member Contributions for its programme related activities. This has been clearly demonstrated in the budget for 2025/2026 which has a minimal surplus.

6.2. Cash flow: Importance of timely payment of Contributions

- 6.2.1. Timely payments of Annual Mandatory Contributions is of utmost importance. In addition, settlement of arrears has become an urgent matter as this is now impacting negatively on the cashflow.
- 6.2.2. Those Parliaments with outstanding balances are urged to settle them as a matter of priority to facilitate a healthy cashflow. Parliaments are also urged to consider payment of contributions in the first half of the financial year to facilitate planning and investment.

7.0. RECOMMENDATIONS FOR THE CONSIDERATION OF THE PLENARY ASSEMBLY

- 7.1. The Plenary Assembly is requested to consider and approve the Budget for the Financial Year 1st April 2025 to 31st March 2026.**
- 7.2. The Plenary Assembly is urged to consider the risk to the going concern beyond the financial year 2025/2026 in view of the depletion of reserves and the inadequacy of the current level of Mandatory Member Contributions for core operations. In this**

regard, the Plenary Assembly is advised that Paper 3 contains a proposal for the increment of Mandatory Member Contributions effective 1st April 2026.

Attachments:

- Annexure BOO1: Budget Summary
- Annexure B002: Projected Cashflow Statement 1st April 2025 to 31st March 2026
- Schedules A to C and 1 to 19: Detailed Budget schedules

INDEX FOR BUDGET SCHEDULES			
PAPER 2			
<u>BUDGET FOR THE YEAR 01 APRIL 2025 TO 31 MARCH 2026</u>			
B001	MASTER BUDGET-YEAR ENDING 31 MARCH 2026		
A	Revenue Schedule		
B	Interest Receivable		
C	Other Income		
SCH	<u>Budgeted Expenditure Schedules:</u>		
1	Administration and office expenses		
2	Communication expenses		
3	Financial expenses		
4	Motor vehicle running expenses		
5	Professional, consultancy and legal expenses		
6	Travel, subsistence and transport		
7	Audit Fees		
8	Insurance		
9	Staff emoluments		
10	Plenary Assembly Meetings		
11	Executive Committee Meetings		
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14	Other Policy Organ Costs-RWPC, RMLOC		
15	Language Translation Costs		
16	Programme Support		
17	Capital Expenses		
18	Mortgage Repayment Schedule		
19	Motor Vehicle Loan Schedule		

B001 SADC PARLIAMENTARY FORUM					
MASTER BUDGET-YEAR ENDING 31 MARCH 2026					
ITEM NO.	EXPENDITURE/INCOME CATEGORY	CURRENT APPROVED	B PROPOSED BUDGET	C INCREASE/ (DECREASE)	D INCREASE/ (DECREASE)
		2024-2025 N\$	2025-2026 N\$	N\$	%
	INCOME				
A	Annual Mandatory Contributions	21,148,050	21,148,050	-	0%
B	Interest Receivable	480,000	480,000	-	0%
C	Other Income - Allocation from Reserves	5,500,000	6,500,000	1,000,000	18%
D	Donor Income	-	31,763,340	31,763,340	
				-	
	TOTAL REVENUE	27,128,050	59,891,390	32,763,340	121%
	ADMINISTRATIVE OVERHEAD EXPENSES	2,978,206	3,248,186	269,979	9%
1	Administration and office expenses	1,027,560	1,197,000	169,440	16%
2	Communication & ICT expenses	462,955	522,120	59,165	13%
3	Financial expenses	673,381	594,066	- 79,316	-12%
4	Motor vehicle running expenses	120,000	144,000	24,000	20%
5	Professional, consultancy and legal expenses	190,000	160,000	- 30,000	-16%
6	Travel, subsistence and transport	201,000	243,000	42,000	21%
7	Audit Fees	214,500	180,000	- 34,500	-16%
8	Insurance	88,810	208,000	119,190	134%
	STAFF EMOLUMENTS	17,450,285	18,341,020	890,735	5%
9	Staff emoluments	17,450,285	18,341,020	890,735	5%
	DIRECT OPERATIONAL EXPENSES	5,388,056	5,213,794	- 174,262	-3%
10	Plenary Assembly Meetings	2,999,676	3,003,046	3,370	0%
11	Executive Committee Meetings	442,740	485,548	42,808	10%
12	Parliamentary Business/ EXCO Sub-Com Meetings	452,000	424,480	- 27,520	-6%
13	Standing Committees	590,000	444,480	- 145,520	-25%
14	Other Policy Organ Costs/RWPC/RPMLOC/COC	339,000	212,240	- 126,760	-37%
15	Language Translation Costs	76,000	234,560	158,560	209%
16	Programme Support	488,640	409,440	- 79,200	-16%
	Election Observation Missions	-	-	-	
	OTHER NON RECURRING EXPENSES	1,287,470	1,261,014	- 26,456	-2%
17	Capital Expenses	505,477	387,705	- 117,772	-23%
	Contingencies fund	30,000	30,000	-	0%
18	Mortgage repayment (Capital portion)	498,453	558,894	60,442	12%
19	Motor Vehicle Loan repayment (Capital portion)	253,541	284,415	30,874	12%
	DONOR EXPENDITURE	-	31,763,340	31,763,340	
20	SRHR, HIV & AIDS Gov. Project Expenditure		31,763,340	31,763,340	
	TOTAL EXPENDITURE	27,104,018	59,827,354	32,723,337	121%
	SURPLUS/(DEFICIT)	24,032	64,036	40,003	166%

SCHEDULE B		
INTEREST RECEIVABLE		
SOURCE	AMOUNT	ANNUAL
	PER MONTH	
NEDBANK INVESTMENT ACCOUNT	40,000.00	480,000.00
SCHEDULE C		
OTHER INCOME		
SOURCE	AMOUNT N\$	
ACCUMULATED RESERVES (RETAINED EARNINGS)	6,500,000.00	
TOTAL	6,500,000.00	

MASTER BUDGET-YEAR ENDING 31 MARCH 2026			
SCHEDULE	Expenditure Budget Line	Amount	Amount
		N\$	N\$
1.00	Administration Expenses		1,197,000
1.01	Corporate Promotion		230,000
	► Country flags, Country stand, Banners, etc	50,000	
	► Promotional Regalia	120,000	
	► Annual Report of SADC PF	45,000	
	► Business cards	15,000	
1.02	Office Refreshments: Tea and coffee		75,000
	► Tea and coffee supplies	36,000	
	► Mineral water	27,000	
	► Guest lunch and dinners	12,000	
1.03	Gifts and Donations		5,000
	► Sundry gifts to visitors	5,000	
	► Donations to sundry/sponsor	-	
1.04	Printing and Stationery		86,000
	► Regular Stationery (Paper, pens and files)	36,000	
	► Proforma stationery (orders, CA, GRN, etc)	6,000	
	► Printer toner cartridges	36,000	
	► Sundry unspecified stationery	8,000	
1.05	Security: Office premises		12,000
	► Group 4: Alarm Monitoring	7,800	
	► Group 4: General response visits	4,200	
1.06	Security: Staff houses		12,000
	► SG Residence Armed Response	7,800	
	► SG Residence, Alarm Monitoring	4,200	
1.07	Subscriptions, Newspapers and Magazines		18,000
	► ACCA subscriptions: Acc	8,000	
	► CIMA subscriptions: DFCS	8,000	
	► New Era Subscriptions: 2 papers per day	1,000	
	► The Namibian Subscriptions: 2 papers per day	1,000	
1.11	Training		-
	► Training Local/online	-	
	► Training Regional (SADC region)	-	
1.12	Water and Electricity- SG Residence		105,600
	► Residence: Secretary General	105,600	
1.13	Water and Electricity- Office		-
	► Offices premises		
1.14	R & M: Office Building and Property		57,800
	► Computer equipment (accessories etc)	20,000	
	► Furniture and fittings	6,000	
	► Sundry routine maintenance	7,800	
	► Building maintenance	24,000	
1.15	R & M: Household Buildings and Property		42,000
	► Pool and Garden: SG Residence	24,000	
	► routine maintenance	18,000	
1.16	Sundry Office Expenses		6,000
	► Cutlery, crockery, other kitchen	6,000	
1.17	Home Leave/Relocation: Regionally Recruited Staff		90,000
	► Employee 1- 5 family's members	35,000	
	► Employee 2- 2 family's members	20,000	
	► Employee 3- 5 family's members	-	
	► Home Leave- 2 Regional Employees	35,000	
1.18	Recruitment Costs		-
1.18	Rent, Rates, Refuse, Sewerage and Corporate fees		108,000
	► Residence: Secretary General- Municipality	108,000	
1.19	Office Cleaning Expenses		72,000
	► Cleaning materials	36,000	
	► Other hygienic consumables (Tissues, mops etc)	36,000	
1.20	Photocopying Costs		117,600
	► Monthly charges: Minolco	69,600	
	► Phocopies charge: Minolco	48,000	
1.21	Procurement support		24,000
	► Advertisements	24,000	
1.22	Casual labour		36,000
	► Cleaning services	36,000	
	► Driving services	-	
1.24	Strengthening key Systems, procedures & key processes		
	Automation of HR & Performance Management System	100,000	100,000

SCH	Expenditure Budget Line	Amount N\$	Account Totals
2.00	Communication Expenses		522,120
2.01	Telephone Bills-Offices	30000	30,000
2.02	Telephone Rental-Offices		4,000
	▶ Switchboard	4,000	
2.03	Courier		12,000
	▶ Courier charges	12,000	
2.04	E-mail/Internet Bills		80,000
	▶ Internet connectivity	80,000	
2.05	Postage		2,500
	▶ Postage stamp	1,500	
	▶ Renewal of private bag	1,000	
2.06	Telephone Expenses-Staff houses		54,000
	▶ SG-Rentals	12,000	
	▶ SG-Bills	24,000	
	▶ Internet	18,000	
2.07	Computer annual licenses renewals and support		339,620
	▶ Zoom licenses & support	64,800	
	▶ ACCPAC accounting package licenses	65,000	
	▶ Softline VIP payroll package licenses	84,000	
	▶ Other licenses & support services	125,820	

MASTER BUDGET-YEAR ENDING 31 MARCH 2026

SCHEDULE	Expenditure Budget Line	Amount N\$
3.00	Financial Charges	594,066
3.01	Bank Charges	60,000
	▶ Main Account	
3.02	Loan interest/Repayment	
	▶ Secretary General's Residence	464,895
	▶ Secretary General's Vehicle	22,171
3.03	Exchange losses: Realised	20,000
	▶ Exchange fluctuations	
3.04	Exchange losses: Unrealised	15,000
	▶ Exchange fluctuations	
3.05	Current year adjustments and write offs	6,000
	▶ Sundry write-offs and adjustments	
3.06	Prior year adjustments and write offs	6,000
	▶ Sundry write-offs and adjustments	
4.00	Motor vehicle running and transport c	144,000
4.01	Fuel and oil	72,000
	▶ Fuel and oil costs	
4.02	Maintenance costs	72,000
5.00	Professional and consultancy fees	160,000
5.01	Legal fees	60,000
	▶ Legal fees-general	
5.02	Consultancy fees	
	Policy development (2 consultants)	100,000
	▶ Sundry consultancy services -Annual Report	

MASTER BUDGET-YEAR ENDING 31 MARCH 2026			
SCHEDULE	Expenditure Budget Line		Amount N\$
6.00	Travel, subsistence and transport		243,000
	(Meetings with regional & international institutions)		
6.01	Missions within region		243,000
	▶ Airfares		96,000.00
	▶ Perdiems		60,000.00
	▶ Accommodation		72,000.00
	▶ Ground Transport		12,000.00
	▶ Other travel cost		3,000.00
7.00	Audit Fees		180,000
7.1	External Audit		
	External Audit fees		180,000
	▶ Audit fees & Expenses		
8.00	Insurance expenses		208,000
8.01	Buildings & Household SG's Residence		12,000
8.02	Group Life Dismemberment		102,000
8.03	Money		6,000
8.04	Motor vehicle		15,000
8.05	Non Motor Vehicle		55,000
8.06	Householders		18,000

MASTER BUDGET-YEAR ENDING 31 MARCH 2026				
SCHEDULE 9				
Expenditure Budget Line			Amount	Amount
			2024/2025	2025/2026
			N\$	N\$
9.00	Staff emoluments			
9.01	Basic Salaries	Basic	8,206,535.28	8,803,004.35
9.02	Housing allowances	House	1,731,829.01	1,858,935.68
9.03	Medical aid	Medical	2,077,653.24	2,248,094.64
9.04	Utilities allowance	Utility	123,401.34	129,423.32
9.05	Car/Transport allowance	Car	1,017,247.25	1,091,804.17
9.06	Entertainment allowance	Entertain	27,920.54	29,283.07
9.07	Education allowance	Education	1,118,078.81	1,198,478.86
9.08	Mobile & Telephone allowance	Mobile	80,853.75	84,799.41
9.09	Gratuity	Gratuity	2,051,633.82	1,986,310.02
9.10	Assignment allowance	Assignment	490,630.17	524,864.37
9.11	Domestic	Domestic	35,622.17	76,215.49
9.12	Top-up	Top-up	28,995.60	30,410.64
9.13	Leave provision	Leave	341,938.97	183,395.92
9.14	HR, Media Outsourcing & Inter	Allowance		-
	TOTAL SALARIES		17,332,339.94	18,245,019.95
	Other Benefits			
9.14	Employee Death Benefits Scheme		102,000.00	96,000.00
	TOTAL INCL OTHER BENEFITS		17,434,339.94	18,341,019.95

SCH 10 PLENARY ASSEMBLY BUDGET			
	PLENARY 1	PLENARY 2	TOTAL
	N\$	N\$	N\$
TOTAL PLENARY ASSEMBLY MEETING COSTS	1,501,523	1,501,523	3,003,046
Secretariat Costs	588,115	588,115	1,176,230
Secretariat Staff			
Airfares	120,000	120,000	240,000
Accommodation	267,494	267,494	534,989
Per Diem	200,621	200,621	401,242
		-	-
Transcriber Costs	109,722	109,722	219,443
		-	-
English, French & Portuguese		-	-
Airfares	8,000	8,000	16,000
Accommodation	16,718	16,718	33,437
Per diem	13,003	13,003	26,006
Fees	72,000	72,000	144,000
		-	-
Interpretation Costs	323,686	323,686	647,373
		-	-
English, French & Portuguese		-	-
Airfares	32,000	32,000	64,000
Accommodation	66,874	66,874	133,747
Per diem	52,013	52,013	104,026
Fees	172,800	172,800	345,600
		-	-
Media & Communication Costs	20,000	20,000	40,000
Media & Communication Costs	20,000	20,000	40,000
		-	-
Translation Costs	430,000	430,000	860,000
		-	-
Reports to Plenary	400,000	400,000	800,000
Newsletter & flyers	30,000	30,000	60,000
		-	-
Contingency	30,000	30,000	60,000
Contingency	30,000	30,000	60,000

SCHEDULE	Expenditure Budget Line	Value N\$
11.00	Executive Committee Meetings Total	485,548.00
	Physical Meetings	
	(Travel & Accom for MPs & national support staff by Member Parliaments)	325,428.00
11.01	Airfares	30,000.00
11.02	Accommodation & DSA	56,808.00
11.03	Communication	1,500.00
11.04	Translation costs	54,000.00
11.05	Interpretation costs (@ US\$480)	69,120.00
11.06	Support Staff Allowances	2,000.00
11.07	Conferencing costs	72,000.00
11.08	ICT Support for hybrid meetings	40,000.00
	Virtual meeting costs only for 2 meetings, 1 day each	160,120.00
11.07	Translation costs	90,000.00
11.08	Interpretation costs	69,120.00
11.09	Administrative support	1,000.00
12.00	EXCO Sub-Committees (FSC, LSC, HR, PB)	
	Virtual meeting costs only for 2 meetings each	424,480.00
12.01	Translation costs	144,000.00
12.02	Interpretation costs	276,480.00
12.03	Administrative support	4,000.00
13.00	Standing Committee Meetings	
	Virtual meeting costs only for 2 meetings each	444,480.00
13.01	Translation costs	144,000.00
13.02	Interpretation costs	276,480.00
13.03	Administrative support	24,000.00
13.04	Experts/Resource Persons	-
14.00	Other Policy Organs/RWPC, RMLOC	
	Virtual meeting costs only for 2 meetings each	212,240.00
14.01	Translation costs	72,000.00
14.02	Interpretation costs	138,240.00
14.03	Administrative support	2,000.00
14.04	Experts/Resource Persons	-
15.00	Translation & Interpretation Costs (General)	234,560.00
15.01	Interpretation costs	
	► Hire of interpreters	34,560.00
15.02	Translation costs	
	► Document translation-outsourcing	200,000.00

16.0.PROGRAMME SUPPORT					
16.01	Missions outside the region (eg IPU, UN, etc)				TOTAL
		► Airfares			60,000
		► DSA			172,800
		► Ground Transport			16,200
		► Other travel cost - visa, covid			6,000
					255,000
16.03	Transformation Activities (SADC Summit)				
		► Airfares			30,000
		► DSA			108,000
		► Ground Transport			10,800
		► Other travel cost - visa, covid			5,640
					154,440
TOTAL					409,440

17 CAPITAL BUDGET			
Office Furniture	Quantity	Unit Price	TOTAL
		2025 ESIMATE	BUDGET
Office desk & Chairs	2	15,000	30,000
Filing Cabinets	2	8,800	17,600
Other Kitchen Equipment	1	2,000	2,000
Photos and Framing	1	30,000	30,000
TOTAL OFFICE FURNITURE			79,600
ICT Budget			
	Quantity	Unit Price	TOTAL
		2025 ESIMATE	BUDGET
Laptops (25,000 each)	3	25,000	75,000
CCTV Update (5 cameras)	5	1,500	7,500
Server Upgrades			
Server Storage Upgrade (10TB)	3	3,300	9,900
Remote Storage (6TB)	3	4,000	12,000
UPS (Uninterruptible Power Supply)	1	10,500	10,500
48-Port Switch	1	8,500	8,500
Boardroom Upgrades			
Wireless Daisy Chain Microphone / Speaker	1	15,250.00	15,250
Laptop	1	9,000.00	9,000
Wireless Keyboard and Mouse Combo	1	400.00	400
Skyworth 70" UHD		12,000.00	12,000
Heavy Duty TV Ceiling Mount	1	2,861.10	2,861
Access Control System	1	45,194	45,194
PABX System(Telephone System) 19 headsets	1	50,000	50,000
TOTAL BUDGET ICT			258,105
Official Residence			50,000
TOTAL CAPITAL BUDGET			387,705

SCHEDULE 18 HOUSE LOAN REPAYMENTS

	SCH 18 Housing loan		
Months	Principal	Interest	Total
Apr-25	43,409	41,907	85,316
May-25	45,171	40,145	85,316
Jun-25	44,274	41,041	85,316
Jul-25	46,017	39,299	85,316
Aug-25	45,156	40,160	85,316
Sep-25	45,597	39,719	85,316
Oct-25	47,309	38,006	85,316
Nov-25	46,505	38,811	85,316
Dec-25	48,196	37,120	85,316
Jan-26	47,430	37,886	85,316
Feb-26	47,893	37,423	85,316
Mar-26	51,937	33,379	85,316
TOTAL	558,894	464,895	1,023,789

SCHEDULE 19 MOTOR VEHICLE LOAN REPAYMENTS

	SCH 19 MOTOR VEHICLE LOAN		
Months	Interest	Capital	Total
Apr-25	2,963	22,586	25,549
May-25	2,727	22,821	25,549
Jun-25	2,490	23,059	25,549
Jul-25	2,249	23,299	25,549
Aug-25	2,007	23,542	25,549
Sep-25	1,762	23,787	25,549
Oct-25	1,514	24,035	25,549
Nov-25	1,263	24,285	25,549
Dec-25	1,010	24,538	25,549
Jan-26	755	24,794	25,549
Feb-26	497	25,052	25,549
Mar-26	2,935	22,614	25,549
TOTAL	22,171	284,415	306,586