



TRANSPARENCY & ACCOUNTABILITY: ZAMCO REPORTING REGIME

1. INTRODUCTION

- 1.1 ZAMCO is an institution formed in the interest of the public and as such it is subject to a high level of accountability to the public.
- 1.2 The organization is committed to providing as much information as possible to its stakeholders and aims achieve this by periodically issuing reports for internal use and reports for external stakeholders such as the Reserve Bank, Ministry of Finance and for the public.
- 1.3 The reports that ZAMCO will produce for various stakeholders both internal and external are highlighted hereunder:

2. INTERNAL REPORTS

2.1 Board Reports

- a) Before each Board meeting, Directors are provided with a complete set of board papers setting out the agenda items submitted for the Board's review/approval and/or notation.
- b) The Board monitors ZAMCO's performance by reviewing the Management Report to the board, which provides a comprehensive review and analysis of the ZAMCO's operations and financial issues. The board may specify information to be included in the Board paper which information will enable it to provide oversight on ZAMCO's operations.

2.2 Management Accounts

Management accounts constitute the standard financial reports which include statement of comprehensive income, statement of financial position, cash flows, variance analysis etc. These will be produced on a monthly basis and will be tabled before both board and executive committee meetings.

2.3 Monthly Status Reports

ZAMCO management will produce status reports on a monthly basis on its activities which will be submitted to the board and relevant board and management committees. These reports will enable the recipients to monitor and provide oversight on the corporation's operations and activities.

2.4 Other Internal Reports...

ZAMCO will also produce a number of other internal management reports covering various operational areas including risk management, credit/loan management, portfolio management reports, property market report etc. The frequency and detail/contents of the reports will be informed by the level and complexity of ZAMCO operations and these will be contained in the respective policy and procedures manuals. These reports will provide both the board and senior management with the information to enable them to provide oversight on the corporation's operations and activities.

3. EXTERNAL REPORTS FOR STAKEHOLDERS

3.1 Half Year Operations Report

3.1.1 ZAMCO is required to submit an operations report to the Reserve Bank and/or Minister of Finance on a half year basis. The operations reports are for the period ending 30 June which has to be submitted on or before the 30th of September.

3.1.2 The operations report shall include the following information for the relevant half year:

- a) the number of all non-performing loans outstanding and the condition of those loans;
- b) non-performing loans categorised as to the degree of default, distinguishing where default has occurred on capital payment as well as interest payments;
- c) the number of loans being foreclosed or otherwise enforced during the relevant half year period;
- d) the number of cases where liquidators and receivers have been appointed in the relevant half year period;
- e) a list of all legal proceedings commenced by ZAMCO in relation to assets during the half year period;
- f) a schedule of any finance raised by ZAMCO in the relevant half year period;

- g) sums recovered from foreclosure;
- h) other income from interest-bearing loans owned by ZAMCO;
- i) an abridged balance sheet of the assets and liabilities of ZAMCO; and
- j) a complete schedule of income and expenditure of ZAMCO .

3.2 Annual Statement to the RBZ and/or Minister of Finance

In addition to its annual audited financial accounts, ZAMCO will also be required to submit to the Minister and/or the Reserve Bank, three months before the start of each financial year, a statement specifying the following:

- a) Its proposed objectives for the year concerned;
- b) The nature and scope of activities to be undertaken;
- c) The strategies and policies for achieving its objectives; and
- d) The uses to which it proposes to apply its resources.

3.3 Other Reports

In addition to the scheduled reports outlined above ZAMCO may produce ad hoc reports which may be required from time to time by the Reserve Bank and/or the Ministry of Finance.

4. PUBLIC REPORTS

4.1 Annual Report

4.1.1 Every year ZAMCO shall produce an annual report detailing its activities for the year. The annual report will include information similar to that contained in the half year operations report and will be submitted to the Minister of Finance who may table it before the relevant parliamentary committee.

4.1.2 The annual report will also contain ZAMCO's audited financial performance for the relevant year. The annual report will also be publicised on the ZAMCO website.

4.2 Ad Hoc Public Reports & Updates

In addition to the above scheduled reports ZAMCO will give information on other relevant issues through the media and on the website.