



Annual Performance Report

2013/14

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PART A: GENERAL INFORMATION

1. DEPARTMENT GENERAL INFORMATION

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2. ACRONYMS

AG	Auditor General
APP	Annual Performance Plan
DSAC	Department of Sports Arts and Culture
EXCO	Executive Council
GNC	Geographic Name Committee
HOD	Head of Department
ICT	Information Communication Technology
LACC	Limpopo Arts and Culture Council
LIHRA	Limpopo Heritage Resource Authority
LIS	Library Information Services
MEC	Member of the Executive Council
MPP	Mass Participation Programme
MRM	Moral Regeneration Movement
SABC	South Africa Broadcasting Council
SALGA	South Africa Local Government Association
SLA	Service Level Agreement
SLIMS	SITA Library Information System
SMS	Senior Management Services
PLC	Provincial Language Council
RWOPS	Remuneration of Work Outside Public Service

3. STRATEGIC OVERVIEW

3.1. Vision

A champion of sport, arts, culture and heritage services for socio-economic development in Limpopo.

3.2. Mission

To enhance unity in diversity through the provision of sport, arts, culture and heritage services for sustainable development.

3.3. Values

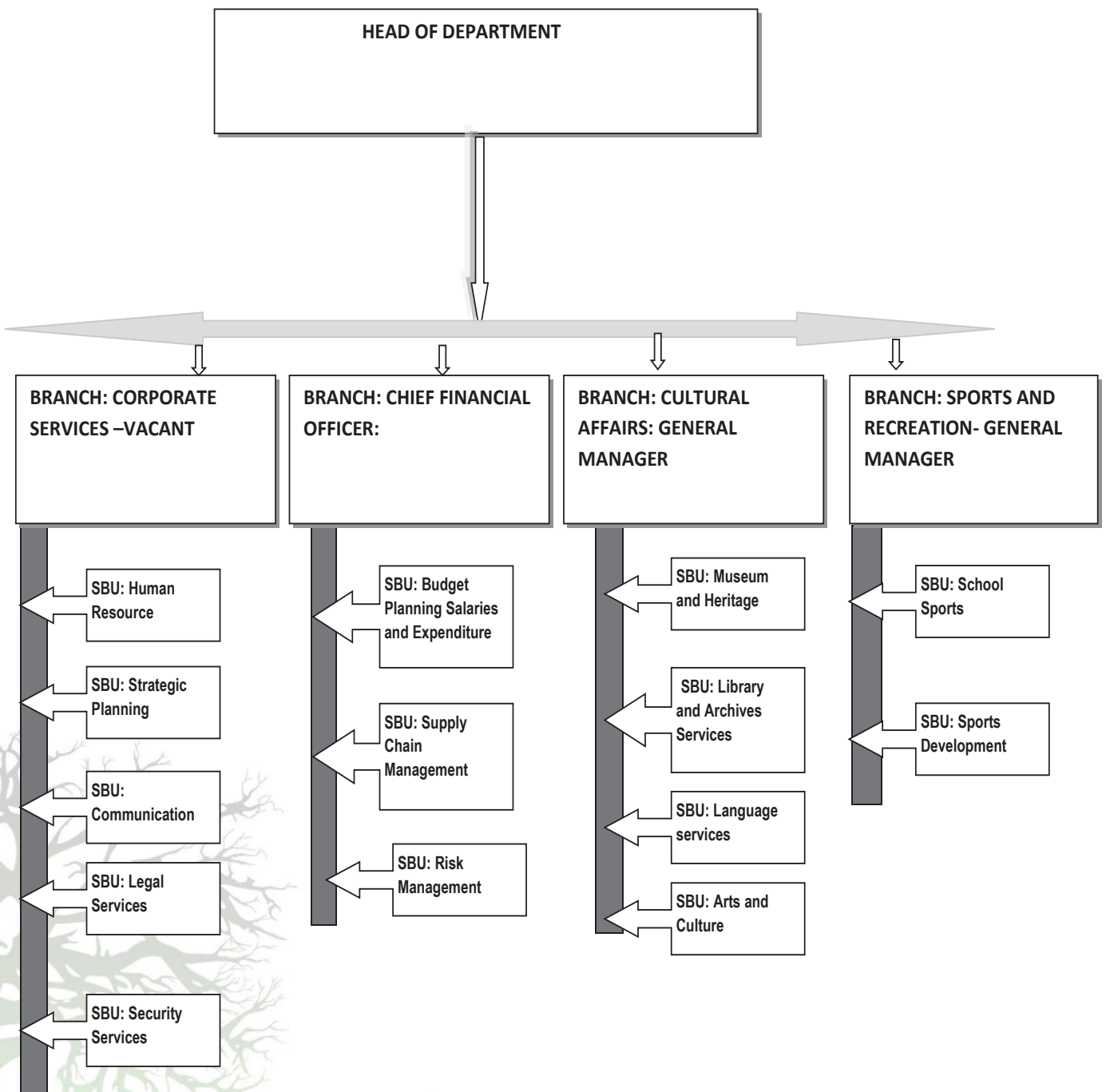
In delivering its services the Department is guided by the following values:

- Honesty & integrity
- Accountability
- Transparency & fairness
- Discipline and commitment
- Team work

4. LEGISLATIVE AND OTHER MANDATES

- South African Constitution Act (Act 108 of 1996)
- White Paper on Arts, Culture and Heritage services, 4 June 1996
- Northern Province Arts and Culture Council Act, No.6 of 2000
- Northern Province Language Act of 2000
- National Language Policy Framework
- Limpopo Provincial Heritage regulations, No.103 of 2003
- National Heritage Resources Act, 1999
- National archives Act, No. 43 of 1996 as amended and Provincial Archive Services Act, No.5 of 2001
- National Sport and Recreation Act, 1998
- White paper on Sports and Recreation, 1999
- South African Geographical Names Council Act 118 of 1998
- National Film and Video Foundation Act 73 of 1997
- National Arts Council Act 56 of 1997
- Local Government Municipal Structure Act (Act 117 of 1998)
- Pan South African Language Board Act 59 of 1995
- Provincial Library and Information Services Act, No.7 of 2001.
- South African Geographical Names Act 118 of 1998. [S2] 2 (a)
- PFMA 1999 and Treasury Regulations
- Northern Province Arts and Culture Council Act No.6 of 2000
- Promotion of Access to Information Act 2 of 2000
- Administrative Justice Act 3 of 2000

5. ORGANISATIONAL STRUCTURE



6. ENTITIES REPORTING TO THE MEC

Name of Entity	Legislative Mandate	Financial Relationship	Nature of Operations
Limpopo Arts and Culture Council	Northern Province Arts and Culture Council Act No.6 of 2000	Financial support for funding of activities	<ul style="list-style-type: none"> - To engage in fundraising activities for the promotion of arts and culture with the approval of the MEC, granted with the concurrence of the MEC for finance - Advise the MEC on policy matters connected to creation, conservation or the development and promotion of arts and culture, provision of bursaries for local and overseas study for students in fields related to arts and culture and on providing financial support to persons, organisation and institutions concerned with creativity, conservation or the development and promotion of the arts and culture.
Limpopo Language Committee	PANSALB Language Act 59 of 1995	Financial support for funding of activities	<ul style="list-style-type: none"> - Make recommendations to the MEC and Legislature regarding any proposed existing legislation, practice and policy - Advise the MEC on any other matter in or affecting the province with regard to the official languages of the province, especially the previously marginalized indigenous languages commonly used by communities in the province
Library Board	Provincial Library and Information Services Act, No.7 of 2001	Financial support for funding of activities	<ul style="list-style-type: none"> - Advise the MEC on the formulation, development and implementation of a provincial policy for library information services (LIS) - Monitor rendering of LIS in terms of the Act and advise the MEC - Advise the MEC on any matter the MEC may refer to the board or which in the opinion of the board shall be brought to the notice of the MEC
LIHRA	National Heritage Resource Act 25 of 1999	Financial support for funding of activities	<ul style="list-style-type: none"> - Advise the MEC on the implementation of the Act or relevant provincial or municipal legislation
Geographic Names Committee	South African geographical Names Act 118 Of 1998	Financial support for funding of activities	<ul style="list-style-type: none"> - Advising local authorities and working with them in ensuring that they apply principles of the South African Geographical Names Committee to the names under their jurisdiction
Moral Regeneration Committee	The Moral summit, 1998	Financial support for funding of activities	<ul style="list-style-type: none"> - Design a vigorous programme of action for a sustainable moral regeneration campaign

7. FOREWORD BY THE MEC



The 2013/14 Annual report presents us an opportunity to report to the citizenry and our stakeholders on the work we have done as a department in the last year of our Medium term Strategic Framework. It comes about at the confluence of the end of term of the Fourth democratic administration of the Republic of South Africa and the beginning of the Fifth democratic administration.

I regard this foreword to the Annual Report to be a privilege. Limpopo has a large rural population base that is steeped in traditional customs and rituals, hence the relevance and the mandate of our Department as the custodian of our people's culture and heritage. As we step into the new financial year, we are obliged to give an account of how we performed the previous financial year.

In the financial year that has just ended, we witnessed a large number of the citizens of the province, both young and old getting involved in our mass sport participation and recreation programmes. This increased interest in sport and recreation bodes well for the realization of the vision of the National Development Plan with regards to promoting a healthy life style and social cohesion.

Limpopo is a predominantly a rural Province with significant backlogs in infrastructure delivery. Working together with our people, we have delivered Library infrastructure which seeks to encourage the culture of reading in our communities. We are convinced that the delivery of libraries in our communities would add impetus to the culture of learning and teaching in our communities and thus contribute to the enhancement of the Human Resource Development Strategy of the Province.

As we present the 2013/14 Annual Report of the Department, I wish to take this opportunity to pay homage to my predecessors for the foundation they laid in championing the mandate of the Department of Sport, Arts and Culture.

It is our commitment that as we present this Annual Report and move into the new Medium Term Strategic Framework of government for 2014 – 2019, a lot more would be done in advancing Sport, Arts and Culture in the Province.

A handwritten signature in black ink, appearing to read 'N. Ndalane', written over a horizontal line.

MEC: Mme Nandi Ndalane

8. OVERVIEW OF THE ACCOUNTING OFFICER



In the year 2013\14 the Department has managed to improve on its performance, as compared to the previous financial year. The Department was allocated with the budget of R268, 191 000 and managed to spend 91% of the allocation, which saw the improvement of the Department `s performance to 76% as compared to the previous financial year of 72%.

The role of the Department in the socio-economic development and diversity management remains of critical importance and of priority. However due to limited allocation of the budget, the Department finds difficulties in exploring this critical area to its potential.

Despite the challenges of resources, the Department is trying its level best to ensure that provision of services to the people of Limpopo is carried out, as per its core mandate. During the year under review the Department has managed to implement programmes, such as Freedom day, and Heritage Day, These are programmes that are celebrated as significant days as per the national calendar. Through these programmes together with the Mapungubwe Arts Festival, and other sport programmes, such as school competition, tournaments and leagues, the Department managed to reach to more than 33 000 people from different background, which is in line with the Department `s mandate of ensuring social cohesion and nation building in the province.

However provision of community library to our constituency still remains a challenge, for the Department, because of the structural arrangements in term of building of the libraries. The library challenge is thorny to the Departments as it affects the spending patterns and resulting in the Department being allocated minimal budget. This has a negative bearing on the Department as it constrains the activities of the Department and therefore deprives the people of Limpopo of the services entitled to them. This pose a threat to the province as a whole, as young people who constitute a higher percentage of the province`s target group, migrate to other provinces, that have more opportunities, in the field of Sport and Arts. The Department intends to continue with its support to sport development in the province.

The Department plans to swiftly turn the tide to do more in the financial year ahead and further improve on its performance to reach 100%. This will be realized through the improvement on the internal control systems, wherein the Department scored very low on the MPAT management system.

The Department plans to take sport, arts and culture to the next level, as it has the potential to boost the economy of the province, in the areas of sport tourism, talent development and artistic marketing.



Maraba MMD
Acting Head of Department

PART B: PERFORMANCE INFORMATION

1. Statement of Responsibility

Statement of responsibility for performance information for the year ended 31 March 2014

The Accounting Officer is responsible for the preparation of the department's performance information and for the judgments made in this information.

The Accounting Officer is responsible for establishing, and implementing a system of internal control designed to provide reasonable assurance as to the integrity and reliability of performance information.

In my opinion, the performance information fairly reflects the performance information of the department for the financial year ended 31 March 2014.



MS MARABA MMD
ACTING HEAD OF DEPARTMENT



2. AUDITOR GENERAL'S REPORT: PREDETERMINED OBJECTIVES

The AGSA currently performs audit to obtain the evidence about usefulness and reliability of the reported information to determine whether it was presented in accordance the National Treasury Annual reporting principles and whether the reported performance was consistence with the planned programmes.

The audit did not raise any material finding on the usefulness and reliability of the reported performance information for the selected programmes.

Refer to page 98 - 104 of the Report of the Auditor General, published as Part E: Financial Information.

3. OVERVIEW OF DEPARTMENTAL PERFORMANCE

3.1 Service Delivery Environment

The Department is mandated to assist arts and cultural organisations to promote, develop and preserve the cultures of the people in Limpopo province whilst also playing a pivotal role in promoting a healthy, active and winning nation by implementing sport and recreation programmes in schools and communities.

The Department plays a critical role in celebrating and commemorating national days that are inclusive and contribute to national reconciliation, nation building and social cohesion. Despite various challenges which included amongst others the limited resources in our disposal, the Department has been hosting significant days and annual events with the aim of promoting Social Cohesion and Nation Building to meet the objectives of outcome twelve (12 B) dubbed Empowered, fair and inclusive citizenship. Freedom day was celebrated at Ga-Kobe Sports field in the Blouberg local municipality on the 27th of April 2013 while the Heritage day was also hosted on the 24th of September 2013 at the Polokwane cricket club. The major challenge in terms of achieving this target is the fact that the Department has not been fully doing well in terms of attracting non-African people to social interaction.

The Department had in collaboration with the Traditional Leaders and Municipalities hosted the "Go Loma Morula" event which formed part of the build-up activities of the Marula festival on the 15th February 2014 at Ga-Masemola in the Sekhukhune District Municipality. The main objective of this event is to preserve, promote and conserve the cultural aspects of the Marula fruit and its golden products. Five (5) local performing groups were afforded the opportunity to show case their talents during the event.

As part of the preservation, promotion and conservation of the Province's rich cultural and natural heritage, the Department participated and joined hands with the Department of Economic Development, Environment and Tourism in celebration of the Marula Festival held at the Ba- Phalaborwa local municipality from the 22nd February till the 1st March 2014. The Department's main role was to lead the cultural street carnival and craft exhibitions. Thorough the Department's involvement, thirteen (13) local performing groups benefitted from this event and one hundred and eighty three (183) people participated in the craft market.

Currently, the Department has three (3) open air museums that are attached to it, viz; Muti wa Vatsonga, Dzata and Schoemansdal Open Air Museums. The role of these museums is to collect, preserve and study, and interpret museum objects and ensure public access to natural and cultural heritage materials. All museums have one thing in common, in that they are situated on large tracts of property, they are outside major town centres, they are open-air in

nature, and all require constant maintenance. Schoemansdal and Dzata are situated on archaeological sites and are protected heritage sites. We are unable to fulfill this protection role at this stage. A total number of 14 088 visitors have been attracted at the three museums during the year. The Department also contributed towards job creation through the appointment of 30 temporary staff members through the EPWP conditional grant to cut thatching grass for the renovation of huts and to de-bush and create firebreaks against the constant fire hazard at the three museums.

With the intention to promote social cohesion and national identity, the Department hosted the Mapungubwe arts festival during March 2014, wherein people of different race and creed from different parts of the country and the neighbouring states met to enjoy different art forms. The festival which opened with the street carnival and other activities such as arts and craft exhibitions, stage drama, day of the 60's celebrations and culminating into the main gospel and Jazz festival attracted close to 10 177 participants in all the planned activities.

Performing artists in a ratio of 67% (30 local) is to 33% (15 national), were afforded the opportunity to show case their talent throughout the Mapungubwe arts festival and its build up activities.

As a custodian of Language services in all the provincial government institutions, the Department had throughout the year continued to conduct multilingualism campaigns, literature exhibitions, authorship workshops, interpreting services and translated documents into official languages of the Province. All the latter done with an effort to promote and address the previously marginalised languages to ensure that they enjoy the parity of esteem and treated equally as required by the Constitution of Republic of South Africa.

Library and Archives services as one of the service delivery outputs of the new growth path in the Department, plays a vital role in promoting public libraries and archives in the province through the improvement of access to library facilities and the promotion of a sustainable reading culture. Through the conditional grant funding, the Department upgrades, maintain and build new libraries in the province with the assistance of Department of Public Works as the implementing agent. The Department is proud to report on the completion of the following new libraries:

- Bakgoma Library in the Waterberg District Municipality
- Mutale Library in the Vhembe District Municipality
- Molepo Library in the Capricorn District Municipality
- Musina-Nancefield Library in the Vhembe District Municipality
- Shongoane Library in the Waterberg District Municipality
- Vlakfontein Library in the Sekhukhune District Municipality
- Shiluvane Library in the Mopani District Municipality
- Mulati Library in the Mopani District Municipality
- Rapotokwane Library in the Waterburg District Municipality.
- Saselamani Library in the Vhembe District Municipality

Two libraries, Thulamela Library in the Vhembe District Municipality and the Molepo Library had been officially opened during the year by the Member of the Executive Council together with the local and district municipal mayors and delegates.

The construction of additional two new libraries at the Nzhelele and Phokwane in the Vhembe District Municipality and the Sekhukhune District Municipality respectively has been started towards the end of the year and due for completion in the coming financial year. Through the assistance of the department of Public Works and the idt, the upgrading and maintenance of 18 libraries (Aganang, Letsitele, Lebowakgomo, Vaalwater, Westernberg, Giyani, Phalaborwa, Ga-Kgapane, Rixile, Polokwane, Leboneng, Alldays, Tzaneen, Groblersdal, Mogwadi, Mukondeni, Soetfontein and Musina Libraries) was also at an advanced stage at all the sites towards the end of the year.

The community libraries had been supported with furniture, library materials and security services during the year whilst the Department continued to provide almost 61 libraries with free internet access with an effort to provide access to information and bridge the digital divide.

As part of contribution to job creation, additional 19 staff workers were appointed on a two year contract through the Library conditional grant to capacitate and provide services in some of the 74 libraries attached to the Department.

The Department as a custodian for recording and safeguarding of the provincial documented heritage as well as records management continue to afford the people of the province to bring forth all records for safe keeping for usage in the future. This enables us to protect our identity and origins for future reference by our coming generations. The Provincial Archives derived its mandate from National Archives Act, 43 of 1996 and Limpopo Archives Act. No. 5 Of 2001. The newly completed Provincial Archives building meant for the recording and safeguarding of the provincial documents is partially functional due to limited resources. Despite all challenges, the Provincial Archives has approved 10 records systems from Government institutions, trained 102 records staff and conducted 48 inspections throughout the year.

The constitution of the country affirms the democratic values of human dignity, equality and freedom. In line with these constitutional imperatives, the Department has a legislative mandate of ensuring that sport and recreation programmes are accessible to the people of Limpopo, especially in previously marginalized areas of our province.

During 2013/14, the implementation of sport and recreational programmes continued to be a point of focus to ensure that active and healthy life styles are promoted, mass sport participation is maximised in schools and that talent of athletes is identified and supported.

In promoting and developing sport in remote and rural areas, the Department implemented 5 Farm Sport Festivals in all five districts of the province in sporting codes such as Boxing, Netball, Football, Cricket and Softball. The teams were supported with sport equipment and attire to ensure that participation takes place. The Department partnered with The Department of Health and Social Development and South African Social Security Agency (SASSA) to address social ills in farms such as teenage pregnancy, alcohol abuse, and crime. The partnership also assisted in ensuring that young people apply for identification cards, birth certificates and social grants where it was applicable.

A total number of 5 Club development programmes tournaments were held in every district in Boxing, Rugby, Cricket, Softball, Netball and Football in both male and female genders. Teams were selected from every municipality and elevated to the district club development competition. The final Sport Development tournament was held at the Provincial level from 01 – 03 December 2013 wherein 1 089 athletes, including coaches and team managers participated. All the teams were supported with equipment and apparel. The overall winner of the provincial tournament was Capricorn District Municipality that was awarded with a trophy and medals for the players.

In promoting peace and development in the province, the department hosted a netball and football tournament in partnership with the Department of Correctional Services on 25 March 2014 wherein 200 athletes attended. The tournament contributed positively to the rehabilitation programmes of inmates through sport and recreation programmes. In maintaining the existence of clubs, 920 people from all districts were trained Softball coaching, Netball umpiring, Volleyball coaching, Boxing coaching, Rugby refereeing and Volleyball coaching.

In implementing the recreation programmes, the Golden Games and Indigenous Games took place in all districts. The Provincial Indigenous Games Team represented the Province by participating in the national championships from 20 – 23 September 2013. The team won 1 gold in Ncuba , 1 gold in Morabaraba , 1 silver in Kgati , 1 silver in Khokho and 1 silver in Drie Stockies . The team obtained position 2 out of all nine provinces that participated. In preserve the wellbeing of elderly citizens, a total number of 125 elders took part in the National golden Games in Boksburg from 20 – 25 October 2014.

The Provincial Youth Camp was held from 22 to 27 September 2013 in Mopani District, Schoemansdaal Educational Centre which attracted 255 youth participants from all districts. The youth were empowered with concepts of national identity and patriotism. One of the outreach programmes that were implemented during the Youth Camp was to uplift the neighbouring

school in the community by painting walls, fixing broken windows and providing school uniform to the orphans of the school.

The Department celebrated Nelson Mandela Day through Junior Dipapadi programme on 18 July 2013 at Polokwane Cricket Club. Crèches, Preschools and children from the place of safety in the Capricorn District were invited to participate in various sporting activities meant for the age group category of 3 to 6 years. The Provincial Women's Health Walk was held on 18 August 2013 in Polokwane and women from various departments participated in the programme.

In ensuring , that the health and well – being of the people of Limpopo is promoted through mass participation in recreational activities , the department hosted Big Walks in Sekhukhune , Mopani and Vhembe Districts wherein 3 007 people participated. The provincial Big Walk was successfully hosted on 16 February 2014, wherein a total number of 1 597 people participated against a target of 1 524. In reaching out to the elderly citizens, an outreach programme was hosted on 20 March 2014 in Capricorn District to promote mass participation of the aged in recreational activities.

The Department established school sport leagues where learners participated in the district and provincial school sport championships in both primary and secondary schools. The provincial school sport championships took place from 28 September to 04 October for both primary and secondary schools. A total of 15 802 learners participated in both competitions.

The province was represented in the national school sport championships that took place from 09 to 15 December 2013 in Bloemfontein in 14 codes such as Basketball, Chess, Cricket, Football, Gymnastics, Netball, Volleyball, Table Tennis, Tennis, Hockey, Rugby, Jukskei and Morabaraba. Both Able bodied schools participated in the championships. The Province managed to obtain a total of 53 medals in the national school sport championships. A total of 5 learners obtained bursaries worth R100 000 from Sports and Recreation South Africa for outstanding performance in chess, netball and football.

Through the conditional grant funding, 33 contract jobs were created to ensure that sport programmes are delivered seamlessly. A total number of 249 educators were trained to deliver school sport programmes. A total of 10 focus schools were supported to assist in preserving the talent of identified learners in different codes and 321 disadvantaged schools were supported with sport equipment.

Main service provided and standards

Main services	Actual customers	Potential customers	Standard of service	Actual achievement against standards
Celebration of national and provincial Significant days.	Provincial citizenry	Men, women, youth and children	The Department has contributed to social cohesion through celebration national significant days in April, May, and September.	Significant days were Celebrated. (Freedom Day, and Heritage day).
Provision of books and other library materials.	Community members	Library users	Library materials are identified as per user's need and provided to identify public libraries annually	8870 library materials procured
Capacity building for records managers	Departments and municipalities	Records managers and staff in departments and municipalities, archivists, records management forum members.	Appropriate skills acquired by identified officials.	62 records Managers were provided with capacity training
Provide and maintain library facilities	General community members	Disabled, women and youth	Eight (8) Libraries upgraded	8 libraries were not upgraded due to delays during the design phase by the implementing agent

Table 1.2 – Consultation arrangements for customers

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
Visits	Public library staff	General community members	360 monitoring visits conducted.
Meetings	Arts and culture associations, municipalities, government departments and non-governmental organisations	Artists and crafters	Consultations were mainly through meetings, during the preparations of Mapungubwe arts festival, Freedom day and Heritage Day.
Stakeholders forums	Heritage practitioners and Sports federations.	Athletes, artists, heritage practitioners and interest groups	Consultations were done with Stakeholders outside the forum. Annual consultative meetings were organised with our museum and heritage forums.
Exhibitions	Limpopo citizenry	General community members	The Department conduct exhibitions focused on literature, museums and heritage as well as arts and crafts and pertinent Information

Table 1.3 – Service delivery access strategy

Access Strategy	Actual achievements
Wearing of nametags	Some of the officials provided with nametags do wear name tags. New staff members don't have tags
Through Cultural Officers in the Districts	Cultural officers coordinate programmes in the department at district level and are the first point of contact for citizens.
Use of sign language interpretation	Sign language was used for interpretation during Departmental and Provincial events to facilitate access.
Office visits	Office visits are regularly conducted by management to service sites, particularly public libraries, and schools
Website /Use of ICT	ICT is used to communicate internally and Website for communication with stakeholders.
Improved signage	Signage in most of the institutions has not improved due to budgetary constraints
Use of indigenous languages	Translators are used when there are meetings, though it's not in all meetings
Involvement of municipalities, sector departments and historians	Municipalities involved during planning of major events i.e Social cohesion ,Golden games
E-mail	E-mail facility is used to communicate with stakeholders.

Table 1.4 – Service information tool

Types of information tool	Actual achievements
Exhibitions	Exhibitions were conducted during celebrations of significant days, Batho Pele events at district and Provincial level, Municipal shows, mayoral imbizo's and other provincial events i.e. Youth day celebration
Radio talks	Radio interviews were held to market Mapungubwe festival through SABC Combo. Media conference held to address media on 2014 Mapungubwe Arts Festival. Media release was issued to keep media abreast of changes
Citizen report and service standards	Citizen report and standards published and distributed during Provincial

	Batho Pele day.
Strategic and annual performance plan	Strategic plan and APP published and distributed to stakeholders and to places of legal deposits
Meetings	Information was given to stakeholders during preparatory meetings, Mapungubwe arts and culture preparatory meetings, Big walk and Farm sport Tournaments.
flyers, banners & booklets	Posters and leaflets were distributed around Mankweng, Polokwane Seshego, Lebowakgomo and other areas for Mapungubwe Arts Festival
Annual report	Copies of annual report for 2012/2013 were distributed to stakeholders.
Newsletters	First, Second, Third and Fourth quarter edition of Mapungubwe News published.
Performance reports	Performance reports were produced monthly, quarterly and annually and submitted to various authorities.
Website	Website is functional.
Social Network	Facebook used as a tool to convey the message

Table 1.5 – Complaints mechanism

Complaints Mechanism	Actual achievements
Establish complaints register.	Complaints registers established as part of Implementation of the Presidential and Premier Hotline.
Establish complaints handling processes	Procedures not yet finalised
Monitoring of visitor register	Visitor registers in museums are checked quarterly, and comments from the public contained within are considered for future planning. The same is done in other institutions.
Suggestion boxes are strategically placed at Head office and all district offices/institutions	All institutions have suggestion boxes and or visitors registers, and this were monitored.
Suggestion boxes in all institutions and monitoring on a regular basis.	Suggestion boxes in Head office and Capricorn district are monitored regularly, other districts are monitored at minimal pace due to budgetary constrains
Libraries visited monthly to deal with service delivery issues.	309 monitoring visits were done to libraries
Visitors registers in museums and regular monitoring	Visitor's registers are kept and were reviewed on a quarterly basis.
Introduction of suggestion boxes in schools participating in MPP	No progress, reports are submitted monthly outlining challenges which are considered by management
Resolve complaints within 30 working days	Hotline complaints resolved within an average of Three working days.

3.2 Organizational environment 2013 / 2014

The Department of Sport Arts and Culture comprises of three (3) mandatory line functions, which is supported by the corporate services to be able to deliver service to the public. The Department staff components of the entire Department are made up of 279 officials, which amount to 79.6%, with the vacancy rate of 76, amounting to 20.4 %. The Department had a termination and transfers of two officials at the Senior Management level, which had minimal impact on operations.

The structure of the Department was aligned and responsive to the activities of the organization, which was evident in the overall performance of 76% and 91% expenditure, as compared to the previous financial year, which was at 72% and 75% respectively.

The Department has also experienced challenges during the year under review, and remedial actions are put in place to enhance efficiency, effectiveness and economical delivery of services to the citizens of Limpopo.

3.3 Key policy developments and legislative changes

There were no key policy changes and legislative mandates during the year under review.

However the Department had to review its Annual Performance Plan during the course of the year to include other programs in Library and Sport Recreation Branches.

4. STRATEGIC OUTCOME ORIENTED GOALS

4.1 Administration

- To develop and implement citizen participation programmes.
- To achieve an unqualified audit report.
- To develop and implement capacity building programmes.

4.2 Cultural affairs

- To promote and develop sustainable arts; culture; museums and heritage and language services programmes.
- Advancement of artistic disciplines into viable industries facilitated.
- To sustain three existing provincial museums infrastructure annually.

- To develop and implement literature programmes.

4.3 Library & Archive Services

- To develop Library and information services infrastructure.
- To provide relevant library material.
- To develop and implement records management services.
- To conserve and preserve archivalia.

4.4 Sports and Recreation

- To implement sports and recreation programmes.
- To establish, support and transform institutional structures.
- To implement a 2010 World cup legacy programme.
- To develop and nurture sports management skills.

5. PERFORMANCE INFORMATION BY PROGRAMME

5.1 Programme 1: Administration

Purpose:

To conduct the overall management and administrative support of the Department.

Sub- programmes

- Corporate services
- Office of MEC

Strategic objectives:

- Citizen participation programmes developed and implemented
- Clean audit achieved
- Capacity building programmes developed and implemented

Strategic objectives, performance indicators planned targets and actual achievements**Strategic objectives**

PROGRAMME NAME: ADMINISTRATION					
Strategic objectives	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
Clean audit achieved	qualified audit received	unqualified audit	The outcome of the audit will be known in July 2014	None	None

Performance indicators

PROGRAMME / SUB-PROGRAMME: ADMINISTRATION					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
Number of credible and comprehensive asset register	All assets were accounted for in the assets register	1 credible asset register	1 credible asset register in place	0	None
Percentage of allocated budget spent	85% of the budget spend	100% budget spent	91%	9%	Underspending on the library infrastructure grant and transfers to Polokwane Municipality for CHAN games

Sub-programme expenditure

Sub- Programme Name	2013/14			2012/13		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Office of MEC	6,369	6,234	135	6,555	6,501	54
Legal service	2,394	2,345	49	4,275	4,438	(73)
GM: Corporate Governance	655	639	16	799	780	19
HOD's Office	5,634	5,498	136	5,764	5,749	17
Strategic planning	9,728	9,723	5	9,055	9,021	34
Communications	7,252	7,235	17	7,542	7,640	(98)
Human Resource Management	8,647	8,409	238	10,344	10,443	(99)
GM: CFO	831	778	53	12,535	12,364	171
Budget, Salaries and Expenditure	6,399	6,393	6	6,082	5,795	287
Risk and Security	8,863	8,800	63	8,668	8,643	25
Supply Chain management	42,807	42,576	231	39,016	38,670	346
Total	99,579	98,630	949	110,635	109,955	680

5.1. PROGRAMME 2: CULTURAL AFFAIRS**Purpose:**

To promote culture, conserve and manage the cultural, historical assets and resources of the province by rendering various services.

Sub- programmes

- Arts and Culture

- Museum and Heritage
- Language Services

Strategic objectives:

- Sustainable arts, culture, museums, and heritage and language services programmes promoted and developed.
- Advancement of artistic disciplines into viable industries facilitated.
- Provincial museum and heritage infrastructure sustained.
- Documents translated into indigenous languages.
- Literature programmes developed and implemented.

Strategic objectives

PROGRAMME NAME: CULTURAL AFFAIRS					
Strategic objectives	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Sustainable arts, culture, museums, and heritage and language services programmes promoted and developed.	24177	23 500	27754	4254	None

PROGRAMME / SUB-PROGRAMME: CULTURAL AFFAIRS					
Performance Indicator	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Number of significant days hosted in	2	1	1	0	None

the cultural calendar					
Number of participants attracted to social cohesion and national identity programmes	15000	4000	13631	10099	More participants attracted due to the Mapungubwe Arts Festival
Number of social cohesion events organised	7	1	1	0	None
PROGRAMME / SUB-PROGRAMME: MUSEUM AND HERITAGE					
Performance Indicator	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Number of people visiting the facilities.	9177	8 000	14099	6099	Due to unpredicted number of visitors
Number of national liberation route programmes implemented	Not Measured	1	0	1	The consultative workshops to continue during 2014\15
Number of significant days hosted	1	2	2	0	None
PROGRAMME / SUB-PROGRAMME: LANGUAGE SERVICES					
Performance Indicator	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations

Number of projects implemented that redress inequalities in languages	4	4	20	16	16 more projects were implemented due to high demand of services
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Sub-programme expenditure

Sub- Programme Name: Cultural Affairs	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
GM: Cultural Affairs	1,155	1,136	19	434	30	404
Arts and Culture	12,552	12,496	56	12,022	11,947	75
Museums and Heritage	8,334	8,067	267	8,374	8,106	268
Language services	6,388	6,331	57	6,390	6,377	13
Total	28,429	28,030	399	27,220	26,460	760

5.2. PROGRAMME 3: LIBRARY AND ARCHIVES SERVICES**Purpose:**

To assist local library authorities in rendering of library services and providing of an archive service in the province in terms of the National Archives Act.

Sub- programmes

- Library and information services
- Archives services

Strategic objectives:

- Library and information services infrastructure developed
- Relevant library materials provided.
- Records management services developed and implemented.
- Archivalia conserved and preserved.

Strategic objectives

PROGRAMME NAME: LIBRARY AND ARCHIVES SERVICES					
Strategic objectives	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Library and information services infrastructure developed	0	2 new libraries built (Phokwane and Nzhelele)	0	2	Libraries not built due to delays during the design phase of the two new planned libraries which resulted in the late appointment of the building contractors. Building contractors were appointed and handed over sites in February 2014
Relevant library materials provided	608 books and 09 periodicals	22 000 books and 40 periodical titles purchased	20550	1450	Some of the service providers failed to deliver all ordered materials before the end of the financial year
Records management services developed and implemented	24	50	112	52	62 more officials trained due to high demand
Archivalia conserved and preserved	125	25	110	85	Additional amount conserved and preserved due to 12 contract workers that assisted with the arranging and classifying of documents for six months.

Performance indicators

PROGRAMME / SUB-PROGRAMME: LIBRARY AND INFORMATION SERVICE					
Performance Indicator	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Number of new library facilities built	0	2	0	2	Libraries not built due to Delays during the design phase of the two new planned libraries which resulted in late appointment of the building contractors. Building contractors were appointed and handed over sites in February 2014
Number of library buildings upgraded	not measured	8	0	8	8 Libraries not upgraded due to delays during the designs phase by the implementing agent.
Number of community libraries provided with ICT Infrastructure	4	6	7	1	Due to the previous year's construction delays, additional 1 libraries were provided with ICT infrastructure upon completion in the current financial year
Number of library facilities maintained	not measured	10	0	10	10 Libraries not maintained due to late appointment of contractors by the implementing agent.
Number of special services established	1	1	0	1	Special service not established due to challenges to secure

					service provider to render the services
Number of library monitoring visits done	395	360	309	51	51 monitoring
Number of library materials procured	609 books & 09 periodicals	22 000 and 40 periodicals	20 550	1 450	Some service providers failed to deliver all the ordered materials before the end of the financial year
Number of libraries installed with security system	not measured	4	20	16	As part of Library material protection strategy, security detection systems were installed in 18 Libraries, during the maintenance of the old installed system
Number of community libraries using SLIMS	not measured	17	12	5	5 libraries not connected due to delays on the training of staff
Number of community libraries provided with furniture	not measured	6	14	8	8 libraries were provided with furniture in preparation for official opening
Number of training programmes provided	not measured	8	2	6	Delays due to non – availability of trainers
Number of vehicles purchased for district libraries	not measured	6	6	0	None
Number of library staff appointed	not measured	20	19	1	1 declined the offer
Number of Libraries provided with free internet access	not measured	68	60	8	Internet could not be connected on 8 libraries which formed part of the newly built libraries and not yet operational at year end.

Number of Libraries provided with security officers	not measured	4	8	4	4 libraries were provided with security
Number of promotional events hosted	not measured	5	2	3	2 libraries not ready to be opened.
ARCHIVES SERVICES					
Number of records classification systems approved	15	11	10	1	1 not achieved due to less demand from government institutions and delays in some clients to return the classification systems
Number of governmental bodies inspected.	24	40	48	8	8 more done due to clients' high interest on the clean audit achievement target
Number of records managers trained	53	40	102	62	62 more records managers trained due to additional request.

Sub-programme expenditure

Sub- Programme Name: Library and Archives	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Library Services	68,284	54,223	14,061	92,288	59,735	32,553
Archives Services	4,223	3,819	404	3,188	3,238	(50)
Total	72,507	58,042	14,465	95,476	62,973	32,505

5.3. PROGRAMME 4: SPORT AND RECREATION**Purpose:**

- Promotion of sport and recreation to contribute towards the reconciliation and development of communities, through the provision of equitable, accessible and affordable facilities, programmes and services.
- To promote a healthy lifestyle and develop school sport by ensuring mass participation development of talent and proper administration of school sport.

Sub- programmes

- Sport Development.
- Recreation.
- School sport

Strategic objectives:

- Sport and recreation programmes implemented.
- Institutional structures established, supported and transformed.
- A 2010 World cup legacy programme implemented.
- High performance athletes identified and supported.
- Sports management skills developed and nurtured.

STRATEGIC OBJECTIVES

PROGRAMME NAME: SPORT AND RECREATION					
Strategic objectives	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Sport and recreation programmes implemented	11 117	34 800	30 351	4 449	Withdrawal of other sporting codes from the national school sport championships
Sport management skills developed and nurtured	945	3 337	1 234	2 103	Less number of people trained due to non-availability of trainees

Institutional structures established and supported	87	84	43	41	Identification process of Sport Focus Schools was not completed in 2013/14. District Academies were no supported as they are not accredited.
High performance athletes identified and supported	615	152	936	786	More athletes were supported due to high demand from the Federations

Performance indicators

PROGRAMME / SUB-PROGRAMME: SPORT DEVELOPMENT					
Performance Indicator	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Number of people trained as part of the club development programme	163	800	923	123	123 people trained due to high interest on the programme
Number of tournaments and / leagues staged	11	16	16	0	None
Number of clubs supported with equipment and / attire	211	225	233	8	8 more clubs were supported due to high interest.
Number of academies supported	0	6	1	5	5 sport academies were not supported because they were not accredited
Number of athletes supported through an athletes programme	615	150	936	786	786 more athletes were supported due to high demand from the federations

Number of projects /programmes implemented	11	1	0	1	The sport awards was not implemented due to poor response from federations in terms of nominations of awardees. Postponed to 1 st quarter 2014
Number of sport administrators appointed	not measured	7	4	3	3 Coordinators were not appointed due to disputes
Number of affiliated function clubs per sporting code supported	211	225	0	225	225 not supported as the clubs were not functional

RECREATION

Performance Indicator	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Number of communities benefiting from the programme.	58	62	44	18	18 hubs could not benefit from the programme due inadequate staff
Number of people trained	58	62	62	0	None
Number of outreach programmes supported	2	5	3	2	2 not done
Number of youths attending the annual youth camp	not measured	400	279	121	121 youth could not attend the annual youth camp due to late withdrawal of the targeted participants on the programme
Number of sustainable active recreational programmes organized	17	21	21	0	None

and implemented					
Number of people actively participating in organized active recreational events	9764	9 400	13422	4022	More participants were attracted due to high interest on the programme
Number of projects implemented to support sport and recreation council		2	6	4	4 additional projects were implemented due to high demand from federations to support Sport and Recreation council additional projects
Number of provincial programme implemented	1	1	2	1	An additional program was implemented to mark the Nelson Mandela Day
Number of sport coordinators appointed	not measured	8	8	0	None

PROGRAMME / SUB-PROGRAMME: SCHOOL SPORT

Performance Indicator	Actual Achievement 2012\13	Planned Target 2013\14	Actual Achievement 2013\14	Deviation from planned target to Actual Achievement for 2013\14	Comment on deviations
Number of school sport coordinators remunerated	not measured	41	21	20	19 coordinators not appointed due to restructuring of salary levels and 1 not appointed due to dispute
Number of athletes supported to participate in district and provincial school competitions.	not measured	30 554	15 868	14 686	14 686 Less number supported due to insufficient budget
Number of athletes participating in national school competitions.	not measured	1021	921	100	100 athletes could not participate due to withdrawal of codes at the national champions

					competition
Number of schools provided with equipment and/or attire	523	150	321	171	171 schools more schools were provided due to high demand
Number of school sport structures supported	9	32	32	0	None
Number of focus schools identified and supported	5	36	10	26	26 identified school could not be supported due to delays by schools to submit acceptance letters as one of the requirements
Number of people trained.	350	1460	249	1211	1211 less number of people trained due to non availability of trainees

Sub-programme expenditure

Sub- Programme Name: Sport and Recreation	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
GM: Sport and Recreation	5,960	444	5,516	496	-	496
Sport Development	4,428	5,147	(719)	5,081	5,948	(867)
School Sports	72,340	68,497	3,843	64,522	53,184	11,336
Total	82,728	74,088	8,640	70,099	59,132	10,967

6. SUMMARY OF FINANCIAL INFORMATION**6.1. Departmental receipts**

Department receipts	Estimate	Actual Amount	(Over)Under collection	Estimate	Actual Amount	(Over)Under collection

		Collected			collect	
Sales of goods and services other than capital assets	805	457	(348)	940	1,084	144
Fines, penalties and forfeits	5	-	(5)	7	8	1
Interest, dividends and rent on land					2	2
Sale of capital assets		580	580			
Financial transactions in assets and liabilities	100	72	(28)	312	354	42
Total	910	1,108	198	1,259	1,448	189

6.2. Programme Expenditure

Programme	Voted for 2013/14	Roll-overs and Adjustments	Virement	Total Voted	Actual Expenditure	Variance
	R'000	R'000	R'000	R'000	R'000	R'000
Administration	100,006	98	(525)	99,579	98,651	928
Cultural Affairs	25,429	3000		28,429	28,030	399
Library and Archives	70,578	1,929		72,507	58,042	14,465
Sport and Recreation	70,178	12,025	525	82,728	74,088	8,640
Total	266,191	17,052	-	283,243	258,811	24,432

6.3. Transfer payments, excluding public entities

The department did not make any transfers to the statutory and non-statutory bodies but only supported them financially through the departmental procurement and payment processes.

6.4. Public Entities

The department does not have public entities

6.5. Conditional grants and earmarked funds paid

The department has not paid any conditional grant to municipalities during the year under review

6.6. Conditional grants and earmarked funds received

The table below describes each of the conditional grants and earmarked funds received by the department

6.6.1 MASS SPORT & RECREATION PARTICIPATION PROGRAMME

Department who transferred the grant	Sport and recreation South Africa
Purpose of the grant	To facilitate mass participation within communities and schools through selected activities ,empowerment of communities and schools in partnership with relevant stakeholders
Expected outputs of the grant	To ensure implementation of school and community mass participation programmes in the province
Actual outputs achieved	
Amount per amended DORA	R63,554 million
Amount received (R'000)	R63,554 million
Reasons if amount as per DORA was not received	None
Amount spent by the department (R'000)	R59,702
Reasons for the funds unspent by the entity	Late appointment of coordinators (contract workers). The coordinators were appointed in September 2013
Monitoring mechanism by the receiving department	

6.6.2 COMMUNITY LIBRARY SERVICES GRANT

Department who transferred the	National Arts and Culture
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grant	
Purpose of the grant	To transform urban and rural community library infrastructure, facilities and service (primarily targeting previously disadvantages communities) through a recapitalized programme in support of local and national in support of local and national government
Expected outputs of the grant	Provide ,sustain and continue to improve the condition of infrastructure to ensure access to information
Actual outputs achieved	
Amount per amended DORA	R58,457 million
Amount received (R'000)	R58,457 million
Reasons if amount as per DORA was not received	None
Amount spent by the department (R'000)	R44,441 million
Reasons for the funds unspent by the entity	The appointment of contractors for the building of two new libraries was finalized late during the financial year, i.e. in February 2014
Monitoring mechanism by the receiving department	

6.7. Donor Funds

The Department has not received donor funding

6.8. Capital investment, maintenance and asset management plan

Infrastructure projects	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
New and replacement assets	21,711	8,965	12,746	45,061	33,512	11,549
Existing infrastructure						

assets						
- Upgrades and additions	1,706	1,698	8	1,200	-	1,200
- - Rehabilitation, renovations and refurbishments						
- - Maintenance and repairs	2,568	2,526	42	4,173	-	4,173
Infrastructure transfer						
- Current						
- Capital						
Total	25,985	13,189	12,796	50,434	33,512	16,922

PART C: GOVERNANCE

2.5.1 Introduction

In promoting good governance, and ensuring that the strategic objectives are effectively and efficiently achieved, the Department accounts to the following governmental structures:

- Executive Committee of the Province (EXCO)
- The Executing Authority (MEC)
- The Audit Committee
- The Portfolio Committee on Sport , Arts and Culture
- Standing Committee on Public Accounts (SCOPA)
- National Treasury
- Provincial Treasury
- MINMEC of Sport and Recreation
- MINMEC of Arts and Culture
- Office of the Premier
- Office of the Auditor General

2.5.2. Risk Management

The Department has in line with the King III Report developed a Risk Management policy which encompasses the Risk Management Strategy and an Anti – Corruption Strategy.

An operational Risk Assessment was conducted in the financial year under review and a Top Ten risks register for the Department has also been developed. The department reports on a quarterly basis to the Audit Committee in relation to progress made in mitigating the risks identified. The Risk Management committee has been established and is guided by the Risk Committee Charter / Terms of Reference. The three critical risks mentioned in the Top Ten Risk Register and its mitigating factors are hereby tabled below:

Risks	Mitigating Measures	Progress made
Inadequate control over assets	Conduct asset verification and update asset register. PWC assisting with building capacity in asset management as part of treasury intervention	1 st asset verification of the financial year 2013/14 commenced on 15/09/2013 (Trial run in scan usage for accounting books as assets conducted in Tzaneen.

Under spending of the library conditional grant budget	Review the organizational structure of library conditional grant personnel in order to ensure appointment of skilled personnel in project and infrastructure management	19 Officials (13 Librarians, 3 Asset Management and 3 ICT were appointed to address the shortage of staff.
ICT system failure	Engage OTP for finalization of the ICT governance framework Procure a maintenance contract for ICT infrastructure	ICT Governance Policy Framework approved for the province and to be adopted by the department. Service request sent to SITA for the provision of a systems engineer
Inadequate management of infrastructure projects	Use conditional grant funding to employ infrastructure manager Create an internal infrastructure management office and rely less on DPW Review the effectiveness of the interdepartmental infrastructure committee	The IDT had been appointed by DPW to assist in fast tracking the maintenance and upgrading of Libraries
Inadequate control over library books	Constitute a team that is going to complete the stocktaking Appoint contract workers to do manual stocktaking	Three Asset management officials and additional thirteen Librarians had been appointed through the Library conditional grant to assist SCM with the management of Library books.
Ineffective procurement system	Review SCM processes, build capacity of the current staff and get additional staff with skills to SCM	Delegations and Supply Chain Management Policy were reviewed and awaiting approval
Lack of integrated Arts and Culture Plan	Facilitation of the signing of service level agreement with the Municipality	The National Department has appointed service provider to audit the status of art centers in the provinces with the

	Develop and communicate the provincial arts and culture strategy	intention to resuscitate the provincial art centers.
Insufficient impact of our sport development and school sport programmes	<p>Register 40% of schools in school sport programme</p> <p>Develop a Memorandum of Agreement at the provincial level with the Department of Education and Department of Sport.</p> <p>Resuscitate the Sport Hub system to promote involvement of community members in sport activities</p> <p>Proper management of distribution of sport equipment for the support of schools, Focus schools and other structures. distribution</p> <p>Develop a Memorandum of Agreement with Sport Council simplify methods of supporting Federations</p>	<p>The Department has registered 1 303 schools out of a total of 3 950, which is 33 % registration.</p> <p>Benchmarking with other Provinces in relation to the Memorandum of agreement entered with the Department of Education to implement School Sport programmes has commenced.</p> <p>By the end of the 4rth quarter, 44 hubs have already been supported</p> <p>Systems are in place to ensure proper management of distribution of equipments, by the end of the 4rth quarter, 321 disadvantaged schools received equipment and attire and 10 Focus schools were also identified and supported.</p> <p>A draft Memorandum of agreement has been compiled together with Sport Confederation.</p>
Delay in payment of service providers	Monitor the submission of invoices by end users to SCM.	Centralisation of invoice receiving, date stamping invoices on receipt, circulating invoices for certification by

	<p>Fast track the processing of invoices in SCM for payment</p> <p>Develop an invoice control procedure</p>	<p>end-users and timeous submission of invoices to Finance</p> <p>Received Invoices are processed by Finance within two days if all documents are available</p>
Ineffective district management services	<p>Review organizational structure and formalize reporting lines between districts and head office</p> <p>Review leadership gaps in districts with aim of building leadership capacity</p>	<p>Structure updated with inputs received during strategic Planning session held in September 2013</p>

2.5.3 Fraud and Corruption

In order to encourage officials to report all acts of corruption, awareness workshops and campaigns on corruption were held during the financial year under review. The Department held fraud prevention campaigns to encourage officials to report fraud cases, through programmes like, the anti – fraud and corruption hotline. The Department is in the process of finalising the fraud and corruption cases that were reported to ensure that appropriate action is taken against the employees concerned. The Fraud Prevention Plan and the Fraud Prevention Strategy have been approved and implemented by the Department.

2.5.4 Minimising Conflict of Interest

In order to minimise and prevent conflict of Interest, the Department had put measures in place to ensure that all members of all the Bid Committees declare, in writing, any conflict of interest during committee meetings. All SCM practitioners are also obliged to sign SCM code of conduct and to declare any business interest they might have in writing. This process also affects the members of the Senior Management Level. Financial disclosure was declared by members of the SMS, as per the requirement of the public service prescripts. The Department is in the processes of taking disciplinary actions against officials in contravention of the RWOPS policy, the department is in the process of construe disciplinary actions against the affected officials.

2.5.5 Code of Conduct

In order to promote good ethical conduct in the Department, the Public Service Code of Conduct has been adopted and workshops were conducted to educate all members of staff including those in the Districts. The copies of the Code of Conduct have been distributed to every departmental official and receipt has been acknowledged in writing. The code of conduct forms part of the induction package to ensure that new employees comply with the code of conduct.

2.5.6 OHS, Health and Safety Matters

The Department has OHS Representatives at Head office and District offices appointed by the Accounting Officer. There are eight (8) OHS Representatives at Head office, two (2) Reps for each institutional office and one (1) in each District office. The main responsibilities of the OHS Representatives are to conduct monthly workplace OHS inspections in their respective offices to identify hazards and the causes thereof.

2.5.7 Internal Audits

The Department utilises the transversal services of the Internal Audit Unit based in Provincial Treasury. Progress made in relation to findings made by the Internal Audit Unit is also reported to the Audit Committee on a quarterly basis. In order to improve the financial management of the Department, transversal financial policies developed by Provincial Treasury have been adopted. The following audits were done in the year under review:

- Interim Financial Reporting
- DORA MSPP
- DORA Libraries
- MPAT
- Project Management
- District Management and administration
- Accounting for library material
- Arts and Culture management
- Event management
- Supply Chain Management
- Expenditure management
- Governance structures
- Assets management

The Department has developed an Internal Audit action Plan to address the audit findings of the Internal Audit.

2.5.7 Audit Committee

The Department utilises the transversal Audit Committee appointed by the Provincial Treasury.

PART D: HUMAN RESOURCE MANAGEMENT

1. LEGISLATURE THAT GOVERN HR MANAGEMENT

The information provided in this part is prescribed by the Public Service Regulations (Chapter 1, Part III J.3 and J.4).

2. INTRODUCTION

The HR priorities for the year under review are as follows:

To support achievement of organizational objectives

- Review and revise organizational structure
- Conduct job evaluation for proper grading of posts.
- Fill all vacant funded posts for effective functioning of the department.

To implement Human Resource strategies

- Implement skills development programmes to bridge skills gaps
 - Implement ABET training for unskilled employees
 - Provide learnership and internship programmes
 - Job creation for unemployed graduate
 - Award study bursaries to youth from disadvantage families and communities
 - Implement Employment Equity programme
- Implement PMDS to motivate employees, identify their learning gaps and design programmes for development

3. HUMAN RESOURCE OVERSIGHT STATISTICS

3.1. Personnel related expenditure

Table 3.1.1 Personnel expenditure by programme

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Professional and Special Services Expenditure (R'000)	Personnel Expenditure as a % of total expenditure	Average personnel cost per employee (R'000)
Administration	98 631	54 413	0	0	55.2	138
Cultural affairs	28 031	22 068	0	0	79.3	56
Library & archives services	58 061	22 854	0	0	39.4	58
Sport & recreation	74 088	16 439	0	0	22.2	42
Z=Total as on Financial Systems (BAS)	258 811	115 774	0	0	45	294

Table 3.1.2 Personnel costs by salary band

Salary band	Personnel Expenditure (R'000)	% of total personnel cost	No. of employees	Average personnel cost per employee (R'000)
Lower skilled (Levels 1-2)	965	0.8	8	120 625
Skilled (level 3-5)	11 361	9.5	80	142 013
Highly skilled production (levels 6-8)	30 725	25.6	112	274 330
Highly skilled supervision (levels 9-12)	43 408	36.2	82	529 366
Senior and Top management (levels 13-16)	15 959	13.3	16	997 438
Contract (Levels 1-2)	158	0.1	2	79 000
Contract (Levels 3-5)	5 599	4.7	58	96 534
Contract (Levels 6-8)	5 318	4.4	30	177 267
Contract (Levels 9-12)	1 774	1.5	7	253 429
Contract (Levels 13-16)	555	0.5	1	555 000
Periodical Remuneration	0	0	0	0
Abnormal Appointment	0	0	0	0
Total	115822	96.6	396	292480

Table 3.1.3 Salaries, Overtime, Home Owners Allowance and Medical Aid by programme

Programme	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Programme 1: Administration	42452	75.4	328	0.6	1660	3	2309	4.1
Programme 2: Cultural Affairs	16185	73.6	53	0.2	728	3.3	906	4.1
Programme 3: Library and information services	19177	82	0	0	518	2.2	900	3.8
Programme 4: Sport and Recreation	12476	68.3	12	0.1	494	2.7	579	3.2
Sport, Art and Culture	1173	66.8	0	0	227	12.9	30	1.7
TOTAL	91463	76.3	393	0.3	3400	2.8	4694	3.9

Table 3.1.4 Salaries, Overtime, Home Owners Allowance and Medical Aid by salary band

Salary Bands	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Skilled (level 1-2)	590	61.1	0	0	76	7.9	149	15.4
Skilled (level 3-5)	7295	64.2	8	0.1	847	7.5	1164	10.2
Highly skilled production (levels 6-8)	21953	68.9	251	0.8	1095	3.4	2029	6.4
Highly skilled supervision (levels 9-12)	34181	75	133	0.3	750	1.6	1130	2.5
Senior management (level 13-16)	12978	78.5	0	0	631	3.8	223	1.3

Contract (Levels 1-2)	158	100	0	0	0	0	0	0
Contract (Levels 3-5)	5596	99.8	0	0	0	0	0	0
Contract (Levels 6-8)	5317	99.9	0	0	0	0	0	0
Contract (Levels 9-12)	1709	89	0	0	0	0	0	0
Contract (Levels 13-16)	514	88.2	0	0	0	0	0	0
Total	90291	75.3	392	0.3	3399	2.8	4695	3.9

3.2. Employment and Vacancies

Table 3.2.1 Employment and vacancies by programme

Programme	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Programme 1: administration, Permanent	173	143	17.3	3
Programme 2: cultural affairs, Permanent	81	65	19.8	0
Programme 3: library and information services, Permanent	74	55	25.7	61
Programme 4: sport and recreation, Permanent	45	34	24.4	34
TOTAL	373	297	20.4	98

Table 3.2.2 Employment and vacancies by salary band

Salary band	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Lower skilled (1-2)	21	8	61.9	0
Skilled(3-5)	93	79	15.1	0
Highly skilled production (6-8)	136	112	17.6	0

Highly skilled supervision (9-12)	104	82	21.2	0
Senior management (13-16)	19	16	15.8	0
Contract (Levels 1-2), Permanent	0	0	0	2
Contract (Levels 3-5), Permanent	0	0	0	58
Contract (Levels 6-8), Permanent	0	0	0	30
Contract (Levels 9-12), Permanent	0	0	0	7
Contract (Levels 13-16), Permanent	0	0	0	1
Total	373	297	20.4	98

Table 3.2.3 Employment and vacancies by critical occupations

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Administrative related, Permanent	77	69	10	0
Archivists curators and related professionals, Permanent	11	6	45	0
Auxiliary and related workers, Permanent	1	1	0	0
Bus and heavy vehicle drivers, Permanent	1	1	0	0
Cleaners in offices workshops hospitals etc., Permanent	33	27	18	0
Client inform clerks (switchboard receipt inform clerks), Permanent	2	2	0	0

Communication and information related, Permanent	4	3	25	0
Farm hands and labourers, Permanent	21	20	5	0
Finance and economics related, Permanent	7	7	0	0
Financial and related professionals, Permanent	20	14	30	0
Financial clerks and credit controllers, Permanent	26	13	50	2
Forestry labourers, Permanent	2	2	0	0
Head of department/chief executive officer, Permanent	1	1	0	0
Health sciences related, Permanent	1	1	0	0
Human resources & organisat developm & relate prof, Permanent	9	6	33	0
Human resources clerks, Permanent	33	27	18	6
Human resources related, Permanent	4	3	25	0
Identification experts, Permanent	1	1	0	0
Language practitioners interpreters & other commun, Permanent	8	8	0	0
Librarians and related professionals, Permanent	6	5	17	0
Library mail and related clerks, Permanent	30	14	53	56
Light vehicle drivers, Permanent	3	1	67	0
Logistical support personnel, Permanent	2	2	0	0
Messengers porters and deliverers, Permanent	8	8	0	0
Other administrative & related clerks	17	15	12	32

and organisers, Permanent				
Other administrative policy and related officers, Permanent	5	4	20	0
Other occupations, Permanent	3	2	33	1
Risk management and security services, Permanent	5	5	0	0
Secretaries & other keyboard operating clerks, Permanent	15	15	0	0
Senior managers, Permanent	17	14	18	1
TOTAL	373	297	20.4	98

3.3. Job Evaluation

Table 3.3.1 Job Evaluation by Salary band

Salary band	Number of posts on approved establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower Skilled (Levels 1-2)	21	10	48	0	0	0	0
Contract (Levels 1-2)	0	0	0	0	0	0	0
Contract (Levels 3-5)	0	0	0	0	0	0	0
Contract (Levels 6-8)	0	0	0	0	0	0	0
Contract (Levels 9-12)	0	0	0	0	0	0	0
Skilled (Levels 3-5)	93	45	48	44	47	0	0
Highly skilled production (Levels 6-8)	136	51	38	0	0	0	0
Highly skilled supervision (Levels 9-12)	104	82	79	0	0	0	0
Senior Management Service	13	13	100	0	0	0	0

Salary band	Number of posts on approved establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Band A							
Senior Management Service Band B	4	4	100	0	0	0	0
Senior Management Service Band C	1	1	0	0	0	0	0
Senior Management Service Band D	1	1	0	0	0	0	0
Total	373	207	55	44	12	0	0

Table 3.3.2 Profile of employees whose positions were upgraded due to their posts being upgraded

Beneficiary	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0
Employees with a disability					0

Table 3.3.3 Advertising and filling of SMS posts for the period 1 April 2013 and 31 March 2014

SMS Level	Advertising	Filling of Posts	
	Number of vacancies per level advertised in 6 months of becoming vacant	Number of vacancies per level filled in 6 months of becoming vacant	Number of vacancies per level not filled in 6 months but filled in 12 months
Director-General/ Head of Department	0	0	0
Salary Level 16	0	0	0
Salary Level 15	0	0	0
Salary Level 14	1	0	0
Salary Level 13	0	3	0
Total	1	3	0

Table 3.3.4 Profile of employees who have salary levels higher than those determined by job evaluation

Beneficiary	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0
Employees with a disability					0

Total Number of Employees whose remuneration exceeded the grade determined by job evaluation in 2013/14	0
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3.4. Employment Changes

Table 3.4.1 Annual turnover rates by salary band

Salary Band	Number of employees at beginning of period-April 2013	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	9	0	0	0
Skilled (Levels3-5)	80	0	1	1
Highly skilled production (Levels 6-8)	116	0	3	3
Highly skilled supervision (Levels 9-12)	89	1	4	4
Senior Management Service Bands A	13	0	1	8
Senior Management Service Bands B	3	1	1	33
Senior Management Service Bands C	1	0	0	0
Senior Management Service Bands D	1	0	0	0
Contract (Levels 1-2), Permanent	2	1	1	50
Contract (Levels 3-5), Permanent	33	18	5	15
Contract (Levels 6-8), Permanent	21	17	8	38
Contract (Levels 9-12), Permanent	1	7	1	100
Total	369	45	25	7

Table 3.4.2 Annual turnover rates by critical occupation

Critical Occupation	Number of employees at beginning of period-April 2013	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Administrative related, Permanent	66	3	3	4.5
Archivists curators and related professionals, Permanent	6	0	0	0
Auxiliary and related workers, Permanent	1	0	0	0
Bus and heavy vehicle drivers, Permanent	1	0	0	0
Cleaners in offices workshops hospitals etc., Permanent	30	0	1	3.3
Client inform clerks(switchboard reception clerks), Permanent	2	0	0	0
Communication and information related, Permanent	3	0	0	0
Farm hands and labourers, Permanent	20	0	0	0
Finance and economics related, Permanent	7	0	0	0
Financial and related professionals, Permanent	14	1	0	0
Financial clerks and credit controllers, Permanent	20	2	0	0
Forestry labourers, Permanent	2	0	0	0
Head of department/chief executive officer, Permanent	1	0	0	0
Health sciences related, Permanent	1	0	0	0
Human resources & organisational development & related professional, Permanent	7	0	2	28.6
Human resources clerks,	36	1	2	5.6

Permanent				
Human resources related, Permanent	3	0	0	0
Identification experts, Permanent	1	0	0	0
Language practitioners interpreters & other commun, Permanent	6	0	0	0
Librarians and related professionals, Permanent	5	0	1	20
Library mail and related clerks, Permanent	68	19	14	20.6
Light vehicle drivers, Permanent	1	0	0	0
Logistical support personnel, Permanent	1	0	0	0
Messengers porters and deliverers, Permanent	7	0	0	0
Other administrat & related clerks and organisers, Permanent	15	19	0	0
Other administrative policy and related officers, Permanent	4	0	0	0
Other occupations, Permanent	4	0	0	0
Public order policing, Permanent	1	0	0	0
Risk management and security services, Permanent	5	0	0	0
Secretaries & other keyboard operating clerks, Permanent	18	0	0	0
Senior managers, Permanent	13	0	2	15.4
TOTAL	369	45	25	6.8

The table below identifies the major reasons why staff left the department.

Table 3.4.3 Reasons why staff left the department

Termination Type	Number	% of Total Resignations
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Death, Permanent	2	8
Resignation, Permanent	6	24
Expiry of contract, Permanent	14	56
Transfers, Permanent	1	4
Retirement, Permanent	2	8
TOTAL	25	100
Total number of employees who left as a % of total employment		6.8 %

Table 3.4.4 Promotions by critical occupation

Occupation	Employees 1 April 2013	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
Administrative related	66	0	0	47	71.2
Archivists curators and related professionals	6	0	0	0	0
Auxiliary and related workers	1	0	0	1	100
Bus and heavy vehicle drivers	1	0	0	0	0
Cleaners in offices workshops hospitals etc.	30	0	0	17	56.7
Client inform clerks (switchboard inform clerks)	2	0	0	1	50
Communication and information related	3	0	0	0	0
Farm hands and labourers	20	0	0	18	90
Finance and economics related	7	0	0	7	100

Financial and related professionals	14	0	0	10	71.4
Financial clerks and credit controllers	20	0	0	11	55
Forestry labourers	2	0	0	1	50
Head of department/chief executive officer	1	0	0	0	0
Health sciences related	1	0	0	0	0
Human resources & organisational development & relate prof	7	0	0	6	85.7
Human resources clerks	36	0	0	20	55.6
Human resources related	3	0	0	2	66.7
Identification experts	1	0	0	1	100
Language practitioners interpreters & other commun	6	0	0	4	66.7
Librarians and related professionals	5	0	0	1	20
Library mail and related clerks	68	0	0	6	8.8
Light vehicle drivers	1	0	0	1	100
Logistical support personnel	1	0	0	0	0
Messengers porters and deliverers	7	0	0	4	57.1
Other administrat & related clerks and organisers	15	0	0	3	20
Other administrative policy and related officers	4	0	0	2	50

Other occupations	4	1	25	2	50
Public order policing	1	0	0	2	200
Risk management and security services	5	0	0	3	60
Secretaries & other keyboard operating clerks	18	0	0	8	44.4
Senior managers	13	0	0	7	53.8
TOTAL	369	1	0.3	185	50.1

Table 3.4.5 Promotions by salary band

Salary Band	Employees 1 April 2013	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of employees by salary bands
Lower skilled (Levels 1-2), Permanent	9	0	0	4	44.4
Skilled (Levels 3-5), Permanent	80	0	0	56	70
Highly skilled production (Levels 6-8), Permanent	116	0	0	50	43.1
Highly skilled supervision (Levels 9-12), Permanent	89	0	0	66	74.2
Senior management (Levels 13-16), Permanent	18	1	5.6	9	50
Contract (Levels 1-2), Permanent	2	0	0	0	0
Contract (Levels 3-5), Permanent	33	0	0	0	0
Contract (Levels 6-8),	21	0	0	0	0

Permanent					
Contract (Levels 9-12), Permanent	1	0	0	0	0
TOTAL	369	1	0.3	185	50.1

3.5. Employment Equity

Table 3.5.1 Total number of employees (including employees with disabilities) in each of the following occupational categories as at 31 March 2014

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	9	0	0	0	7	0	0	0	16
Professionals	21	0	0	0	28	1	1	2	53
Technicians and associate professionals	43	0	0	1	33	0	1	2	80
Clerks	85	0	0	0	93	1	0	2	181
Service and sales workers	1	0	0	0	4	0	0	0	5
Plant and machine operators and assemblers	2	0	0	0	0	0	0	0	2
Elementary occupations	35	0	0	0	23	0	0	0	58
Other, Permanent	0	0	0	0	1	0	0	0	1
Total	196	0	0	1	189	2	2	6	396
Employees with disabilities	6	0	0	0	2	0	0	0	8

Table 3.5.2 Total number of employees (including employees with disabilities) in each of the following occupational bands on 31 March 2014

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management(L15-L16)	0	0	0	0	2	0	0	0	2
Senior Management(L13-L14)	8	0	0	0	6	0	0	0	14
Professionally qualified and experienced specialists and mid-management	43	0	0	1	36	0	2	0	82
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	47	0	0	0	58	1	0	6	112
Semi-skilled and discretionary decision making, Permanent	50	0	0	0	28	1	0	0	79
Unskilled and defined decision making, Permanent	2	0	0	0	7	0	0	0	9
Contract (Senior Management), Permanent	1	0	0	0	0	0	0	0	1
Contract (Professionally qualified), Permanent	2	0	0	0	5	0	0	0	7
Contract (Skilled technical), Permanent	12	0	0	0	18	0	0	0	30
Contract (Semi-skilled), Permanent	30	0	0	0	28	0	0	0	58
Contract (Unskilled), Permanent	1	0	0	0	1	0	0	0	2
Total	196	0	0	1	189	2	2	6	396

Table 3.5.3 Recruitment

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Management, Permanent	0	0	0	0	1	0	0	0	1
Professionally qualified and experienced specialists and mid-management, Permanent	1	0	0	0	0	0	0	0	1
Contract (Professionally qualified), Permanent	3	0	0	0	4	0	0	0	7
Contract (Skilled technical), Permanent	9	0	0	0	8	0	0	0	17
Contract (Semi-skilled), Permanent	10	0	0	0	8	0	0	0	18
Contract (Unskilled), Permanent	1	0	0	0	0	0	0	0	1
Total	24	0	0	0	21	0	0	0	45
Employees with disabilities	0	0	0	0	0	0	0	0	0

Table 3.5.4 Promotions

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management, Permanent	0	0	0	0	1	0	0	0	1
Senior Management, Permanent	4	0	0	0	5	0	0	0	9
Professionally qualified and experienced specialists and mid-management, Permanent	35	0	0	0	30	0	1	0	66
Skilled technical and academically qualified workers, junior management, supervisors, foremen,	17	0	0	0	32	0	0	1	50

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Permanent									
Semi-skilled and discretionary decision making, Permanent	34	0	0	0	22	0	0	0	56
Unskilled and defined decision making, Permanent	0	0	0	0	4	0	0	0	4
TOTAL	90	0	0	0	94	0	1	1	186
Employees with disabilities	4	0	0	0	2	0	0	0	6

Table 3.5.5 Terminations

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Management	0	0	1	0	1	0	0	0	2
Professionally qualified and experienced specialists and mid-management	2	0	0	0	2	0	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	1	0	0	0	1	0	0	1	3
Semi-skilled and discretionary decision making	0	0	0	0	1	0	0	0	1
Unskilled and defined decision making	1	0	0	0	0	0	0	0	1
Contract (Skilled technical), Permanent	1	0	0	0	7	0	0	0	8
Contract (Semi-skilled), Permanent	1	0	0	0	4	0	0	0	5
Contract (Unskilled),	1	0	0	0	0	0	0	0	1

Permanent									
Total	7	0	1	0	16	0	0	1	25
Employees with Disabilities	1	0	0	0	1	0	0	0	2

Table 3.5.6 Disciplinary action

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
	7	0	0	0	1	0	0	0	8

Table 3.5.7 Skills development

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	0	0	0	0	2	0	0	0	2
Professionals	11	0	0	0	10	0	0	0	21
Technicians and associate professionals	0	0	0	0	6	0	0	0	6
Clerks	1	0	0	0	0	1	0	0	2
Service and sales workers	0	0	0	0	1	0	0	0	1
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0

Elementary occupations	0	0	0	0	0	0	0	0	0
Total	12	0	0	0	19	1	0	0	32
Employees with disabilities	0	0	0	0	0	0	0	0	0

3.6. Performance Rewards

Table 3.6.1 Performance Rewards by race, gender and disability

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within group	Cost (R'000)	Average cost per employee
African, Male	46	187	24.6	347	7 533
Asian, Male	62	190	32.6	374	6 033
Coloured Male	0	2	0	0	0
White Male	1	2	50	9	8 760
African Female	47	191	24.6	355	7 559
Asian Female	62	190	32.6	374	6 033
Coloured Female	2	6	33.3	18	8 764
White Female	0	1	0	0	0
Employees with a disability	3	8	37.5	22	7 449
Total	223	777	28.8	1 499	6 747

Table 3.6.2 Performance Rewards by salary band for personnel below Senior Management Service.

Salary Band	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Lower Skilled (Levels 1-2)	7	8	87.5	24	3 429	7
Skilled (level 3-5)	64	80	80	279	4 359	64
Highly skilled production (level 6-8)	28	112	25	282	10 071	28
Highly skilled supervision (level 9-12)	14	82	17.1	140	10 000	14
Contract (Levels 1-2)	0	2	0	0	0	0
Contract (Levels 3-5)	0	58	0	0	0	0
Contract (Levels 6-8)	0	30	0	0	0	0
Contract (Levels 9-12)	0	7	0	0	0	0
Total	113	379	29.8	725	6416	113

Table 3.6.3 Performance Rewards by critical occupation

Critical Occupation	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee
Administrative related	18	73	24.7	165	9 167
Archivists curators and related professionals	1	6	16.7	12	12 000
Auxiliary and related workers	1	1	100	5	5 000
Bus and heavy vehicle drivers	1	1	100	4	4 000
Cleaners in offices workshops hospitals etc.	28	27	103.7	113	4 036

Client inform clerks(switchboard reception inform clerks)	0	2	0	0	0
Communication and information related	2	3	66.7	18	9 000
Farm hands and labourers	17	20	85	70	4 118
Finance and economics related	0	7	0	0	0
Financial and related professionals	1	14	7.1	11	11 000
Financial clerks and credit controllers	1	15	6.7	4	4 000
Forestry labourers	2	2	100	7	3 500
Head of department/chief executive officer	0	1	0	0	0
Health sciences related	0	1	0	0	0
Human resources & organisational development & related professionals	1	6	16.7	6	6 000
Human resources clerks	10	32	31.3	50	5 000
Human resources related	0	3	0	0	0
Identification experts	0	1	0	0	0
Language practitioners interpreters & other communication	1	8	12.5	20	20 000
Librarians and related professionals	1	5	20	10	10 000
Library mail and related clerks	4	69	5.8	32	8 000
Light vehicle drivers	1	1	100	4	4 000
Logistical support personnel	2	2	100	28	14 000
Messengers porters and deliverers	7	8	87.5	32	4 571
Other administrative & related clerks and organisers	4	47	8.5	42	10 500

Other administrative policy and related officers	3	4	75	35	11 667
Other occupations	1	2	50	10	10 000
Rank: Unknown	0	1	0	0	0
Risk management and security services	1	5	20	9	9 000
Secretaries & other keyboard operating clerks	5	15	33.3	39	7 800
Senior managers	1	14	7.1	44	44 000
Total	114	396	28.8	770	6754

Table 3.6.4 Performance related rewards (cash bonus), by salary band for Senior Management Service

Salary Band	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Band A	0	12	0	0	0	0
Band B	1	3	33.3	44	44 000	1.5
Band C	0	1	0	0	0	0
Band D	0	1	0	0	0	0
Total	1	17	5.9	44	44000	1.5

3.7. Foreign Workers

The tables below summarise the employment of foreign nationals in the department in terms of salary band and major occupation.

Table 3.7.1 Foreign workers by salary band

Salary Band	01 April 2013		31 March 2014		Change	
	Number	% of total	Number	% of total	Number	% Change
Lower skilled	0	0	0	0	0	0
Highly skilled production (Lev. 6-8)						
Highly skilled supervision (Lev. 9-12)	0	0	0	0	0	0
Contract (level 9-12)	0	0	0	0	0	0
Contract (level 13-16)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Table 3.7.2 Foreign workers by major occupation

Major Occupation	01 April 2013		31 March 2014		Change	
	Number	% of total	Number	% of total	Number	% Change
0	0	0	0	0	0	0

3.8. Leave utilisation

The Public Service Commission identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave and disability leave. In both cases, the estimated cost of the leave is also provided.

Table 3.8.1 Sick leave

Salary Band	Total days	% Days with Medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	29	100	7	2.7	4	8
Skilled (Levels 3-5)	540	93.9	53	20.3	10	182
Highly skilled production (Levels 6-8)	815	90.3	94	36	9	563

Salary Band	Total days	% Days with Medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Highly skilled supervision (Levels 9-12)	440	87.5	57	21.8	8	673
Senior management (Levels 13-16)	66	89.4	12	4.6	6	212
Contract (Levels 1-2)	7	100	1	0.4	7	2
Contract (Levels 3-5)	130	92.3	18	6.9	7	40
Contract (Levels 6-8)	66	68.2	13	5	5	38
Contract (Levels 9-12)	37	89.2	5	1.9	7	37
Contract (Levels 13-16)	5	100	1	0.4	5	15
Total	2135	90.2	261	100	8	1770

Table 3.8.2 Disability leave (temporary and permanent)

Salary Band	Total days	% Days with Medical certification	Number of Employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated Cost (R'000)
Skilled (Levels 3-5)	11	100	1	100	11	3
Highly skilled production (Levels 6-8)	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0	0	0
Total	11	100	1	100	11	3

Table 3.8.3 Annual Leave

Salary Band	Total days taken	Number of Employees using annual leave	Average per employee
Lower skilled (Levels 1-2)	205	26	8
Skilled Levels 3-5)	2191	27	81
Highly skilled production (Levels 6-8)	2839	24	118
Highly skilled supervision(Levels 9-12)	2025	23	88
Senior management (Levels 13-16)	365	20	18
Contract (Levels 1-2)	46	8	6
Contract (Levels 3-5)	526	12	44
Contract (Levels 6-8)	394	10	39
Contract (Levels 9-12)	36	6	6
Contract (Levels 13-16)	8	8	1
Total	8635	164	53

Table 3.8.4 Capped leave

Salary Band	Total days of capped leave taken	Number of Employees using capped leave	Average number of days taken per employee	Average capped leave per employee as at 31 March
Skilled (Levels 3-5)	11	4	2.75	11
Highly skilled production (Levels 6-8)	6	6	1	6
Highly skilled supervision (Levels 9-12)	2	2	1	2
Total	19	12	2	19

The following table summarise payments made to employees as a result of leave that was not taken.

Table 3.8.5 Leave payouts

Reason	Total Amount (R'000)	Number of Employees	Average per employee (R'000)
Leave payout for 2012/13 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave payouts on termination of service for 2013/14	12	5	4000
Total	12	5	2400

3.9. HIV/AIDS & Health Promotion Programmes

Table 3.9.1 Steps taken to reduce the risk of occupational exposure

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
Sport officials, cultural officers and officials at museums are at risk of contracting HIV/AIDS, STIs and TB and other illnesses due to the nature of their work and the working environment.	<p>Health promotion information made available to staff during sessions and circulated through e-mails.</p> <p>Condoms placed at strategic places within the department and distributed regularly.</p> <p>Health screening services offered to employees.</p> <p>OHS inspection conducted to identify the health hazards that employees might be exposed to in their working environment.</p>

Table 3.9.2 Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	x		Ratshikhopha F.E (Senior Manager HRM)
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so,	x		The department does have an Employee Health and wellness unit which has two (2) officials a manager and an admin officer dedicated to promote employees' health and wellness. There

indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.		was no budget allocated for EHW for 2013/14 financial year.
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.	x	Employee Health and wellness unit provides various services such pro-active programmes which includes financial management, health promotion services, crisis intervention, assessment and referral to appropriate agencies, short term counselling, formation of links between workplace, community resources and other external resources that provide such services.
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	x	Mogodi Paulina- Language services Baloyi Vincent-Sport Development Mathoma Nndwamato- HRM Moshidi Promise-Library services Maphosho Ophilia-Finance Mahlatji Mbazo-School sport and recreation Phalane Naum-Communication Makgopa Priscilla- Capricorn District Mbedzi M- Vhembe District Mathonsi Phyllis- Mopani District Madigoe Rosina-Sekhukhune District Seleka Refiloe- Waterberg District PSA NEHAWU
5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	x	The Department is in the process of finalising the reviewed EHW policies amongst which is an HIV/AIDS/TB and STI management policy. The policy reflects the issues on non-discrimination on employees on the basis of their HIV/AIDS status.
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	x	There is an approved policy on HIV and AIDS that clearly outlines that employees should not be discriminated in any form and further states steps that can be taken by those discriminated. The policy is in the final stage of review.
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have you achieved.	x	Sixty nine (69) employees went for HIV Counselling and Testing.

8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.	x	Number of HIV/AIDS awareness sessions Number of officials who attended the Health promotion session. Number of condoms distributed Number of officials who underwent HCT Number of referred cases of counselling finalized
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3.10. Labour Relations

Table 3.10.1 Collective agreements

Subject Matter	Date
None	

Table 3.10.2 Misconduct and disciplinary hearings finalised

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling		
Verbal warning		
Written warning	2	29%
Final written warning	1	14%
Suspended without pay	2	29%
Fine		
Demotion		
Dismissal		
Not guilty	1	14%
Case withdrawn	1	14%
Total	7	

Table 3.10.3 Types of misconduct addressed at disciplinary hearings

Type of misconduct (based on annexure A)	Number	% of total
-Gross negligence	3	37,5%
-Absenteeism	0	
Misappropriation of State funds	0	
Mismanagement of LIHRA funds	1	12,5%

Contravened Annexure A of SMS handbook & section 3 a (1) (b) & b of PFMA	1	12,5%
Contravened procurement procedures	3	37,5%
Misplacement of documents as such prejudiced the administration, discipline and efficiency of the Department.	0	
Gross dishonesty & fraud	0	
Total	8	

Table 3.10.4 Grievances lodged

	Number	% of Total
Number of grievances resolved	1	25%
Number of grievances not resolved	3	75%
Total number of grievances lodged	4	100%

Table 3.10.5 Disputes lodged

	Number	% of Total
Number of disputes upheld	4	100%
Number of disputes dismissed	0	0%
Total number of disputes lodged	4	100%

Table 3.10.6 Strike actions

Total number of persons working days lost	0
Total costs working days lost	0
Amount (R'000) recovered as a result of no work no pay	0

Table 3.10.7 Precautionary suspensions

Number of people suspended	0
Number of people who's suspension exceeded 30 days	0
Average number of days suspended	0
Cost (R'000) of suspension	0

3.11. Skills development

This section highlights the efforts of the department with regard to skills development.

Table 3.11.1 Training needs identified

Occupational Category	Gender	Number of employees as at 1 April 2013	Training needs identified at start of the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	8	0	1	0	1
	Male	8	0	0	0	0
Professionals	Female	31	0	9	0	9
	Male	21	0	10	0	10
Technicians and associate professionals	Female	33	0	0	0	0
	Male	38	0	0	0	0
Clerks	Female	93	0	0	0	0
	Male	67	0	0	1	1
Service and sales workers	Female	4	0	0	1	1
	Male	2	0	0	0	0
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	2	0	0	0	0
Elementary occupations	Female	26	0	0	0	0
	Male	36	0	0	0	0
Sub Total	Female	195	0	10	1	11
	Male	174	0	10	1	11
Total		369	0	40	4	44

Table 3.11.2 Training provided for the period

Occupational Category	Gender	Number of employees as at 1 April 2013	Training provided within the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	8	0	2	0	2
	Male	8	0	0	0	0
Professionals	Female	31	0	10	0	10
	Male	21	0	11	0	11
Technicians and associate professionals	Female	33	0	0	6	6
	Male	38	0	0	0	0
Clerks	Female	93	0	0	1	1
	Male	67	0	0	1	1
Service and sales workers	Female	4	0	0	1	1
	Male	2	0	0	0	0
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	2	0	0	0	0
Elementary occupations	Female	26	0	0	0	0
	Male	36	0	0	0	0
Sub Total	Female	195	0	12	8	20
	Male	174	0	11	1	12
Total		369	0	23	9	32

3.12. Injury on duty

The following tables provide basic information on injury on duty.

Table 3.12.1 Injury on duty

Nature of injury on duty	Number	% of total
Required basic medical attention only	01	100
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
Total	01	100

3.13. Utilisation of Consultants

Table 3.13.1 Report on consultant appointments using appropriated funds

Project Title	Total Number of consultants that worked on project	Duration Work days	Contract value in Rand
N/A	N/A	N/A	N/A
Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rand
N/A	N/A	N/A	N/A

Table 3.13.2 Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs)

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
N/A	N/A	N/A	N/A

Table 3.13.3 Report on consultant appointments using Donor funds

Project Title	Total Number of consultants that worked on project	Duration Work days	Donor and Contract value in Rand
N/A	N/A	N/A	N/A
Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rand
N/A	N/A	N/A	N/A

Table 3.13.4 Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs)

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project

PART E: FINANCIAL INFORMATION

1. ACCOUNTING OFFICER'S STATEMENT OF RESPONSIBILITY

Statement of Responsibility for the Annual Financial Statements for the year ended 31 March 2014

The Accounting Office is responsible for the preparation of the department's annual financial statements and for the judgments made in this information.

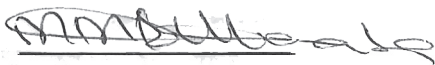
The Accounting Officer is responsible for establishing, and implementing a system of internal control designed to provide reasonable assurance as to the integrity and reliability of the annual financial statements

In my opinion, the financial statements fairly reflects the operations of the department for the financial year ended 31 March 2014

The external auditors are engaged to express an independent opinion on the AFS of the department.

The Department of Sport, Arts and Culture AFS for the year ended 31 March 2014 have been examined by the external auditors and their report is presented on page 98 - 104

The Annual Financial Statements of the Department set out on page 107 to page 221 have been approved.



MS MARABA MMD
ACTING ACCOUNTING OFFICER
(Department of Sport, Arts and Culture)
(Date)

Date: 21/08/2014

REPORT OF THE ACTING ACCOUNTING OFFICER

1. INTRODUCTION

The main strategic goal of the Department of Sport, Arts and Culture is to promote, develop and transform Arts, Culture, Museums, Heritage and Language services in order to contribute to nation building, good governance and social and human capital development.

The Department is also entrusted with the responsibility of improving the quality of life of all the Limpopo residents through the development, transformation and promotion of sustainable sport and recreation programmes that will lead to increased participation and competitiveness of sports persons.

The year under review has been marked by significant developments in ensuring that the strategic goal of the Department is implemented. The annual financial statements of 2013/14 and the Accounting Officer's report, outlines the state of the financial affairs of the department, the spending trends, major policy decisions that have been taken in the year, challenges encountered and the manner in which audit findings were addressed in the year under review.

2. GENERAL REVIEW OF THE STATE OF FINANCIAL AFFAIRS

The Department was allocated a budget of R 266,191 million and increased to R292,210 million during the adjustment budget processes. The upward adjustment was as a result of the approval of the requested roll over in both the Library Conditional grant and Mass Sport Participation Grant, the additional adjustment from Treasury in respect of funding for Mapungubwe Arts Festival and the 2014 CHAN games. The budget was further reduced to R283,243 million during the second adjustment processes due to a reduction of R8,967 million in the Community Services Library conditional grant. The Department spent a total amount of R258, 811 million, which is 91% spending of the total budget.

The main reason for under spending is the late appointment of contractors for the building of the two new libraries planned for 2014/15 being Phokoane and Nzhelele. The under spending of the Compensation of Employees in the conditional grant of Mass Sport

Participation has contributed to the under spending and this is due to the late appointment of coordinators during the financial year. The R5 million earmarked for CHAN games was not yet transferred to the Polokwane Municipality as at 31 March 2014 and also contributed to the underspending.

Although the Department under spent in both of the conditional grants, various targets in relation to the grants were achieved. The Department completed six libraries being Molepo, Mutale, Vlakfontein, Shongwane, Saselemani and Musina – Nancefield, and most of them were functional during the year under review.

Through the Mass Sport Participation grant, the Department participated in National school Championships and National School Athletics where a number of athletes received medals.

2.1.1 IMPORTANT POLICY DECISIONS AND STRATEGIC ISSUES FACING THE DEPARTMENT

In striving to implement the strategic goals, the Department was guided by the adopted policies and approved Annual Performance Plan for the year under review. The Department has adopted the following policies and procedures to promote good governance and to strengthen systems and controls:

- Code of Conduct Policy Document
- Internal Control Policy Document
- RWOPS Guidelines
- Monitoring and Evaluation Policy Framework
- Human Resource Management Policies

2.2 COMMENT ON SIGNIFICANT EVENTS THAT HAVE TAKEN PLACE DURING THE YEAR

In the year under review, the Department celebrated the National and Provincial significant days, i.e., Freedom Day and Heritage Day to contribute to social cohesion and promote patriotism. In promoting sport and recreation activities, five (5) sport festivals were held in all districts of the province. One (1) Youth Camp was held to encourage the youth of the country to be patriotic and empowered with leadership skills.

The Mapungubwe Arts Festival was successfully in March 2014. The festival was postponed from its normal month of December 2013 due to the passing on of the former President Mandela. The festival is aimed at promoting social cohesion and nation building, arts and

culture activities. The festival attracted over 7000 participants and contributed massively to the revenue collection of the Department.

2.3 MAJOR PROJECTS UNDERTAKEN OR COMPLETED DURING THE YEAR

The additional scope of work for the under mentioned libraries was completed during the year under review:-

NAME OF LIBRARIES	PROGRESS
Molepo	100 % Practical completion
Musina – Nancefield	100 % Practical completion
Saselemani	100 % Practical completion
Mulati	100 % Practical completion
Shongwane	100 % Practical completion
Vlakfontein	100 % Practical completion

2.4 SPENDING TREND OF THE DEPARTMENT: YEAR UNDER REVIEW

The Budget was revised from R266,191 million to R 283,243 million during the Adjustment Budget processes. This affected the main appropriation as it was adjusted upward as a result of the approved roll – over of the Mass Sport Participation and the Library services Conditional Grants, and the amounts received from Provincial Treasury in respect of Mapungubwe Arts Festival and the 2014 CHAN games. The approved amount of roll-over was R17,921 and an adjustment of R8,098 million which totals R26,019 million. This reflects an increase of 10%. The budget was further adjusted downwards to R283,243 million as a result of the National Department of Arts and Culture withdrawing the allocation of R8,967 million in the Community Library services conditional grant due to non-spending.

The Department spent R258, 811 million of the final appropriation which equates to 91%. The total expenditure for the previous financial year, 2012/13, was R 258,520 million. The spending trends remain unchanged for the two financial years. The reasons for not spending the entire budget, which is a 9% variance, are as follows:

- Late appointment of sport coordinators in the Sport Mass Participation programme
- Late appointment of contractors for the building of two new libraries, i.e. Phokoane and Nzhelele. Contractors were appointed in February 2014.
- The non transfer of an amount of R5 million to Polokwane Municipality which was earmarked for the 2014 CHAN games before the end of the financial year.

2.4.1 COMPENSATION OF EMPLOYEES

In the year under review, a total amount of R115,775 million was spent on Compensation of Employees against the final appropriation of R119, 139 million and this represents a 97% spending. The reason for the 3% deviation is that the grant funded positions were filled in the middle of the year under review.

In 2012/13 financial year, an amount of R 112,511 million was spent against the final budget of R119,066 The Department spent 94% of the compensation of employees in the previous year as compared to the 97% in the current financial year.

2.4.2 GOODS AND SERVICES

An amount of R97,582 million or 73% was spent against the final budget for goods and services of R133,925 million in the previous financial year, i.e., 2012/13. In the year under review, the Department spent an amount of R125,041 million against a budget of R126,918 million which is 99% spending.

2.4.3 TRANSFER PAYMENTS

The final budget of Transfer payments in the year under review is R10,064 million and an amount of R4,235 million was spent, which equates to 42%. The spending for the year under review is comparatively lower than the previous year which is 98%. The high under spending in the year under review is as of the fact that an amount of R5 million earmarked for transfer to Polokwane Municipality for 2014 CHAN games was not transferred before the end of the financial year.

2.4.4 CAPITAL PAYMENTS

In the year under review the payment of capital assets amounted to R13,740 million against a budget of R27,099 million. This represents 51% of spending as compared to R36, 376 million in the previous financial year. The reduced spending is as a result of the fact that the Department planned to build only two new libraries in the current financial year as compared to six libraries which were still under construction during the 2012/13 financial year. The appointment of contractors for the two new planned libraries was finalized in February 2014, hence the under spending of 55% on infrastructure. Contractors for the upgrading of libraries was also finalised in February 2014.

3 VIREMENT

The virement made during the year under review is detailed in the Appropriation Statement of the Annual Financial Statements. The virements made were approved by the Accounting Officer as per the Public finance Management Act and the provisions of the Treasury Regulations. The virement was to transfer savings to programmes that required funding.

4. SERVICE RENDERED BY THE DEPARTMENT

In fulfilling the core mandate of the Department, the following services were rendered in all districts:

- Museum and Heritage Services
- Library and Archive Services
- Cultural and Language Services
- Sport and Recreation Services

4.1 TARIFF POLICY

The Department uses the global tariff policy which is revised every year by the Provincial Treasury. Tariffs for the Mapungubwe Arts Festival are also revised as and when it is necessary and approved by the Provincial Treasury.

4.2 FREE SERVICES

The Department offers records management training to Provincial departments and municipalities at no cost. The public also gains access to our museums for free. Libraries also offer free internet access to communities.

4.3 INVENTORIES

The total inventory on hand at year-end is disclosed in the Annexure on Inventory in the Annual Financial Statements as attached to this report.

5. CAPACITY CONSTRAINTS

The Department has human capacity constraints in critical areas such as Risk Management, Supply Chain Management and Financial Services as well as Human Resources Management. The resignation of the Chief Risk Officer has impacted negatively on the rendering of Risk Management services in the Department. The EXCO decision of reducing the Compensation of Employees by 2%, has resulted in the non – filling of critical positions in Financial Services and Supply Chain Management which were not funded.

6. UTILISATION OF DONOR FUNDS

The Department did not have any Donor – Funding during the financial year under review.

7. TRADING ENTITIES AND PUBLIC ENTITIES

The Department does not have Trading and Public entities under its control.

8. ORGANISATIONS TO WHOM TRANSFER PAYMENTS HAVE BEEN MADE

There were no monetary transfers made to the statutory and non – statutory bodies in the year under review. The Department supported the mentioned bodies through internal procurement and payment processes.

9. PUBLIC PRIVATE PARTNERSHIPS (PPP)

The Department has not entered into any Public Private Partnership (PPP) in the financial year under review.

10. CORPORATE GOVERNANCE ARRANGEMENTS

The Department has in line with the King III Report developed a Risk Management Strategy and an Anti – Corruption Strategy. In order to encourage officials to report all acts of corruption, awareness workshops and campaigns on corruption were held during the financial year.

An operational Risk Assessment was conducted in the financial year under review and the Top Ten risks register has also been developed. The Department reports on a quarterly basis to the Audit Committee in relation to progress made in mitigating the risks identified. The Risk Management Committee has been established and is guided by the Risk Committee Charter / Terms of Reference.

The Department utilises the transversal services of the Internal Audit Unit based in Provincial Treasury. Progress made in relation to findings made by the Internal Audit Unit is also reported to the Audit Committee on a quarterly basis. In order to improve the financial management of the Department, transversal financial policies developed by the Provincial Treasury have been adopted.

11. DISCONTINUED ACTIVITIES/ACTIVITIES TO BE DISCONTINUED

There were no activities discontinued during the financial year.

12. NEW/PROPOSED ACTIVITIES

The Department has planned to construct the following libraries in the New Year, i.e., 2014/15

NAME OF PROJECT	DISTRICT	AMOUNT
The construction of Rooiberg Library in Thabazimbi	Waterberg District	R8,860 million
The construction of Eldorado Library	Capricorn District	R9,0 million
The construction of Ramokgopa Library	Capricorn District	R9,0 million

In addition to the construction work, the Department will also upgrade Eight (8) libraries at an amount of R4 million and maintain Ten (10) libraries at an amount of R3 million. Six (6) libraries will be connected with ICT infrastructure at an allocation of R1, 6 million.

The Department will continue with the National Liberation route project and an amount of R700, 000 has been set aside for the implementation of this project.

13. ASSET MANAGEMENT

The Department was qualified on Asset Management in 2012/13 due to the following:-

- A significant number of movable tangible capital assets belonging to the department were not included in the accounting records and financial statements
- Movable tangible assets to the value of R41,708,000 could not be physically verified.
- The department did not record minor assets purchased at the correct prices or values in accordance with the requirements of Chapter 9 of the Departmental Financial Reporting Framework.

14. INVENTORIES

All inventory opening and closing balances, together with movements for the year are reflected in the Annexure on Inventory in the financial statements.

15. EVENTS AFTER THE REPORTING DATE

There are no events after the reporting date.

16. INFORMATION ON PREDETERMINED OBJECTIVES

The Departmental performance information is communicated through monthly and quarterly reports. The reports are presented to the Portfolio committee on Sport, Arts and Culture and the Audit Committee on a quarterly basis to assess progress on targets as set out in the Annual Performance Plan.

The financial performance is monitored on a monthly basis through the compilation of the In-Year monitoring reports that are submitted to Provincial Treasury. The employees' performance is assessed on a quarterly basis in terms of the Performance Management Policy.

The performance information is detailed in the Annual report for the financial year under review.

17. SCOPA RESOLUTIONS

The SCOPA Resolutions and actions taken to implement the resolutions are tabulated below:

REFERENCE TO PREVIOUS AUDIT REPORT AND SCOPA RESOLUTIONS	SUBJECT	FINDINGS ON PROGRESS
Unauthorised Expenditure	The Committee heard and considered evidence that unauthorised expenditure was incurred due to the budget on the programme for administration being exceeded by R7, 6 million.	The Department has funded the unauthorised expenditure at an amount of R10, 571 million in the year under review. The remaining expenditure will be funded in 2014/15 due to the reduction of the equitable share allocation.
Fruitless and wasteful expenditure	The Committee heard and considered evidence as disclosed in note 22.2 to the financial statements that, the department incurred fruitless and wasteful expenditure amounting to R700 000 in respect of a source plan for the Mapungubwe jazz	A legal case is pending against the Service Provider for the event to recover the R700 000. The service provider refused to pay the amount and the matter was referred to the High Court. The matter was initially set down for 22 March 2012, and was postponed to a date to be determined by the

	<p>festival. The Committee has noted that the Department continues to waste tax payer's money on the Mapungubwe Arts Festival and does not have a proper plan and strategy to stage the festival without wasting tax payer's money.</p>	<p>court.</p>
Fruitless and wasteful expenditure	<p>The Committee heard and considered evidence as disclosed in note 22.2 to the financial statements, that the department paid rent amounting to R3.7 million for a building they did not use.</p>	<p>The Department has handed over the matter to the Department of Health to take appropriate action on the responsible official who was an employee of the Department.</p>
Fruitless and wasteful expenditure	<p>The Committee heard and considered evidence as disclosed in note 22.2 to the financial statements that, interest amounting to R5.5 million was incurred on a financial lease which was entered into outside permissible circumstances as contained in National Treasury practice note 5 of 2006/2007</p>	<p>The Department has handed over the matter to the Department of Health to take appropriate action against the responsible official who was an employee of the Department.</p>
Irregular expenditure	<p>The Committee heard</p>	<p>The Department has handed</p>

	and considered evidence as disclosed in note 21.2 to the financial statements that, the department entered into an instalment sale agreement amounting to R29 million without approval and without competitive bids, which is contrary to Treasury Regulations 13.1.1, 13.2.5 and 16A 6.4 respectively.	over the matter to the Department of Health to take appropriate action against the responsible officials who were employees of the Department.
Irregular expenditure 2	The Committee heard and considered evidence as disclosed in note 21.2 to the financial statements that, the department exceeded the budget on personnel expenditure by R1.1 million in contravention of Treasury Regulation.	The Department has handed over the matter to the department of Health to take appropriate action against the responsible official who was an employee of the Department.
Material under spending of the budget	The Committee heard and considered evidence as disclosed in the appropriation statement that, the department has materially under spent its budget on the programmes for library and archives, and sports	No action could be taken against any official as the delay in the implementation of the project was due to the technical nature of the skills required which the Department did not have. In

	and recreation. The under spending totalled R17.5 million and as a consequence, the department had not achieved its objectives with regard to completing the construction of libraries and the establishment of athletics tracks	addition to this, there was poor response from the advertised tender which further delayed the implementation of the project.
Restatement of corresponding figures	The Committee heard and considered evidence as disclosed in note 9 to the financial statements that, the corresponding figures for 31 March 2008 have been restated.	The Department is not in a position to take appropriate action against the former Chief Financial Officer of the Department, as she left the Public Service in 2009. The Department has requested a legal opinion from State Law Advisors on this matter.
Key government responsibilities	The Committee heard and considered evidence that significant difficulties were experienced during the audit concerning delays or the availability of requested information. The financial statements were subject to material amendments resulting from the audit. It is also noted that key officials were not available throughout the audit	Financial statements amendments: No action could be taken against any official as the Department organisational structure was designed in a manner that made it difficult for the Chief Financial Officer's office to implement controls in respect of financial and risk management.

	<p>process. In addition, there were significant deficiencies in the design and implementation of internal control in respect of financial and risk management, and compliance with applicable laws and regulations.</p>	
<p>Reported performance information not relevant and not reliable</p>	<p>The Committee heard and considered evidence that targets with regard to the library and information systems and archives were not:</p> <ul style="list-style-type: none"> • specific in clearly identifying the nature and the required level of performance. • measurable in identifying the required performance. • time bound in specifying the time period or deadline for delivery. <p>In addition, the variances</p>	<p>The officials responsible for the Library Services have since engaged with the implementing agent to ensure that planned performance information is aligned to that of the implementing agent. In addition a project manager has been assigned by the National Department of Arts and Culture to assist in the planning, project management, monitoring and evaluation of the libraries</p>

	between planned and actual performance of reported performance information were not supported by adequate explanations in the annual report.	
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18. INTERIM FINANCIAL STATEMENTS

The Interim Financial Statements were prepared during the financial year and submitted to the Provincial Treasury and Internal Audit for auditing.

19. APPROVAL

The Annual Financial Statements set out on pages 106 to 221 have been approved by the Accounting Officer



MS MARABA MMD
ACTING HEAD OF DEPARTMENT

DATE 21/08/2014

REPORT OF THE AUDIT COMMITTEE



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

REPORT OF THE AUDIT COMMITTEE ON THE DEPARTMENT OF SPORT, ARTS AND CULTURE

We present our report for the financial year ended 31 March 2014.

Audit Committee Structure

Limpopo has an Audit Committee which is two tiered consisting of 4 Cluster Audit Committees, dealing with specific departments, and a shared Central Audit Committee

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulation 3.1.13. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its Audit Committee Charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein and the related accounting policies and practices.

Tenure of office of the audit committee

The audit committee resumed duties after a brief period of interruption from 01 September to 31 December 2013. Although this may have affected the department somewhat; it did not deter the committee from exercising due oversight. At least two meetings were held during the financial year under review.

The Effectiveness of Internal Control

Our review of the findings of the Internal Audit work, which was based on the risk assessments conducted in the department revealed control weaknesses, which were raised with the Department.

The following internal audit work was completed during the year under review:

No.	Audit project
1	Business Cycles - TA _Capricorn
2	Business Cycles -TA - Follow up Vhembe and Mopani
3	Contractor Performance
4	Division of Revenue Act
5	Financial Linked Individual Subsidy Programme
6	Housing Development
7	Housing Transfers
8	Interim Financial Reporting
9	Internal Audit Follow Up
10	Inventory Management
11	Management Performance Assessment Tool
12	Municipal Finance Support
13	OHS_Contractor Monitoring
14	OHS_Departmental
15	OHS_Contractor Monitoring
16	Quality of Housing Construction
17	Resolution of Traditional Affairs Disputes
18	Supply Chain Management - ISHS Forward Planning
19	Supply Chain, Expenditure and Budget Management

The following were areas of concern:

The department did not reflect the required rigour during audits for the reason that repeatedly the auditors experienced difficulty owing to the following:

- Frequent cancellation and or postponement of audit meetings at the last minute.
- Ineffective coordination of audit requirements leading to delays in provision of necessary documentation.
- Delays in submission of management comments to the extent that intervention of the audit committee would be required.

Furthermore numerous material control weaknesses were identified most of which had been raised before but had never been resolved. As a result the audit committee has included in the agenda for the meeting of the first quarter in September 2014 a review of management's action plan in response to all unresolved findings.

Although the committee acknowledges efforts underway to conclude labour matters especially in relation to the office of the accounting officer; the on-going "acting roles" threaten the build-up of institutional memory. For this department in particular the absence of sustained leadership is being felt the most.

In-Year Management and Monthly/Quarterly Report

The department has reported monthly and quarterly to the Treasury as is required by the PFMA. In addition at all audit committee meetings the department has presented quarterly reports for review and or consideration by us.

Evaluation of Financial Statements

We reviewed the annual financial statements prepared by the department at the audit committee meeting held on 22 May 2014, and recommended them for audit.

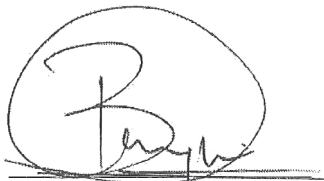
Evaluation of Performance Information

At the same audit committee meeting we evaluated performance tables and recommended them for audit after further refinement by management.

Auditor General's Report

We have reviewed the department's implementation plan for audit issues raised in the previous year; regrettably this plan failed to remediate the control deficiencies identified and as a result the same issues that lead to a qualification last year have resulted in the same opinion this year.

Finally the Audit Committee concurs and accepts the conclusions of the Auditor-General on the annual financial statements and is of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor-General. The Committee has also reviewed the performance information as included in the Auditor General report together with the management letter, and is of the opinion that the Accounting Officer should develop a strategy to address all findings contained therein.



B Ngunjiri
Chairperson of the Audit Committee
The Department of Sport, Arts and Culture
Date

REPORT OF THE AUDITOR GENERAL

Report of the auditor-general to the Limpopo Provincial Legislature on vote 13: Department of Sport, Arts and Culture

Report on the financial statements

Introduction

1. I have audited the financial statements of the Department of Sport, Arts and Culture set out on pages xx to xx, which comprise the statement of financial position as at 30 June 2014, the statement of financial performance, statement of changes in net assets and the cash flow statement for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with the Modified Cash Standards prescribed by the National Treasury and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No 1 of 1999)(PFMA), Division of Revenue Act (Act No. 2 of 2013) (DoRA), and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-general's responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the general notice issued in terms thereof and International Standards on Auditing. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Basis for qualified opinion

Movable tangible capital assets

6. I identified a significant number of movable tangible capital assets belonging to the department that were not included in the accounting records and financial statements. I was unable to perform alternative procedures due to the lack of adequate records and internal controls over asset management. Consequently, it was impracticable to determine the extent of the understatement in the movable tangible capital assets balance of R35 613 000 (2013: R35 396 000) in the financial statements.
7. I was unable to obtain sufficient appropriate audit evidence regarding movable tangible assets by physical verification. I was unable to confirm the physical assets by alternative means. Consequently, I was unable to determine whether any adjustment relating to movable tangible assets at R9 979 917 (2013: R8 846 000) in the financial statements was necessary.

Minor assets

8. I identified a significant number of movable tangible assets belonging to the department that were not included in the accounting records and financial statements. I was unable to perform alternative procedures due to the lack of adequate records and internal controls over asset management. Consequently, it was impracticable to determine the extent of the understatement in the movable tangible capital assets balance of R73 600 000 (2013: R67 379 000) in the financial statements.
9. I was unable to obtain sufficient appropriate audit evidence regarding movable tangible assets by physical verification. I was unable to confirm the physical assets by alternative means. Consequently, I was unable to determine whether any adjustment relating to movable tangible assets at R25 988 181 (2013: R41 708 000) in the financial statements was necessary.
10. The department did not record minor assets at the correct value in accordance with departmental *Framework Accounting of Library materials* paragraph 3.4. Consequently, the value of these classes of assets stated at R73 600 000 (2013: R67 379 000) in the financial statements have been overstated by R 56 726 558 (2013:R 34 613 000).

Commitment (retention)

11. The commitment (retention) disclosed as per financial statements are understated by R 4 368 294 as the retention amount was calculated based on retention percentages which are different from the retention percentages stipulated on the acceptance letter .
12. The department did not include all commitments relating to contracts awarded in accordance with the Modified Cash Standard. I identified commitments to the amount of R2 498 774 that were not included in the financial statements. As the department did not maintain adequate records for commitments, I was unable to determine the full extent of the

understatement in commitments as it was impracticable to do so. Consequently I was unable to determine whether any adjustment relating to commitments stated at R23 344 000 (2013: R20 828 000) in the statement of financial position was necessary

Irregular expenditure

13. During 2013, I reported that the department procured goods and services amounting to R16 853 036 in contravention of the department's procurement policy requirements. Due to a lack of an appropriate procurement system at the department I was unable to confirm whether the disclosure made as regards to the irregular expenditure in the financial statements was complete. This matter still remains unresolved in the year under review. Consequently, I was unable to determine whether any further adjustments to irregular expenditure stated in note 31 to the department's financial statements at R88 543 000 were necessary.
14. The department could not provide supporting documents for contracts awarded amounting to R6 567 564. There were no satisfactory alternative audit procedures that I could perform to obtain reasonable assurance that contracts were awarded in accordance with the supply chain management regulations. Consequently, I was unable to obtain sufficient appropriate audit evidence to satisfy myself that the expenditure incurred on these awards was not irregular.

Qualified opinion

15. In my opinion, except for the effects of the matter described in the basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Department of Sport, Arts and Culture as at 31 March 2014 and its financial performance and cash flows for the year then ended, in accordance with Modified Cash Standards prescribed by National Treasury and the requirements of the PFMA and the DoRA.

Emphasis of matters

16. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Significant uncertainties

17. With reference to note 25.1 to the financial statements, the department is the defendant in a various lawsuits. The ultimate outcome of the matter cannot presently be determined and no provision for any liability that may result has been made in the financial statements.

Irregular expenditure

18. As disclosed in note 31 to the financial statements, the department incurred irregular expenditure which is under investigation and has not been disclosed in the financial statements. The full extent of the irregular expenditure cannot be presently determined pending outcome of the investigations.

Material underspending of the conditional grant

19. As disclosed in the appropriation statement, the department has materially underspent the budget on mass sport and recreation participation programme grant, library service grant and expanded public work programme to the amount of R16 762 258. As a consequence, the department has not achieved its objectives of the above mentioned programmes.

Additional matter

20. I draw attention to the matter below. My opinion is not modified in respect of this matter.

Unaudited supplementary schedules

21. The supplementary information set out on pages xx to xx does not form part of the financial statements and is presented as additional information. I have not audited these schedules and, accordingly I do not express an opinion thereon.

Report on other legal and regulatory requirements

22. In accordance with the PAA and the general notice issued in terms thereof, I report the following findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation as well as internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

Predetermined objectives

23. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the department for the year ended 31 March 2014:

- Programme 2: Cultural affairs on pages x to x
- Programme 3: Library and archives on pages x to x
- Programme 4: Sports and recreation on pages x to x

24. I evaluated the reported performance information against the overall criteria of usefulness and reliability.
25. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's *Framework for managing programme performance information (FMPPI)*.
26. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
27. I did not raise any material findings on the usefulness and reliability of the reported performance information for the selected programmes

Additional matter

Although I raised no material findings on the usefulness and reliability of the reported performance information for the selected programmes, I draw attention to the following matter:

Achievement of planned targets

28. Refer to the annual performance report on pages x to x for information on the achievement of the planned targets for the year.

Adjustment of material misstatements

29. I identified material misstatements in the annual performance report submitted for auditing on the reported performance information for sport and recreation programme. As management subsequently corrected the misstatements, I did not raise any material findings on the usefulness and reliability of the reported performance information

Compliance with laws and regulations

30. I performed procedures to obtain evidence that the department had complied with applicable legislation regarding financial matters, financial management and other related matters. My findings on material non-compliance with specific matters in key legislation, as set out in the general notice issued in terms of the PAA, are as follows:

Strategic planning and performance management

31. The annual performance report did not contain the actual performance results against the objectives, indicators and targets as per the annual performance plan as required by section 40(3)(a) of the PFMA and *Treasury Regulations 5.2.4 and 18.3.1(b)*.

Annual financial statements, performance and annual reports

32. The financial statements submitted for auditing were not prepared in accordance with the prescribed Modified Cash Standard and supported by full and proper records as required by section 40(1) PFMA. Material misstatements of non-current assets and disclosure items identified by the auditors resulted in the financial statements receiving a qualified audit opinion.

Expenditure management

33. Contractual obligations and money owed by the department were not settled within 30 days or an agreed period, as required by section 38(1)(f) of the PFMA and *Treasury Regulation 8.2.3*.
34. Effective steps were not taken to prevent irregular and fruitless and wasteful expenditure, as required by section 38(1)(c)(ii) of the PFMA and *Treasury Regulation 9.1.1*.

Procurement and contract management

35. Contracts and quotations were awarded to bidders based on preference points that were not allocated and calculated in accordance with the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000) (PPPFA) and its regulations.
36. Goods and services of a transaction value above R500 000 were procured without inviting competitive bids, as required by *Treasury Regulations 16A6.1*. Deviations were approved by the accounting officer even though it was not impractical to invite competitive bids, in contravention of *Treasury regulation 16A6.4*.
37. Invitations for competitive bidding were not always advertised in the government tender bulletin, as required by *Treasury Regulations 16A6.3(c)*.
38. Invitations for competitive bidding were not always advertised for a required minimum period of 21 days, as required by *Treasury Regulations 16A6.3(c)*.
39. The preference point system was not applied in all procurement of goods and services above R30 000 as required by section 2(a) of the PPPFA and *Treasury Regulations 16A6.3(b)*.
40. Contracts and quotations were awarded to bidders that did not score the highest points in the evaluation process, as required by section 2(1)(f) of PPPFA and *Preferential Procurement Regulations*.

Human resource management and compensation

41. Employees received overtime compensation in excess of 30% of their monthly salaries, in contravention of *Public Service Regulation I/V/D.2(d)*

42. Sufficient appropriate audit evidence could not be obtained that a proper process was followed to verify the claims made in the candidate's applications before appointment as required by *Public Service Regulation 1/VII/D.8*.

Consequence management

43. Effective and appropriate disciplinary steps were not taken against officials who made and or permitted unauthorised, irregular expenditure, fruitless and wasteful expenditure as required by section 38(1)(h)(iii) of the PFMA and *Treasury Regulation 9.1.3*.

Assets and liabilities management

44. Proper control systems to safeguard and maintain assets were not implemented, as required by section 38(1) (d) of the PFMA and *Treasury Regulation 10.1.1(a)*.

Internal control

45. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with legislation. The matters reported below are limited to the significant internal control deficiencies that resulted in the basis for qualified opinion, the findings on the annual performance report and the findings on non-compliance with legislation included in this report.

Leadership

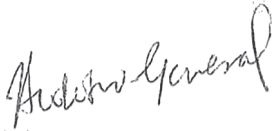
46. The accounting officer did not exercise adequate oversight responsibility regarding financial and performance reporting and compliance and related internal controls due to that fact that she could not prevent the recurrence material findings on assets and irregular expenditure.
47. The department developed a plan to address internal and external audit findings, but adherence to the plan was not monitored on a timely basis by the appropriate level of management

Financial and performance management

48. Management did not implement daily and monthly controls as designed for the entity's business processes.
49. The chief financial officer did not adequately review and monitor compliance with laws and regulations resulting in irregular and fruitless expenditure
50. Monthly asset reconciliations are not properly reviewed and as a result the control environment over assets of the department is still inadequate and remains a challenge

Governance

51. The risk management strategy implemented by the department was not effective to prevent a recurring qualification on the department's movable assets.



Polokwane

31 July 2014



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence



ANNUAL FINANCIAL STATEMENTS

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DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13

APPROPRIATION STATEMENT
for the year ended 31 March 2014

DEPARTMENT OF SPORT, ARTS AND CULTURE-VOTE: 13 ANNUAL PERFORMANCE REPORT

FINANCIAL YEAR
ENDING 31 MARCH
2014

		Appropriation per programme									
		2013/14					2012/13				
		Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure	
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	
1. Administration											
	Current payment	97 911	(705)	(475)	96 731	95 983	758	99.2%	106 966	96 552	
	Transfers and subsidies	366	682		1 048	923	125	88.1%	1 000	983	
	Payment for capital assets	92		(50)	42	12	30	28.6%	1 017	940	
	Payment for financial assets		23		23	22	1	95.7%	-	60	
2. Cultural Affairs											
	Current payment	28 398			28 398	28 008	390	98.6%	27 176	25 767	
	Transfers and subsidies	31			31	22	9	71.0%	44	93	
	Payment for capital assets	-			-	-	-				
	Payment for financial assets	-			-	-	-				
3. Library and Information Services											
	Current payment	45 323			45 323	44 181	1 142	97.5%	46 848	27 284	
	Transfers and subsidies	127			127	125	2	98.4%	66	65	
	Payment for capital assets	27 057			27 057	13 736	13 321	50.8%	48 562	35 376	
	Payment for financial assets	-			-	-	-				
4. Sport and Recreation											
	Current payments	68 161		525	68 686	70 249	(1 563)	102.3%	69 699	57 905	
	Transfers and subsidies	14 042			14 042	3 839	10 203	27.3%	400	1 227	
	Payment for capital assets				-	-	-				
	Payment for financial assets				-	-	-				
	Subtotal	281 508			281 508	257 100	24 408	91.3%	301 778	246 252	

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13

APPROPRIATION STATEMENT
for the year ended 31 March 2014

	1 735	1 713	22	98.7%	1 652	1 697
Statutory Appropriation						
Current payment	1 735	1 713	22	98.7%	1 652	1 697
Transfers and subsidies						
Payment for capital assets						
Payment for financial assets						
TOTAL	283 243	258 813	24 430	91.4%	303 430	247 949

	2013/14		2012/13	
	Final Appropriation	Actual Expenditure	Final Appropriation	Actual Expenditure
TOTAL (brought forward)				
ADD				
Departmental receipts	199		189	
Aid assistance	-			
Actual amounts per statement of financial performance (total revenue)	283 442		303 619	
ADD				
Aid assistance				
Prior year unauthorised expenditure approved without funding				10 571
Actual amounts per statement of financial performance (total expenditure)		258 813		258 520

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13

APPROPRIATION STATEMENT
for the year ended 31 March 2014

DEPARTMENT OF SPORT, ARTS AND CULTURE-VOTE: 13 ANNUAL PERFORMANCE REPORT

FINANCIAL YEAR
ENDING 31 MARCH
2014

	Appropriation per economic classification							2012/13	
	2013/14							Final Appropriation	Actual expenditure
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	R'000	R'000
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	117 825	(20)	(150)	117 655	114 062	3 593	96.9%	117 434	110 814
Goods and services	127 152	(685)	200	126 667	124 359	2 308	98.2%	133 255	96 694
Interest and rent on land	-								
Transfers and subsidies									
Provinces and municipalities	5 000	682		5 682	674	5 008	11.9%		
Departmental agencies and accounts									
Higher education institutions				-					
Foreign governments and international organisations				-					
Public corporations and private enterprises				-					
Non-profit institutions	3 675			3 675	3 657	18	99.5%	-	888
Households	707			707	578	129	81.8%	1 510	1 436
Gifts and donations									
Payments for capital assets									
Buildings and other fixed structures	23 417			23 417	10 663	12 754	45.5%	46 261	33 512
Machinery and equipment	3 732		(50)	3 682	3 085	597	83.8%	3 318	2 804
Heritage assets									
Specialised military assets									
Biological assets									
Land and subsoil assets									
Intangible assets									
Payments for financial assets		23		23	22	1	95.7%	-	60
Total	281 508			281 508	257 100	24 408	91.3%	301 778	246 208

APPROPRIATION STATEMENT
for the year ended 31 March 2014

Statutory Appropriation										
Direct changes against the National/Provincial Revenue Fund	2013/14					2012/13				
	Adjusted Appropriation R'000	Shifting of Funds	Virement	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final Appropriation R'000	Actual expenditure R'000	
President and Deputy President salaries										
Member of executive committee / parliamentary officers	1 735			1 735	1 713	22	98.7%	1 652	1 697	
Judges and magistrates salaries										
Sector education and training authorities (SETA)										
National Skills Fund										
Total	1 735			1 735	1 713	22	98.7%	1 652	1 697	

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13

APPROPRIATION STATEMENT
for the year ended 31 March 2014

DEPARTMENT OF SPORT, ARTS AND CULTURE-VOTE: 13 ANNUAL PERFORMANCE REPORT

FINANCIAL YEAR
ENDING 31 MARCH
2014

Program 1: Administration Per Economic classification	Per economic classification							2012/13	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	53 576	(20)	(375)	53 181	52 718	463	99.1%	53 742	53 018
Goods and services	44 335	(685)	(100)	43 550	43 265	285	99.3%	53 224	43 534
Interest and rent on land									
Transfers and subsidies									
Provinces and municipalities				682	674	8	98.8%		
Departmental agencies and accounts									
Higher education institutions									
Foreign governments and international organisations									
Public corporations and private enterprises									
Non-profit institutions									
Households	366			366	249	117	68%	1 000	983
Gifts and donations									
Payments for capital assets									
Buildings and other fixed structures									
Machinery and equipment	92		(50)	42	12	30	28.6%	1 017	940
Heritage assets									
Biological assets									
Land and subsoil assets									
Intangible assets									
Payments for financial assets		23		23	22	1	95.7%	-	60
Total	98 639		(525)	97 844	96 940	904	99.1%	108 983	98 535

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13

APPROPRIATION STATEMENT
for the year ended 31 March 2014

DEPARTMENT OF SPORT, ARTS AND CULTURE-VOTE: 13 ANNUAL PERFORMANCE REPORT

FINANCIAL YEAR
ENDING 31 MARCH
2014

Program 1: Administration Detail per sub-programme	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1.1 Office of the MEC									
Current payment	5 067		(475)	4592	4510	82	98.2%	4 883	4 289
Transfers and subsidies				-					
Payment for capital assets	92		(50)	42	12	30	28.6%	20	14
Payment for financial assets				-					
1.2 Corporate Services									
Current payment	92 844	(705)		92139	91473	666	99.3%	102 083	92 263
Transfers and subsidies	366	682		1048	923	125	88.1%	1 000	983
Payment for capital assets									
Payment for financial assets		23		23	22	1	95.7%	997	926
Total	98 369		(525)	97 844	96940	904	99.1%	108 983	98 535

APPROPRIATION STATEMENT
for the year ended 31 March 2014

Program 2: Cultural Affairs Per Economic classification	2013/14						2012/13		
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation %	Final Appropriation R'000	Actual expenditure R'000
Current payments									
Compensation of employees	22 245			22 245	22 069	178	99.2%	20 044	19 097
Goods and services	61 53			61 53	59 39	214	96.5%	7 132	6 670
Interest and rent on land									
Transfers and subsidies to:									
Provinces and municipalities									
Departmental agencies and accounts									
Higher education institutions									
Foreign governments and international organisations									
Public corporations and private enterprises									
Non-profit institutions	1			1	1		100.0%	-	49
Households	30			30	21		13.0%	44	44
Gifts and donations									
Payment for capital assets									
Buildings and other fixed structures									
Machinery and equipment									
Heritage assets									
Biological assets									
Land and subsoil assets									
Intangible assets									
Payments for financial assets									
Total	28 429			28 429	28 030	399	98.6%	27 220	25 860

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13APPROPRIATION STATEMENT
for the year ended 31 March 2014

Program 2 : Cultural Affairs Detail per sub-programme	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
2.1. Management									
Current payment	1 155			1155	1136	19	98.4%	434	30
Transfers and subsidies									
Payment for capital assets									
Payment for financial assets									
2.2. Arts and Culture									
Current payment	12 552			12552	12496	56	99.6%	12 022	11 321
Transfers and subsidies									25
Payment for capital assets									
Payment for financial assets									
2.3. Museum and Heritage Resource Services									
Current payment	8 304			8304	8046	258	96.9%	8 330	8 058
Transfers and subsidies	30			30	21	9	70.0%	44	46
Payment for capital assets									
Payment for financial assets									
2.4. Language Services									
Current payment	6 387			6387	6330	57	99.1%	6 390	6 358
Transfers and subsidies	1			1	1		100.0%	-	22
Payment for capital assets									
Payment for financial assets									
Total	28 249			28 429	28 030	399	98.6	27 220	25 860

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13

APPROPRIATION STATEMENT
for the year ended 31 March 2014

DEPARTMENT OF SPORT, ARTS AND CULTURE-VOTE: 13 ANNUAL PERFORMANCE REPORT

FINANCIAL YEAR
ENDING 31 MARCH
2014

Program 3: Library and Archives Services Per Economic classification	2013/14					2012/13			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	23 060			23060	22834	226	99.0%	24 312	21 060
Goods and services	22 263			22263	21342	916	95.9%	22 536	6 224
Interest and rent on land									
Transfers and subsidies to:									
Provinces and municipalities									
Departmental agencies and accounts									
Higher education institutions									
Foreign governments and international organisations									
Public corporations and private enterprises									
Non-profit institutions	127			127	125	2	98.4%	66	65
Households									
Gifts and donations									
Payment for capital assets									
Buildings and other fixed structures	23 417			23417	10663	12754	45.5%	46 261	33 512
Machinery and equipment	3 640			3640	3073	567	84.4%	2 301	1 864
Heritage assets									
Biological assets									
Land and subsoil assets									
Intangible assets									
Payments for financial assets									
Total	72 507			72 507	58 042	14 465	80.1%	95 476	62 725

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13

APPROPRIATION STATEMENT
for the year ended 31 March 2014

Program 3 : Library and Archive Services Detail per sub-programme	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
3.1. Library services									
Current payment	41 100			41100	40362	738	98.2%	43 674	24 111
Transfers and subsidies	127			127	125	2	98.4%		
Payment for capital assets	27 057			27057	13736	13321	50.8%	48 524	35 376
Payment for financial assets									
3.2. Archive Services									
Current payment	4 223			4223	3819	404	90.4%	3 084	3 173
Transfers and subsidies								66	65
Payment for capital assets								38	
Payment for financial assets									
Total	72 507			72 507	58 042	14 465	80.1%	95 476	62 725

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13

APPROPRIATION STATEMENT
for the year ended 31 March 2014

Program 4: Sport and Recreation Per Economic classification	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	18 944		225	19 169	16 441	2 728	85.8%	19 336	17 639
Goods and services	54 401		300	54 701	53 808	893	98.4%	50 363	40 266
Interest and rent on land									
Transfers and subsidies to:									
Provinces and municipalities	5 000			5 000					
Departmental agencies and accounts									
Higher education institutions									
Foreign governments and international organisations									
Public corporations and private enterprises									
Non-profit institutions	3 674			3 674	3 656	18	99.5%	-	839
Households	184			184	183	1	99.5%	400	388
Gifts and donations									
Payment for capital assets									
Buildings and other fixed structures									
Machinery and equipment									
Heritage assets									
Biological assets									
Land and subsoil assets									
Intangible assets									
Payments for financial assets									
Total	82 203		525	82 728	74 088	8 640	89.6%	70 099	59 132

APPROPRIATION STATEMENT
for the year ended 31 March 2014

Program 4: Sport and Recreation Detail per sub-programme	2013/14						2012/13		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
4.1. Management									
Current payment	960			960	444	516	46.3%	496	-
Transfers and subsidies	5 000			5 000		5 000			
Payment for capital assets									
Payment for financial assets									
4.2. Sports									
Current payment	4 194		50	4 244	4 964	(720)	117.0%	5 081	4 725
Transfers and subsidies	184			184	183	1	99.5%	-	1 227
Payment for capital assets									
Payment for financial assets									
4.3. School Sports									
Current payment	63 007		475	63 482	64 841	(1 359)	102.1%	64 122	53 180
Transfers and subsidies	8 858			8 858	3 656	5 202	41.3%	400	-
Payment for capital assets									
Payment for financial assets									
Total	82 203		525	82 728	74 088	8 640	89.6%	70 099	59 132

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 March 2014**

1. Detail of transfers and subsidies as per Appropriation Act (after Virement):

Detail of these transactions can be viewed in the note on Transfers and subsidies, disclosure notes and Annexure 1 (A-H) to the Annual Financial Statements.

2. Detail of specifically and exclusively appropriated amounts voted (after Virement):

Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the Annual Financial Statements.

3. Detail on payments for financial assets

Detail of these transactions per programme can be viewed in the note on Payments for financial assets to the Annual Financial Statements.

4. Explanations of material variances from Amounts Voted (after Virement):

4.1	Per programme	Final Appropriation	Actual Expenditure	Variance R'000	Variance as a % of Final Appropriation
	Administration	99,579	98,653	926	1%
	Cultural Affairs	28 429	28,030	399	1%
	Library and Information Services	72,507	58,042	14,465	20%
	The Programme under spent due to the following reasons: Late appointment of contractors for two new libraries				
	Sport and Recreation	82,728	74,088	8,640	10%
	The Programme under spent due to the following: Late appointment of sport coordinators and non transfer of CHAN budget				

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 March 2014

4.2 Per economic classification	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	R'000
Current payments				
Compensation of employees	119,390	115,775	3,615	3%
Goods and services	126,667	124,359	2,308	2%
Interest and rent on land				
Unauthorised expenditure approved				
Transfers and subsidies				
Provinces and municipalities	5,682	674	5,008	88%
Departmental agencies and accounts				
Higher education institutions				
Public corporations and private enterprises				
Foreign governments and international organisations				
Non-profit institutions	3,675	3,657	18	0%
Households	707	578	129	18%
Gifts and donations				
Payments for capital assets				
Buildings and other fixed structures	23,417	10,663	12,754	54%
Machinery and equipment	3,682	3,085	597	16%
Heritage assets				
Specialised military assets				
Biological assets				
Land and subsoil assets				
Intangible assets				
Payments for financial assets	23	22	1	4%

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 March 2014

4.3	Per conditional grant	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Appropriation R'000
	Arts And Culture				
	Comm Library Serv Grant	58 457	44,441	14,016	24%
	Public Works				
	Epwp Inter Grnt Prov Epwp Incent Grn Prov-Soc	550	483	67	12%
	Sport And Recreation Sa				
	Mass Sport&Recr Part Prg	63 554	59,702	3,852	6%

- **Community Library Service Grant :**
The grant underspent due to the late appointment of contractors for the construction of two new libraries
- **Mass Sport Participation Conditional Grant:**
The grant underspent due to late appointment of coordinators
- **EPWP:**
The grant underspent due to delays in the procurement of uniforms and protective clothing for the museums staff

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13
STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 31 March 2014**

	Note	2013/14 R'000	2012/13 R'000
REVENUE			
Annual appropriation	<i>1</i>	281 508	301 778
Statutory appropriation	<i>2</i>	1 735	1 652
Departmental revenue	<i>3</i>	199	189
NRF Receipts			
Aid assistance	<i>4</i>		
TOTAL REVENUE		283 442	303 619
EXPENDITURE			
Current expenditure			
Compensation of employees	<i>5</i>	115 775	112 528
Goods and services	<i>6</i>	124 359	96 677
Interest and rent on land	<i>7</i>		-
Aid assistance	<i>4</i>		-
Unauthorised expenditure approved without funding	<i>11</i>		10 571
Total current expenditure		240 134	219 776
Transfers and subsidies			
Transfers and subsidies	<i>9</i>	4 909	2 368
Aid assistance	<i>4</i>		
Unauthorised expenditure approved without funding	<i>11</i>		
Total transfers and subsidies		4 909	2 368
Expenditure for capital assets			
Tangible assets	<i>10</i>	13 748	36 316
Intangible assets	<i>10</i>		
Unauthorised expenditure approved without funding	<i>11</i>		
Total expenditure for capital assets		13 748	36 316
Payments for financial assets	<i>8</i>	22	60
TOTAL EXPENDITURE		258 813	258 520
SURPLUS/(DEFICIT) FOR THE YEAR		24 629	45 099

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13
STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 31 March 2014**

Reconciliation of Net Surplus/(Deficit) for the year

Voted funds		24 430	44 910
Annual appropriation		6 495	954
Conditional grants		17 935	43 956
Unconditional grants			
Departmental revenue and NRF Receipts	<u>19</u>	199	189
Aid assistance	<u>4</u>		-
SURPLUS/(DEFICIT) FOR THE YEAR		<u>24 629</u>	<u>45 099</u>

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13STATEMENT OF FINANCIAL POSITION
as at 31 March 2014

	Note	2013/14 R'000	2012/13 R'000
ASSETS			
Current assets		31 148	37 987
Unauthorised expenditure	<u>11</u>	7 141	7 141
Cash and cash equivalents	<u>12</u>	23 081	29 865
Other financial assets	<u>13</u>	-	-
Prepayments and advances	<u>14</u>	-	-
Receivables	<u>15</u>	926	981
Loans	<u>17</u>	-	-
Aid assistance prepayments	<u>4</u>	-	-
Aid assistance receivable	<u>4</u>	-	-
Non-current assets			
Investments	<u>16</u>	-	-
Loans	<u>17</u>	-	-
Other financial assets	<u>13</u>	-	-
TOTAL ASSETS		31 148	37 987
LIABILITIES			
Current liabilities		31 133	37 931
Voted funds to be surrendered to the Revenue Fund	<u>18</u>	30 627	37 684
Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund	<u>19</u>	227	17
Bank overdraft	<u>20</u>	-	-
Payables	<u>21</u>	53	4
Aid assistance repayable	<u>4</u>	-	-
Aid assistance unutilised	<u>4</u>	226	226
Non-current liabilities			
Payables	<u>22</u>	-	-
TOTAL LIABILITIES		31 133	37 931
NET ASSETS		15	56

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**STATEMENT OF FINANCIAL POSITION
as at 31 March 2014**

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Represented by:			
Capitalisation reserve		15	56
Recoverable revenue			
Retained funds			
Revaluation reserves			
TOTAL		15	56

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13STATEMENT OF CHANGES IN NET ASSETS
for the year ended 31 March 2014

	Note	2013/14 R'000	2012/13 R'000
Capitalisation Reserves			
Opening balance			
Transfers:			
Movement in Equity			
Movement in Operational Funds		-	-
Other movements			
Closing balance			
Recoverable revenue			
Opening balance		56	727
Transfers:			
Irrecoverable amounts written off	<u>8.3</u>	(22)	(671)
Debts revised			
Debts recovered (included in departmental receipts)		(19)	(671)
Debts raised			
Closing balance		<u>15</u>	<u>56</u>
Retained funds			
Opening balance		-	-
Transfer from voted funds to be surrendered (Parliament/Legislatures ONLY)		-	-
Utilised during the year		-	-
Other			
Closing balance		<u>-</u>	<u>-</u>
Revaluation Reserve			
Opening balance		-	-
Revaluation adjustment (Housing departments)		-	-
Transfers		-	-
Other		-	-
Closing balance		<u>-</u>	<u>-</u>
TOTAL		<u>15</u>	<u>56</u>

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13CASH FLOW STATEMENT
for the year ended 31 March 2014

	Note	2013/14 R'000	2012/13 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		290 969	297 650
Annual appropriated funds received	<u>1.1</u>	288 705	294 550
Statutory appropriated funds received	<u>2</u>	1 735	1 652
Departmental revenue received	<u>3</u>	490	1 448
Interest received	<u>3.3</u>	39	-
NRF Receipts		-	-
Aid assistance received	<u>4</u>	-	-
Net (increase)/decrease in working capital		104	13 444
Surrendered to Revenue Fund		(39 583)	(40 654)
Surrendered to RDP Fund/Donor		-	-
Current payments		(240 134)	(219 776)
Interest paid	<u>7</u>	-	-
Payments for financial assets		(22)	(60)
Transfers and subsidies paid		(4 909)	(2 368)
Net cash flow available from operating activities	<u>23</u>	6 425	48 236
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	<u>10</u>	(13 748)	(36 316)
Proceeds from sale of capital assets	<u>3.4</u>	580	-
(Increase)/decrease in loans		-	-
(Increase)/decrease in investments		-	-
(Increase)/decrease in other financial assets		-	-
Net cash flows from investing activities		(13 168)	(36 316)
CASH FLOWS FROM FINANCING ACTIVITIES			
Distribution/dividend received		-	-
Increase/(decrease) in net assets		(41)	(671)
Increase/(decrease) in non-current payables		-	-
Net cash flows from financing activities		(41)	(671)
Net increase/(decrease) in cash and cash equivalents		(6 784)	11 249
Cash and cash equivalents at beginning of period		29 865	18 616
Cash and cash equivalents at end of period	<u>24</u>	23 081	29 865

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13
ACCOUNTING POLICIES
for the year ended 31 March 2014

Summary of significant accounting policies	
<p>The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated.</p> <p>The historical cost convention has been used, except where otherwise indicated. Management has used assessments and estimates in preparing the annual financial statements. These are based on the best information available at the time of preparation.</p> <p>Where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act (PFMA), Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the PFMA and the annual Division of Revenue Act.</p>	
1	<p>Basis of preparation</p> <p>The financial statements have been prepared in accordance with the Modified Cash Standard.</p>
2	<p>Going concern</p> <p>The financial statements have been prepared on a going concern basis.</p>
3	<p>Presentation currency</p> <p>Amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the department.</p>
4	<p>Rounding</p> <p>Unless otherwise stated financial figures have been rounded to the nearest one thousand Rand (R'000).</p>
5	<p>Foreign currency translation</p> <p>Cash flows arising from foreign currency transactions are translated into South African Rands using the exchange rates prevailing at the date of payment / receipt.</p>
6	<p>Current year comparison with budget</p> <p>A comparison between the approved, final budget and actual amounts for each programme and economic classification is included in the appropriation statement.</p>
7	<p>Revenue</p>
7.1	<p>Appropriated funds</p> <p>Appropriated funds comprises of departmental allocations as well as direct charges against the revenue fund (i.e. statutory appropriation).</p> <p>Appropriated funds are recognised in the statement of financial performance on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the statement of financial performance on the date the adjustments become effective.</p> <p>The net amount of any appropriated funds due to / from the relevant revenue fund at the reporting date is recognised as a payable / receivable in the statement of financial position.</p>

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13
ACCOUNTING POLICIES
for the year ended 31 March 2014

7.2	<p>Departmental revenue</p> <p>Departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the relevant revenue fund, unless stated otherwise. Any amount owing to the relevant revenue fund at the reporting date is recognised as a payable in the statement of financial position.</p>
7.3	<p>Accrued departmental revenue</p> <p>Accruals in respect of departmental revenue (excluding tax revenue) are recorded in the notes to the financial statements when:</p> <ul style="list-style-type: none"> • it is probable that the economic benefits or service potential associated with the transaction will flow to the department; and • the amount of revenue can be measured reliably. <p>The accrued revenue is measured at the fair value of the consideration receivable. Accrued tax revenue (and related interest and / penalties) is measured at amounts receivable from collecting agents.</p>
8	<p>Expenditure</p>
8.1	<p>Compensation of employees</p>
8.1.1	<p>Salaries and wages</p> <p>Salaries and wages are recognised in the statement of financial performance on the date of payment.</p>
8.1.2	<p>Social contributions</p> <p>Social contributions made by the department in respect of current employees are recognised in the statement of financial performance on the date of payment. Social contributions made by the department in respect of ex-employees are classified as transfers to households in the statement of financial performance on the date of payment.</p>
8.2	<p>Other expenditure</p> <p>Other expenditure (such as goods and services, transfers and subsidies and payments for capital assets) is recognised in the statement of financial performance on the date of payment. The expense is classified as a capital expense if the total consideration paid is more than the capitalisation threshold.</p>
8.3	<p>Accrued expenditure payable</p> <p>Accrued expenditure payable is recorded in the notes to the financial statements when the goods are received or, in the case of services, when they are rendered to the department. Accrued expenditure payable is measured at cost.</p>
8.4	<p>Leases</p>
8.4.1	<p>Operating leases</p> <p>Operating lease payments made during the reporting period are recognised as current expenditure in the statement of financial performance on the date of payment. The operating lease commitments are recorded in the notes to the financial statements.</p>

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13
ACCOUNTING POLICIES
for the year ended 31 March 2014

8.4.2	<p>Finance leases</p> <p>Finance lease payments made during the reporting period are recognised as capital expenditure in the statement of financial performance on the date of payment.</p> <p>The finance lease commitments are recorded in the notes to the financial statements and are not apportioned between the capital and interest portions.</p> <p>Finance lease assets acquired at the end of the lease term are recorded and measured at the lower of:</p> <ul style="list-style-type: none"> • cost, being the fair value of the asset; or • the sum of the minimum lease payments made, including any payments made to acquire ownership at the end of the lease term, excluding interest.
9	<p>Aid Assistance</p>
9.1	<p>Aid assistance received</p> <p>Aid assistance received in cash is recognised in the statement of financial performance when received. In-kind aid assistance is recorded in the notes to the financial statements on the date of receipt and is measured at fair value.</p> <p>Aid assistance not spent for the intended purpose and any unutilised funds from aid assistance that are required to be refunded to the donor are recognised as a payable in the statement of financial position.</p>
9.2	<p>Aid assistance paid</p> <p>Aid assistance paid is recognised in the statement of financial performance on the date of payment. Aid assistance payments made prior to the receipt of funds are recognised as a receivable in the statement of financial position.</p>
10	<p>Cash and cash equivalents</p> <p>Cash and cash equivalents are stated at cost in the statement of financial position. Bank overdrafts are shown separately on the face of the statement of financial position. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.</p>
11	<p>Prepayments and advances</p> <p>Prepayments and advances are recognised in the statement of financial position when the department receives or disburses the cash.</p> <p>Prepayments and advances are initially and subsequently measured at cost. <Indicate when prepayments are expensed and under what circumstances.></p>
12	<p>Loans and receivables</p> <p>Loans and receivables are recognised in the statement of financial position at cost plus accrued interest, where interest is charged, less amounts already settled or written-off.</p>
13	<p>Investments</p> <p>Investments are recognised in the statement of financial position at cost.</p>
14	<p>Impairment of financial assets</p> <p>Where there is an indication of impairment of a financial asset, an estimation of the</p>

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13
ACCOUNTING POLICIES
for the year ended 31 March 2014

	reduction in the recorded carrying value, to reflect the best estimate of the amount of the future economic benefits expected to be received from that asset, is recorded in the notes to the financial statements.
15	Payables Loans and receivables are recognised in the statement of financial position at cost.
16	Capital Assets
16.1	Immovable capital assets Immovable capital assets are initially recorded in the notes to the financial statements at cost. Immovable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition. Where the cost of immovable capital assets cannot be determined accurately, the immovable capital assets are measured at R1 unless the fair value of the asset has been reliably estimated, in which case the fair value is used. All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1. Immovable capital assets are subsequently carried at cost and are not subject to depreciation or impairment. Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the immovable asset is recorded by another department in which case the completed project costs are transferred to that department.
16.2	Movable capital assets Capital assets are initially recorded in the notes to the financial statements at cost. Movable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition. Where the cost of movable capital assets cannot be determined accurately, the movable capital assets are measured at fair value and where fair value cannot be determined; the movable assets are measured at R1. All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1. Movable capital assets are subsequently carried at cost and are not subject to depreciation or impairment. Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the movable asset is recorded by another department/entity in which case the completed project costs are transferred to that department.
16.3	Intangible assets Intangible assets are initially recorded in the notes to the financial statements at cost. Intangible assets acquired through a non-exchange transaction are measured at fair value as at the date of acquisition. Internally generated intangible assets are recorded in the notes to the financial statements when the department commences the development phase of the project. Where the cost of intangible assets cannot be determined accurately, the intangible capital assets are measured at fair value and where fair value cannot be determined; the intangible assets are measured at R1.

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13
ACCOUNTING POLICIES
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	<p>All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.</p> <p>Intangible assets are subsequently carried at cost and are not subject to depreciation or impairment. Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the intangible asset is recorded by another department/entity in which case the completed project costs are transferred to that department.</p>
17	Provisions and Contingents
17.1	<p>Provisions</p> <p>Provisions are recorded in the notes to the financial statements when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate of the obligation can be made. The provision is measured as the best estimate of the funds required to settle the present obligation at the reporting date.</p>
17.2	<p>Contingent liabilities</p> <p>Contingent liabilities are recorded in the notes to the financial statements when there is a possible obligation that arises from past events, and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department or when there is a present obligation that is not recognised because it is not probable that an outflow of resources will be required to settle the obligation or the amount of the obligation cannot be measured reliably</p>
17.3	<p>Contingent assets</p> <p>Contingent assets are recorded in the notes to the financial statements when a possible asset arises from past events, and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department</p>
17.4	<p>Commitments</p> <p>Commitments are recorded at cost in the notes to the financial statements when there is a contractual arrangement or an approval by management in a manner that raises a valid expectation that the department will discharge its responsibilities thereby incurring future expenditure that will result in the outflow of cash</p>
18	<p>Unauthorised expenditure</p> <p>Unauthorised expenditure is recognised in the statement of financial position until such time as the expenditure is either:</p> <ul style="list-style-type: none"> • approved by Parliament or the Provincial Legislature with funding and the related funds are received; or • approved by Parliament or the Provincial Legislature without funding and is written off against the appropriation in the statement of financial performance; or • transferred to receivables for recovery. <p>Unauthorised expenditure is measured at the amount of the confirmed unauthorised expenditure.</p>

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19	<p>Fruitless and wasteful expenditure</p> <p>Fruitless and wasteful expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the total value of the fruitless and or wasteful expenditure incurred.</p> <p>Fruitless and wasteful expenditure is removed from the notes to the financial statements when it is resolved or transferred to receivables for recovery.</p> <p>Fruitless and wasteful expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.</p>
20	<p>Irregular expenditure</p> <p>Irregular expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the total value of the irregularity unless it is impracticable to determine, in which case reasons therefor are provided in the note.</p> <p>Irregular expenditure is removed from the note when it is either condoned by the relevant authority or transferred to receivables for recovery.</p> <p>Irregular expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.</p>
21	<p>Changes in accounting estimates</p> <p><i>[Insert the nature and amounts of the changes in accounting estimates for current and future periods (if applicable). If the effect on future periods could not reasonably be determined the fact should be disclosed.]</i></p>
22	<p>Prior period errors</p> <p><i>[Insert the nature and amounts of the errors along with whether the errors were corrected retrospectively. Where the amounts could not be reasonably determined the fact should be disclosed.]</i></p>
23	<p>Non-adjusting events after the reporting date</p> <p><i>[Insert the nature of the event and an estimate of its financial effect (or a statement to that effect where such estimate cannot be made) for each material category of non-adjusting event after the reporting date and refer to the relevant note to the financial statements.]</i></p>
24	<p>Agent-Principal arrangements</p> <p><i>[Insert a description of the nature, circumstances and terms related to agency-principal arrangements and refer to the relevant note to the financial statements]</i></p>

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1. Annual Appropriation

Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act (and the Adjustments Appropriation Act) for National Departments (Voted funds) and Provincial Departments:

	Final Appropriation	2013/14 Actual Funds Received	Funds not requested/ not received	2012/13 Appropriation received
	R'000	R'000	R'000	R'000
Administration	98 369	98 369	(525)	108 983
Cultural Affairs	28 429	28 429		27 220
Library and Archive Services	72 507	72 507		95 476
Sport and Recreation	82 203	89 400	(6 672)	62 781
Total	<u>281 508</u>	<u>288 705</u>	<u>(7 197)</u>	<u>294 550</u>

Voted funds not requested of R7 197 000.00 are a result of a transfer of funds for 2012/13 in the 2013/14 financial year. These funds were in respect of Mass Sport Participation grant that were withheld by the National Treasury in 2012/13 financial year and subsequently released to the Department in 2013/14 financial year. These funds were however not appropriated and therefore could not be spent

1.2 Conditional grants

	Note	2013/14 R'000	2012/13 R'000
Total grants received	46	<u>122 561</u>	<u>133 316</u>
Provincial grants included in Total Grants received		<u>122 561</u>	<u>133 316</u>

1.3 Unconditional grants

	Note	2013/14 R'000	2012/13 R'000
Total grants received	47	<u> </u>	<u> </u>

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2. Statutory Appropriation

	2013/14 R'000	2012/13 R'000
President and Deputy President salaries		
Member of executive committee/parliamentary officers	1 735	1 652
Judges and magistrates salaries		
Sector education and training authorities (SETA)		
National Skills Fund		
Total	1 735	1 652
Actual Statutory Appropriation received	1 735	1 652

3. Departmental revenue

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Tax revenue			
Sales of goods and services other than capital assets	3.1	458	1 084
Fines, penalties and forfeits	3.2		8
Interest, dividends and rent on land	3.3	39	-
Sales of capital assets	3.4	580	-
Transactions in financial assets and liabilities	3.5	32	356
Transfer received	3.6		-
Total revenue collected		1 109	1 448
Less: Own revenue included in appropriation	19	910	1 259
Departmental revenue collected		199	189

Revenue collected for 2013/2014 was understated by an amount of R275.00, which was captured and deposited after the financial year-end.

3.1 Sales of goods and services other than capital assets

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Sales of goods and services produced by the department	3	458	1 084
Sales by market establishment		458	1 084
Administrative fees			-
Other sales			-
Sales of scrap, waste and other used current goods			
Total		458	1 084

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3.2 Fines, penalties and forfeits

	Note	2013/14 R'000	2012/13 R'000
	3		
Fines			-
Penalties			8
Forfeits			-
Total			8

3.3 Interest, dividends and rent on land

	Note	2013/14 R'000	2012/13 R'000
	3		
Interest		39	-
Dividends		-	-
Rent on land		-	-
Total		39	-

3.4 Sale of capital assets

	Note	2013/14 R'000	2012/13 R'000
	3		
Tangible assets		580	
Buildings and other fixed structures	41		-
Machinery and equipment	39	580	-
Specialised military assets	39		-
Land and subsoil assets	41		-
Biological assets	39		-
Intangible assets			
Software	40		-
Mastheads and publishing titles	40		-
Patents, licences, copyright, brand names, trademarks	40		-
Recipes, formulae, prototypes, designs, models	40		-
Services and operating rights	40		-
Total		580	-

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3.5 Transactions in financial assets and liabilities

	Note 3	2013/14 R'000	2012/13 R'000
Loans and advances			
Receivables		32	
Forex gain			
Stale cheques written back			
Other Receipts including Recoverable Revenue			356
Gains on GFECRA			
Total		32	356

3.6 Transfers received

	Note 3	2013/14 R'000	2012/13 R'000
Other governmental units			
Universities and technikons			
Foreign governments			
International organisations			
Public corporations and private enterprises			
Households and non-profit institutions			
Total			

4. Aid assistance

4.1 Aid assistance received in cash from RDP

	Note	2013/14 R'000	2012/13 R'000
Local			
Opening Balance		226	226
Revenue			
Expenditure			-
Current			
Capital			
Transfers			
Prepayments			
Surrendered to the RDP			
Closing Balance		226	226
Foreign			
Opening Balance			
Revenue			
Expenditure			
Current			
Capital			
Transfers			
Prepayments			
Surrendered to the RDP			
Closing Balance			

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4.2 Aid assistance received in cash from other sources

	2013/14 R'000	2012/13 R'000
Local		
Opening Balance		
Revenue		
Expenditure		
Current		
Capital		
Transfers		
Prepayments		
Surrendered to the donor		
Closing Balance		
Foreign		
Opening Balance		
Revenue		
Expenditure		
Current		
Capital		
Transfers		
Prepayments		
Surrendered to the donor		
Closing Balance		

4.3 Aid assistance received in cash from CARA Fund

	2013/14 R'000	2012/13 R'000
Opening Balance		
Revenue		
Expenditure		
Current		
Capital		
Transfers		
Prepayments		
Transferred to retained funds		
Closing Balance		

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4.4 Total assistance

	2013/14 R'000	2012/13 R'000
Opening Balance	226	226
Revenue		
Expenditure		
Current		
Capital		
Transfers		
Prepayments		
Surrendered to RDP/Donor		
Transferred to retained funds		
Closing Balance	226	226

4.5 Analysis of balance

	Note	2013/14 R'000	2012/13 R'000
Aid assistance receivable			
RDP			
Other sources			
CARA Fund			
Aid assistance prepayments		226	226
RDP			
Other sources		226	226
CARA Fund			
Aid assistance unutilised			
RDP			
Other sources			
CARA Fund			
Aid assistance repayable			
RDP			
Other sources			
Closing balance		226	226

The amount of R226 071.29 is i.r.o Theta Learnership Programme and will be utilised in the 2014/2015 financial year.

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5. Compensation of employees

5.1 Salaries and Wages

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Basic salary		80 718	79 266
Performance award		770	699
Service Based		6 641	5 906
Compensative/circumstantial		3 652	3 813
Periodic payments			2
Other non-pensionable allowances		10 003	9 377
Total		101 784	99 063

5.2 Social contributions

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Employer contributions			
Pension		9 271	8 884
Medical		4 697	4 556
UIF			-
Bargaining council		23	25
Official unions and associations			-
Insurance			-
Total		13 991	13 465
		115 775	112 528
Average number of employees		396	370

6. Goods and services

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Administrative fees			770
Advertising		2 064	548
Capital assets less than R5 000	6.1	6 427	69
Bursaries (employees)		158	4 227
Catering		5 423	1 677
Communication		2 104	7 345
Computer services	6.2	10 975	8 776
Consultants, contractors and agency/outsourced services	6.3	12 848	76
Entertainment			76
Audit cost – external	6.4	3 470	3 396
Fleet services		1 250	1 110

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Inventory	6.5	14 363	11 364
Consumables	6.6	1 348	665
Housing			
Operating leases		23 642	21 306
Property payments	6.7	1 825	2 508
Rental and hiring			-
Transport provided as part of the departmental activities		9 447	8 569
Travel and subsistence	6.8	22 791	17 596
Venues and facilities		2 949	2 884
Training and development		2 268	1 814
Other operating expenditure	6.9	1 007	1 977
Total		124 359	96 677
6.1 Capital assets less than R5 000			
	<i>Note</i>	2013/14	2012/13
	<i>6</i>	R'000	R'000
Tangible assets		6 427	548
Buildings and other fixed structures			-
Biological assets			-
Heritage assets			-
Machinery and equipment		6 427	548
Transport assets			-
Specialised military assets			-
Intangible assets			-
Total		6 427	548
6.2 Computer services			
	<i>Note</i>	2013/14	2012/13
	<i>6</i>	R'000	R'000
SITA computer services		10 975	7 345
External computer service providers			
Total		10 975	7 345
6.3 Consultants, contractors and agency/outsourced services			
	<i>Note</i>	2013/14	2012/13
	<i>6</i>	R'000	R'000
Business and advisory services			244
Infrastructure and planning			2 704
Laboratory services			-
Legal costs		1 523	587
Science and technology			-
Contractors		5 618	594
Agency and support/outsourced services		5 707	4 647
Total		12 848	8 776

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6.4 Audit cost – External

	<i>Note</i> 6	2013/14 R'000	2012/2013 R'000
Regularity audits		3 470	3 396
Performance audits			
Investigations			
Environmental audits			
Computer audits			
Total		3 470	3 396

6.5 Inventory

	<i>Note</i> 6	R'000	R'000
Clothing material and accessories		9 278	3 697
Farming supplies			5
Food and food supplies			32
Fuel, oil and gas			
Learning, teaching and support material			
Materials and supplies		5 085	3
Medical supplies			
Medicine			
Medsas inventory interface			
Other supplies	6.5.1		7 627
Total		14 363	11 364

6.5.1 Other supplies

	<i>Note</i> 6.5	2013/14 R'000	2012/13 R'000
Ammunition and security supplies			
Assets for distribution			
Other			
Total			

6.5 Inventory

	<i>Note</i> 6	2013/14 R'000	2012/13 R'000
Medsas inventory interface			
Learning and teaching support material			
Food and food supplies			
Fuel, oil and gas			
Other consumables			
Materials and supplies			
Stationery and printing			
Medicine			
Military stores			
Total			

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6.6 Consumables

	Note 6	2013/14 R'000	2012/13 R'000
Consumable supplies			
Uniform and clothing		16	
Household supplies		193	2
Building material and supplies			38
Communication accessories			10
IT consumables		7	1
Other consumables			
Stationery, printing and office supplies		1 132	614
Total		1 348	665

6.7 Property payments

	Note 6	2013/14 R'000	2012/13 R'000
Municipal services		1 824	2 508
Property management fees			-
Property maintenance and repairs			-
Other		1	-
Total		1 825	2 508

6.8 Travel and subsistence

	Note 6	2013/14 R'000	2012/13 R'000
Local		22 702	17 596
Foreign		89	-
Total		22 791	17 596

6.9 Other operating expenditure

	Note 6	2013/14 R'000	2012/13 R'000
Professional bodies, membership and subscription fees		12	7
Resettlement costs		117	11
Other		878	1 959
Total		1 007	1 977

7. Interest and rent on land

	Note	2013/14 R'000	2012/13 R'000
Interest paid			
Rent on land			
Total			

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8. Payments for financial assets

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Material losses through criminal conduct			
Theft	8.4		
Other material losses	8.1		
Purchase of equity			
Extension of loans for policy purposes			
Other material losses written off	8.2		
Debts written off	8.3	22	60
Forex losses	8.5		
Debt take overs			
Losses on GFECRA			
Total		22	60

8.1 Other material losses

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Nature of other material losses (Group major categories, but list material items)	8		
Incident Disciplinary Steps taken/ Criminal proceedings			
Total			

8.2 Other material losses written off

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Nature of losses (Group major categories, but list material items)	8		
Total			

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8.3 Debts written off

	<i>Note</i> 8	2013/14 R'000	2012/13 R'000
Nature of debts written off			
Irregular expenditure written off			
Total			
Recoverable revenue written off			
Total			
Other debt written off			
Bad debts		22	60
Total		22	60
Total debt written off		22	60

8.4 Details of theft

	<i>Note</i> 8	2013/14 R'000	2012/13 R'000
Nature of theft (Group major categories, but list material items)			
Total			

8.5 Forex losses

	<i>Note</i> 8	2013/14 R'000	2012/13 R'000
Nature of losses (Group major categories, but list material items)			
Total			

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9. Transfers and subsidies

		2013/14 R'000	2012/13 R'000
	<i>Note</i>		
Provinces and municipalities	48, 49, Annex 1A, Annex 1B	674	
Departmental agencies and accounts	Annex 1C		
Higher education institutions	Annex 1D		
Foreign governments and international organisations	Annex 1F		
Public corporations and private enterprises	Annex 1E		
Non-profit institutions	Annex 1G	3 657	888
Households	Annex 1H	578	1 480
Gifts, donations and sponsorships made	Annex 1K		
Total		4 909	2 368

Unspent funds transferred to the above beneficiaries

10. Expenditure for capital assets

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Tangible assets			36 316
Buildings and other fixed structures	40	10 663	33 512
Heritage assets	39, 41		-
Machinery and equipment	39	3 085	2 804
Specialised military assets	39		-
Land and subsoil assets	41		-
Biological assets	39		-
Intangible assets			-
Software	40		-
Mastheads and publishing titles	40		-
Patents, licences, copyright, brand names, trademarks	40		-
Recipes, formulae, prototypes, designs, models	40		-
Services and operating rights	40		-
Total		13 748	36 316

The following amounts have been included as project costs in Expenditure for capital assets

Compensation of employees		
Goods and services		
Total		

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10.1 Analysis of funds utilised to acquire capital assets – 2013/14

	Voted funds	Aid assistance	Total
	R'000	R'000	R'000
Tangible assets			
Buildings and other fixed structures	10 663		10 663
Heritage assets			
Machinery and equipment	3 085		3 085
Specialised military assets			
Land and subsoil assets			
Biological assets			
Intangible assets			
Software			
Mastheads and publishing titles			
Patents, licences, copyright, brand names, trademarks			
Recipes, formulae, prototypes, designs, models			
Services and operating rights			
Total	13 748		13 748

10.2 Analysis of funds utilised to acquire capital assets – 2012/13

	Voted funds	Aid assistance	Total
	R'000	R'000	R'000
Tangible assets			
Buildings and other fixed structures	33 512		33 512
Heritage assets	-		-
Machinery and equipment	2 804		2 804
Specialised military assets	-		-
Land and subsoil assets	-		-
Biological assets			
Intangible assets			
Software			
Mastheads and publishing titles			
Patents, licences, copyright, brand names, trademarks			
Recipes, formulae, prototypes, designs, models			
Services and operating rights			
Total	36 316		36 316

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10.3 Finance lease expenditure included in Expenditure for capital assets

	<i>Note</i>	2013/14
		R'000
Tangible assets		
Buildings and other fixed structures		
Heritage assets		
Machinery and equipment		
Specialised military assets		
Land and subsoil assets		
Biological assets		
Intangible assets		
Total		

11. Unauthorised expenditure

11.1 Reconciliation of unauthorised expenditure

	<i>Note</i>	2013/14	2012/13
		R'000	R'000
Opening balance		7 141	17 712
Prior year error			
As restated		7 141	
Unauthorised expenditure – discovered in current year (as restated)			
Less: Amounts approved by Parliament/Legislature with funding			
Less: Amounts approved by Parliament/Legislature without funding and written off in the Statement of Financial Performance			(10 571)
Capital			
Current			(10 571)
Transfers and subsidies			
Less: Amounts transferred to receivables for recovery	15		
Unauthorised expenditure awaiting authorisation / written off		7 141	7 141
Analysis of awaiting authorisation per economic classification			
Capital			
Current			
Transfers and subsidies			
Total			

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11.2 Analysis of unauthorised expenditure awaiting authorisation per economic classification

	2013/14 R'000	2012/13 R'000
Capital		
Current	7 141	7 141
Transfers and subsidies		
Total	7 141	7 141

11.3 Analysis of unauthorised expenditure awaiting authorisation per type

	2013/14 R'000	2012/13 R'000
Unauthorised expenditure relating to overspending of the vote or a main division within a vote	7 141	7 141
Unauthorised expenditure incurred not in accordance with the purpose of the vote or main division		
Total	7 141	7 141

11.4 Details of unauthorised expenditure – current year

Incident	Disciplinary steps taken/criminal proceedings	2013/14 R'000
Total		

11.5 Prior period error

	Note 11	2012/13 R'000
Nature of prior period error		
Relating to 2013/14		
Relating to 2012/13		
Total		

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12. Cash and cash equivalents

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Consolidated Paymaster General Account			-
Cash receipts			-
Disbursements		(8 981)	(14 929)
Cash on hand			
Investments (Domestic)		32 062	44 794
Investments (International)			
Total		23 081	29 865

13. Other financial assets

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Current			
Local			
(Group major categories, but list material items)			
Total			
Foreign			
(Group major categories, but list material items)			
Total			
Total Current other financial assets			

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Non-current			
Local			
(Group major categories, but list material items)			
Total			
Foreign			
(Group major categories, but list material items)			
Total			
Total Non-current other financial assets			

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14. Prepayments and advances

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Staff advances			
Travel and subsistence			
Prepayments			
Advances paid	14.1		
SOCPEN advances			
Total			

14.1 Advances paid

	<i>Note</i>	2013/14 R'000	2012/13 R'000
National departments	14		
Provincial departments			
Public entities			
Other entities			
Total			

15. Receivables

	<i>Note</i>	2013/14			R'000 Total	2012/13 R'000 Total
		R'000 Less than one year	R'000 One to three years	R'000 Older than three years		
Claims recoverable	15.1 <i>Annex 4</i>		903		904	
Trade receivables	15.2				-	
Recoverable expenditure	15.3				-	
Staff debt	15.4		23		67	
Fruitless and wasteful expenditure	15.6				-	
Other debtors	15.5				10	
Total			926		981	

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15.1	Claims recoverable			
		<i>Note</i>	2013/14	2012/13
		15	R'000	R'000
	National departments		903	904
	Provincial departments			-
	Foreign governments			-
	Public entities			-
	Private enterprises			-
	Universities and technikons			-
	Households and non-profit institutions			-
	Local governments			-
	Total		903	904
15.2	Trade receivables			
		<i>Note</i>	2013/14	2012/13
		15	R'000	R'000
	(Group major categories, but list material items)			
	Total			
15.3	Recoverable expenditure (disallowance accounts)			
		<i>Note</i>	2013/14	2012/13
		15	R'000	R'000
	(Group major categories, but list material items)			
	Total			
15.4	Staff debt			
		<i>Note</i>	2013/14	2012/13
		15	R'000	R'000
	Staff debtors		23	67
	Total		23	67
15.5	Other debtors			
		<i>Note</i>	2013/14	2012/13
		15	R'000	R'000
	Sal:Medical Aid			1
	Sal:Income Tax			9
	Total			10

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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15.6	Fruitless and wasteful expenditure	Note 15	2013/14 R'000	2012/13 R'000
	Opening balance			
	Less amounts recovered			
	Less amounts written off			
	Transfers from note 32 Fruitless and Wasteful Expenditure			
	Total			
15.7	Impairment of receivables	Note 18	2013/14 R'000	2012/13 R'000
	Estimate of impairment of receivables			
	Total			
16.	Investments	Note	2013/14 R'000	2012/13 R'000
	Non-Current			
	Shares and other equity			
	(List investments at cost)			
	Total			
	Securities other than shares	Annex 2A		
	(List investments at cost)			
	Total			
	Total non-current			
			2013/14 R'000	2012/13 R'000
	Analysis of non current investments			
	Opening balance			
	Additions in cash			
	Disposals for cash			
	Non-cash movements			
	Closing balance			

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16.1 Impairment of investments	Note	2013/14 R'000	2012/13 R'000
Estimate of impairment of impairment			
Total			
17. Loans	Note	2013/14 R'000	2012/13 R'000
Public corporations			
Universities and technikons			
Foreign governments			
Private enterprises			
Non-profit institutions			
Staff loans			
Total			
Analysis of Balance			
Opening balance			
New Issues			
Repayments			
Write-offs			
Closing balance			
17.1 Impairment of loans	Note	2013/14 R'000	2012/13 R'000
Estimate of impairment of loans			
Total			
18. Voted funds to be surrendered to the Revenue Fund	Note	2013/14 R'000	2012/13 R'000
Opening balance		37 684	39203
Prior period error (2012/13)	18.2		
As restated		37 684	39 203
Transfer from statement of financial performance (as restated)		24 430	44 910
Add: Unauthorised expenditure for current year	11		-
Voted funds not requested/not received	1.1	7 197	(7 228)
Transferred to retained revenue to defray excess expenditure (PARLIAMENT/LEGISLATURES ONLY)	18.1		
Paid during the year		(38 684)	(39 201)
Closing balance		30 627	37 684

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18.1 Voted funds / (Excess expenditure) transferred to the retained funds (Parliament / Legislatures ONLY)			
	<i>Note</i>	2013/14 R'000	2012/13 R'000
Opening balance	18		
Transfer from statement of financial performance			
Transfer from Departmental Revenue to defray excess expenditure	19		
Closing balance			
18.2 Prior period error (affecting Voted funds to be surrendered)			
	<i>Note</i>		2012/13 R'000
	18		
Nature of prior period error			
Relating to 2013/14			
Relating to 2012/13			
Total			
19. Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund			
	<i>Note</i>	2013/14 R'000	2012/13 R'000
Opening balance		17	22
Prior period error (2012/13)	19.1		
As restated		17	22
Transfer from Statement of Financial Performance (as restated)		199	189
Own revenue included in appropriation		910	1 259
Transfer from aid assistance	4		
Transfer to voted funds to defray expenditure (Parliament/Legislatures ONLY)	18.1		
Paid during the year		(899)	(1 453)
Closing balance		227	17

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19.1 Prior period error (affecting Departmental revenue to be surrendered)	Note 19	2012/13 R'000	
Nature of prior period error			
Relating to			
Relating to			
Total			
20. Bank Overdraft	Note	2013/14 R'000	2012/13 R'000
Consolidated Paymaster General Account			
Fund requisition account			
Overdraft with commercial banks (Local)			
Overdraft with commercial banks (Foreign)			
Total			
21. Payables – current	Note	2013/14 R'000	2012/13 R'000
Amounts owing to other entities			
Advances received	21.1		
Clearing accounts	21.2		
Other payables	21.3	53	4
Total		53	4
21.1 Advances received	Note 21	2013/14 R'000	2012/13 R'000
National departments			
Provincial departments			
Public entities			
Other institutions			
Total			

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21.2 Clearing accounts

	<i>Note</i> 21	2013/14 R'000	2012/13 R'000
Description (Identify major categories, but list material amounts)			
Total			

21.3 Other payables

	<i>Note</i> 21	2013/14 R'000	2012/13 R'000
EBT Rejection Account			4
Sal: Income tax		49	
Sal: Pension Fund		4	
Total		53	4

22. Payables – non-current

	<i>Note</i>	2013/14			R'000 Total	2012/13 R'000 Total
		R'000 One to two years	R'000 Two to three years	R'000 More than three years		
Amounts owing to other entities						
Advances received	22.1					
Other payables	22.2					
Total						

22.1 Advances received

	<i>Note</i> 22	2013/14 R'000	2012/13 R'000
National departments			
Provincial departments			
Public entities			
Other institutions			
Total			

22.2 Other payables

	<i>Note</i> 22	2013/14 R'000	2012/13 R'000
Description (Identify major categories, but list material amounts)			
Total			

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23. Net cash flow available from operating activities

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Net surplus/(deficit) as per Statement of Financial Performance		24 629	45 099
Add back non cash/cash movements not deemed operating activities		(18 204)	3 137
(Increase)/decrease in receivables – current		55	2 901
(Increase)/decrease in prepayments and advances			-
(Increase)/decrease in other current assets			1 0571
Increase/(decrease) in payables – current		49	(28)
Proceeds from sale of capital assets		(580)	-
Proceeds from sale of investments			-
(Increase)/decrease in other financial assets			-
Expenditure on capital assets		13 748	36 316
Surrenders to Revenue Fund		(39 583)	(40 654)
Surrenders to RDP Fund/Donor			-
Voted funds not requested/not received		7 197	(7 228)
Own revenue included in appropriation		910	1259
Other non-cash items			-
Net cash flow generated by operating activities		6 425	48 236

24. Reconciliation of cash and cash equivalents for cash flow purposes

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Consolidated Paymaster General account			
Fund requisition account			
Cash receipts			
Disbursements		(8 981)	(14 929)
Cash on hand			
Cash with commercial banks (Local)		32 062	44 794
Cash with commercial banks (Foreign)			
Total		23 081	29 865

25. Contingent liabilities and contingent assets
25.1 Contingent liabilities

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Liable to			
Nature			

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Motor vehicle guarantees	Employees	<i>Annex 3A</i>		
Housing loan guarantees	Employees	<i>Annex 3A</i>	56	295
Other guarantees		<i>Annex 3A</i>		
Claims against the department		<i>Annex 3B</i>	14 413	11 328
Intergovernmental payables (unconfirmed balances)		<i>Annex 5</i>		1 094
Environmental rehabilitation liability		<i>Annex 3B</i>		
Other		<i>Annex 3B</i>		
Total			14 469	12 717

25.2 Contingent assets

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Nature of contingent asset			
Rescue Plan during Mapungubwe Arts Festival 2008/09 financial year on behalf of Don Laka		648	
Total		648	

26. Commitments

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Current expenditure			
Approved and contracted		8 175	9 920
Approved but not yet contracted		-	-
		8 175	9 920
Capital expenditure			
Approved and contracted		15 006	10 908
Approved but not yet contracted		-	-
		15 006	10 908
Total Commitments		23 181	20 828

Included is an amount of R 23,181,000 is an amount of R1,845,439.76 i.r.o retentions

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27. Accruals

			2013/14 R'000	2012/13 R'000
Listed by economic classification				
	30 Days	30+ Days	Total	Total
Goods and services	6 251	17	6 268	2 435
Interest and rent on land				
Transfers and subsidies				
Capital assets				
Other				
Total	6 251	17	6 268	2 435

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Listed by programme level			
Administration		402	1 068
Cultural Affairs		69	197
Library and Information Services		108	541
Sport and Recreation		5 689	629
Total		6 268	2 435

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Confirmed balances with other departments	<i>Annex 5</i>	444	47
Confirmed balances with other government entities	<i>Annex 5</i>	17	30
Total		461	77

28. Employee benefits

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Leave entitlement		6 021	6 027
Service bonus (Thirteenth cheque)		3 156	3 060
Performance awards		1 793	1 762
Capped leave commitments		11 885	11 326
Other			
Total		22 855	22 175

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Negative leave liability of R50, 201.69 is included in the total amount of the leave entitlement.

29. Lease commitments
29.1 Operating leases expenditure

	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
2013/14					
Not later than 1 year			23 044	113	23 157
Later than 1 year and not later than 5 years			90 714	113	90 847
Later than five years					
Total lease commitments			113 758	226	113 984

	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
2012/13					
Not later than 1 year			21 337	99	21 436
Later than 1 year and not later than 5 years			103 837		109 837
Later than five years			9 921		9 921
Total lease commitments			135 095	99	135 194

*The department leases photocopier machines in terms of contract number (TC/LP 01/2012) for a period of 3 years. Under the agreement, the service provider only transfers the risk and rewards incidental to the usage of the machines and retains the significant risks and rewards related to control over the assets.
The department therefore regards the lease as an operating lease rather than a finance lease.*

	Note	2013/14 R'000	2012/13 R'000
Rental earned on sub-leased assets	3		
Total			

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29.2 Finance leases expenditure**

	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
2013/14					
Not later than 1 year					
Later than 1 year and not later than 5 years					
Later than five years					
Total lease commitments					
2012/13					
Not later than 1 year					
Later than 1 year and not later than 5 years					
Later than five years					
Total lease commitments					

**This note excludes leases relating to public private partnership as they are separately disclosed to note no.35.

	Note	2013/14 R'000	2012/13 R'000
Rental earned on sub-leased assets	3		
Total			

DEPARTMENT OF SPORT, ARTS AND CULTURE
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29.3 Operating lease revenue**

	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
2013/14					
Not later than 1 year					
Later than 1 year and not later than 5 years					
Later than five years					
Total operating lease revenue receivable					
2012/13					
Not later than 1 year					
Later than 1 year and not later than 5 years					
Later than five years					
Total operating lease revenue receivable					

30. Accrued departmental revenue

	Note	2013/14 R'000	2012/13 R'000
Tax revenue			
Sales of goods and services other than capital assets			
Fines, penalties and forfeits			
Interest, dividends and rent on land			
Sales of capital assets			
Transactions in financial assets and liabilities			
Transfers received (incl. conditional grants to be repaid by provincial departments)			
Other			
Total			

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30.1	Analysis of accrued departmental revenue	<i>Note</i>	2013/14 R'000	2012/13 R'000
	Opening balance			
	Less: amounts received			
	Add: amounts recognised			
	Less: amounts written-off/reversed as irrecoverable			
	Closing balance			
30.2	Accrued department revenue written off	<i>Note</i>	2013/14 R'000	2012/13 R'000
	Nature of losses			
	Total			
30.3	Impairment of accrued departmental revenue	<i>Note</i>	2013/14 R'000	2012/13 R'000
	Estimate of impairment of accrued departmental revenue			
	Total			
31.	Irregular expenditure			
31.1	Reconciliation of irregular expenditure	<i>Note</i>	2013/14 R'000	2012/13 R'000
	Opening balance		88 543	88 292
	Add: Irregular expenditure – relating to prior year			
	Add: Irregular expenditure – relating to current year			251
	Less: Prior year amounts condoned			
	Less: Current year amounts condoned			
	Less: Amounts recoverable (not condoned)	<i>15</i>		
	Less: Amounts not recoverable (not condoned)			
	Irregular expenditure awaiting condonation		88 543	88 543
	Analysis of awaiting condonation per age classification			
	Current year		88 543	251
	Prior years		88 543	88 292
	Total		88 543	88 543

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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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31.2 Details of irregular expenditure – current year

Incident	Disciplinary steps taken/criminal proceedings	2013/14 R'000
-----------------	------------------------------------------------------	--------------------------

Total		_____
		=====

31.3 Details of irregular expenditure condoned

Incident	Condoned by (condoning authority)	2013/14 R'000
-----------------	------------------------------------------	--------------------------

Total		_____
		=====

31.4 Details of irregular expenditure recoverable (not condoned)

Incident	Recoverable	2013/14 R'000
-----------------	--------------------	--------------------------

Total		_____
		=====

31.5 Details of irregular expenditure not recoverable (not condoned)

Incident	Not condoned by (condoning authority)	2013/14 R'000
-----------------	----------------------------------------------	--------------------------

Total		_____
		=====

31.6 Details of irregular expenditures under investigation

Incident	Under investigation	2013/14 R'000
-----------------	----------------------------	--------------------------

Total		_____
		=====

**DEPARTMENT OF SPORT, ARTS AND CULTURE
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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32. Fruitless and wasteful expenditure

32.1 Reconciliation of fruitless and wasteful expenditure

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Opening balance		11 216	11 178
Fruitless and wasteful expenditure – relating to prior year			
Fruitless and wasteful expenditure – relating to current year		298	38
Less: Amounts resolved		(15)	
Less: Amounts transferred to receivables for recovery	<i>15.6</i>		
Fruitless and wasteful expenditure awaiting resolution		11 499	11 216

32.2 Analysis of awaiting resolution per economic classification

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Current		5 987	5 704
Capital		5 512	5 512
Transfers			
Total		11 499	11 216

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32.3 Analysis of Current year's fruitless and wasteful expenditure Incident	Disciplinary steps taken/criminal proceedings	2013/14 R'000
Interest paid to Verveen Attorney's as a result of a court order	Under investigation	266
Interest on late payments paid to Telkom	Under investigation	9
Double payment to Okuhlekodwa Trading and Project	Under investigation	3
Double payment to bursary holder: Mashele LC	Under investigation	3
Double payment to Mokome Ke Kgosi	Under investigation	8
Overpayment to Dinnyben Travels. Paid the order amount instead of an invoice amount.	Under investigation	2
Overpayment to Bana Ba Mosebjadi Security Force. Paid 28 854.08 instead of 25 854.08	Under investigation	3
Double payment to Mmamohlape General Trading	Under investigation	1
Interest paid to Polokwane Municipality for late payment of invoices	Under investigation	3
Total		298

33. Related party transactions Revenue received	Note	2013/14 R'000	2012/13 R'000
Tax revenue			
Sales of goods and services other than capital assets			
Fines, penalties and forfeits			
Interest, dividends and rent on land			
Sales of capital assets			
Transactions in financial assets and liabilities			
Transfers			
Total			

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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	<i>Note</i>	2013/14 R'000	2012/13 R'000
Year end balances arising from revenue/payments			
Receivables from related parties			
Payables to related parties			
Total			
Loans to /from related parties			
Non-interest bearing loans to/(from)			
Interest bearing loans to/(from)			
Total			
Other			
Guarantees issued/received			
<i>List other contingent liabilities between department and related party</i>			
Total			

List related party relationships

Provincial Treasury- Support i.r.o Internal Audit and Audit Committee

Department of Public Works- Implementation of infrastructure projects on behalf of the department and facilitating and maintenance of office accommodation.

34. Key management personnel

	No. of Individuals	2013/14 R'000	2012/13 R'000
Political office bearers (provide detail below)	1	1 748	1 697
Officials:			
Level 15 to 16	1	1 242	1 184
Level 14 (incl. CFO if at a lower level)	3	2 630	1 893
Family members of key management personnel	1	202	-
Total		5 822	4 774

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Key management personnel (Parliament/Legislatures)

	No. of Individuals	2013/14 R'000	2012/13 R'000
Speaker to Parliament / the Legislature			
Secretary to Parliament / the Legislature			
Deputy Secretary			
Chief Financial Officer			
Legal Advisor			
Total			

35. Public Private Partnership

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Contract fee received			
(Specify)			
Contract fee paid			
Fixed component			
Indexed component			
Analysis of indexed component			
Compensation of employees			
Goods and services (excluding lease payments)			
Operating leases			
Interest			
Capital / (Liabilities)			
Tangible rights			
Intangible rights			
Property			
Plant and equipment			
Loans			
Other			

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Prepayments and advances		
Pre-production obligations		
Other obligations		
	<hr/>	<hr/>

Any guarantees issued by the department are disclosed in Note 25.1

Provide a summary of the significant terms of the agreement, along with the parties to the agreement, and the date of commencement thereof

36. Impairment: other

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Please specify			
Total		<hr/> <hr/>	<hr/> <hr/>

37. Provisions

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Provision for bad debts			
Total		<hr/> <hr/>	<hr/> <hr/>

37.1 Reconciliation of movement in provisions – 2013/14

	Provision 1 R'000	Provision 2 R'000	Provision 3 R'000	Total provisions R'000
Opening balance				
Provisions raised				
Unused amounts reversed				
Amounts used				

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Settlement of provision without cost to
the department

Change in provision due to change in
estimation inputs

Closing balance

Provide a brief description of the nature of each obligation and the expected timing of any resulting outflows of economic benefits or service potential.

Provide a description of the uncertainties/estimates applied in each of the provision. Where necessary, provide information on the major assumptions made concerning future events.

38. Non-adjusting events after reporting date

Nature of event

Include an estimate of the financial effect of the subsequent non-adjusting events or a statement that such an estimate cannot be made.

**2013/14
R'000**

Total



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39. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR
ENDED 31 MARCH 2014

	Opening balance	Curr Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
HERITAGE ASSETS	1 315				1 315
Heritage assets	1 315				1 315
MACHINERY AND EQUIPMENT	34 070		3 085	3 035	34 287
Transport assets	5 627		1 679	2 233	5 073
Computer equipment	11 628		601	609	11 620
Furniture and office equipment	9 653		348	21	9 980
Other machinery and equipment	7 162		457	5	7 614
SPECIALISED MILITARY ASSETS					
Specialised military assets					
BIOLOGICAL ASSETS	11				11
Biological assets	11				11
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	35 396		3 085	2 868	35 613

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39.1 Additions

ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE
YEAR ENDED 31 MARCH 2014

	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
HERITAGE ASSETS					
Heritage assets					
MACHINERY AND EQUIPMENT	3 085				3 085
Transport assets	1 679				1 679
Computer equipment	601				601
Furniture and office equipment	348				348
Other machinery and equipment	457				457
SPECIALISED MILITARY ASSETS					
Specialised military assets					
BIOLOGICAL ASSETS					
Biological assets					
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	3 085				3 085

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for the year ended 31 March 201439.2 Disposals
DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR
THE YEAR ENDED 31 MARCH 2014

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
HERITAGE ASSETS				
Heritage assets				
MACHINERY AND EQUIPMENT				
	2 233	635	2 868	580
Transport assets	2 233		2 233	580
Computer equipment		609	609	
Furniture and office equipment		21	21	
Other machinery and equipment		5	5	
SPECIALISED MILITARY ASSETS				
Specialised military assets				
BIOLOGICAL ASSETS				
Biological assets				
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	2 233	635	2 868	580

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39.3 Movement for 2012/13

	Opening balance	Curr Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
HERITAGE ASSETS	1 315				1 315
Heritage assets	1 315				1 315
MACHINERY AND EQUIPMENT	28 713	2 620	2 804	67	34 070
Transport assets	4 832		862	67	5 627
Computer equipment	8 957	2 620	51		11 628
Furniture and office equipment	9 647		6		9 653
Other machinery and equipment	5 277		1 885		7 162
SPECIALISED MILITARY ASSETS					
Specialised military assets					
BIOLOGICAL ASSETS	125		1	115	11
Biological assets	125		1	115	11
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	30 153	2 620	2 805	182	35 396

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39.4 Minor assets

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2014

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Opening balance				67 379		67 379
Curr Year Adjustments to Prior Year balances				70		70
Additions				6 317		6 417
Disposals				(166)		(166)
TOTAL MINOR ASSETS				73 600		73 600

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets				3 085		3 085
Number of minor assets at cost				860 730		860 730
TOTAL NUMBER OF MINOR ASSETS				863 815		863 815

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2013

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Opening balance				7 275		7 275
Curr Year Adjustments to Prior Year balances				59 556		59 556
Additions				548		548
Disposals						
TOTAL MINOR ASSETS				67 379		67 379

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets						
Number of minor assets at cost						
TOTAL NUMBER OF MINOR ASSETS						

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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39.5 Movable assets written off

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED AS AT 31 MARCH 2013

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
--	--------------------------------------------	-------------------------------	-----------------------------	----------------------------------------	-------------------------------	----------------

Assets written
off

**TOTAL
MOVABLE
ASSETS
WRITTEN OFF**

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED AS AT 31 MARCH 2013

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
--	--------------------------------------------	-------------------------------	-----------------------------	----------------------------------------	-------------------------------	----------------

Assets written
off

**TOTAL
MOVABLE
ASSETS
WRITTEN OFF**

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

40. Intangible Capital Assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED
31 MARCH 2014

	Opening balance	Current Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
SOFTWARE	61				61
MASTHEADS AND PUBLISHING TITLES					
PATENTS, LICENCES, COPYRIGHT, BRAND NAMES, TRADEMARKS					
RECIPES, FORMULAE, PROTOTYPES, DESIGNS, MODELS					
SERVICES AND OPERATING RIGHTS					
TOTAL INTANGIBLE CAPITAL ASSETS	61				61

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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**40.1 Additions
ADDITIONS TO INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED
31 MARCH 2014**

	Cash	Non-Cash	(Develop- ment work in progress – current costs)	Received current year, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
SOFTWARE					
MASTHEADS AND PUBLISHING TITLES					
PATENTS, LICENCES, COPYRIGHT, BRAND NAMES, TRADEMARKS					
RECIPES, FORMULAE, PROTOTYPES, DESIGNS, MODELS					
SERVICES AND OPERATING RIGHTS					
TOTAL ADDITIONS TO INTANGIBLE CAPITAL ASSETS					

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014**

40.2 Disposals
DISPOSALS OF INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR
ENDED 31 MARCH 2014

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
SOFTWARE				
MASTHEADS AND PUBLISHING TITLES				
PATENTS, LICENCES, COPYRIGHT, BRAND NAMES, TRADEMARKS				
RECIPES, FORMULAE, PROTOTYPES, DESIGNS, MODELS				
SERVICES AND OPERATING RIGHTS				
TOTAL DISPOSALS OF INTANGIBLE CAPITAL ASSETS	<hr/>		<hr/>	<hr/>

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014**

**40.3 Movement for 2013/14
MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED
31 MARCH 2014**

	Opening balance	Current Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
SOFTWARE	61				61
MASTHEADS AND PUBLISHING TITLES					
PATENTS, LICENCES, COPYRIGHT, BRAND NAMES, TRADEMARKS					
RECIPES, FORMULAE, PROTOTYPES, DESIGNS, MODELS					
SERVICES AND OPERATING RIGHTS					
TOTAL INTANGIBLE CAPITAL ASSETS	61				61

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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41. Immovable Tangible Capital Assets

MOVEMENT IN IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE
YEAR ENDED 31 MARCH 2014

	Opening balance	Curr Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES					
Dwellings					
Non-residential buildings					
Other fixed structures					
HERITAGE ASSETS					
Heritage assets					
LAND AND SUBSOIL ASSETS					
Land					
Mineral and similar non- regenerative resources					
TOTAL IMMOVABLE TANGIBLE CAPITAL ASSETS					

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

41.1 Additions

ADDITIONS TO IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE
YEAR ENDED 31 MARCH 2014

	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
BUILDING AND OTHER FIXED STRUCTURES					
Dwellings					
Non-residential buildings	10 663			(10 663)	
Other fixed structures					
HERITAGE ASSETS					
Heritage assets					
LAND AND SUBSOIL ASSETS					
Land					
Mineral and similar non- regenerative resources					
TOTAL ADDITIONS TO IMMOVABLE TANGIBLE CAPITAL ASSETS	10 663			(10 663)	

The amount of 10 662 825.00 is i.r.o additional scope of work on 11 libraries and upgrading of 8 libraries.

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

41.2 Disposals

DISPOSALS OF IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE
YEAR ENDED 31 MARCH 2014

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES				
Dwellings				
Non-residential buildings				
Other fixed structures				
HERITAGE ASSETS				
Heritage assets				
LAND AND SUBSOIL ASSETS				
Land				
Mineral and similar non-regenerative resources				
TOTAL DISPOSALS OF IMMOVABLE TANGIBLE CAPITAL ASSETS				

Include discussion here where deemed relevant

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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Movement for 2013

MOVEMENT IN IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE
YEAR ENDED 31 MARCH 2013

	Opening balance	Curr Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES					
Dwellings					
Non-residential buildings					
Other fixed structures					
HERITAGE ASSETS					
Heritage assets					
LAND AND SUBSOIL ASSETS					
Land					
Mineral and similar non- regenerative resources					
TOTAL IMMOVABLE TANGIBLE CAPITAL ASSETS					

41.3 Immovable assets valued at R1

IMMOVABLE ASSETS VALUED AT R1 IN THE ASSET REGISTER AS AT 31 MARCH 2014

	Buildings and other fixed structures R'000	Heritage assets R'000	Land and subsoil assets R'000	Total R'000
R1 Immovable assets				
TOTAL				

IMMOVABLE ASSETS VALUED AT R1 IN THE ASSET REGISTER AS AT 31 MARCH 2014

	Buildings and other fixed structures R'000	Heritage assets R'000	Land and subsoil assets R'000	Total R'000
R1 Immovable assets				
TOTAL				

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

41.4 Immovable assets written off

IMMOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED AS AT 31 MARCH 2014

	Buildings and other fixed structures R'000	Heritage assets R'000	Land and subsoil assets R'000	R'000	Total R'000
Assets written off					
TOTAL IMMOVABLE ASSETS WRITTEN OFF					

IMMOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED AS AT 31 MARCH 20YY

	Buildings and other fixed structures R'000	Heritage assets R'000	Land and subsoil assets R'000	R'000	Total R'000
Assets written off					
TOTAL IMMOVABLE ASSETS WRITTEN OFF					

41.5 S42 Immovable assets

	Number of assets	Value of Asset
BUILDINGS AND OTHER FIXED STRUCTURES	11	116 538
Dwellings		
Non-residential buildings	11	116 538
Other fixed structures		
HERITAGE ASSETS		
Heritage assets		

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014**

LAND AND SUBSOIL ASSETS

Land		
Mineral and similar non-regenerative resources		
TOTAL	11	116 538

42. Agent-principal arrangements

42.1 Department acting as the principal

2013/14
R'000

Include a list of the entities acting as agents for the department and the amounts paid to these agents for their agency duties

Total

For each of the individual agents of the department, provide a description of the nature, circumstances and terms relating to the arrangements with the agents

42.2 Department acting as the agent

42.2.1 Revenue received for agency activities

2013/14
R'000

Include a list of the entities for which the department acts as an agent and the amounts received for these agency duties

Total

For each of the individual agent relationships of the department, provide a description of the nature, circumstances and terms relating to the arrangements with the principal

**DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014**

42.2.2 Reconciliation of agency funds and disbursements – 2013/14

Name of principal entity	Total agency funds received	Amount remitted to the principal	Variance between amounts received and amounts remitted	Explanation of variance
	R'000	R'000	R'000	

Total

Provide a narrative description and explanation of assets belonging to other entities that are held in the custody of the department

**DEPARTMENT OF SPORT, ARTS AND CULTURE
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**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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43. Changes in accounting estimates

During the year the following changes were made to the estimations employed in the accounting for transactions, assets, liabilities, events and circumstances

	Value derived using the original estimate R'000	Value derived using amended estimate R'000	R-value impact of change in estimate R'000
<i>Accounting estimate change 1: Provide a description of the change in estimate</i>			
Line item 1 affected by the change			
Line item 2 affected by the change			
Line item 3 affected by the change			
Line item 4 affected by the change			
Line item 5 affected by the change			

Provide a description of the estimated impact on future periods

	Value derived using the original estimate R'000	Value derived using amended estimate R'000	R-value impact of change in estimate R'000
<i>Accounting estimate change 2: Provide a description of the change in estimate</i>			
Line item 1 affected by the change			
Line item 2 affected by the change			
Line item 3 affected by the change			
Line item 4 affected by the change			
Line item 5 affected by the change			

Provide a description of the estimated impact on future periods

	Value derived using the	Value derived using	R-value impact of change in
--	----------------------------------------	------------------------------------	--------------------------------------------

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

	original estimate R'000	amended estimate R'000	estimate R'000
<i>Accounting estimate change 3: Provide a description of the change in estimate</i>			
Line item 1 affected by the change			
Line item 2 affected by the change			
Line item 3 affected by the change			
Line item 4 affected by the change			
Line item 5 affected by the change			

Provide a description of the estimated impact on future periods

44. Prior period errors

44.1 Correction of prior period error for secondary information

	Note	2013/14 R'000	2012/13 R'000
The comparative amounts in <i>Note 39.4</i> were restated as follows:			
The opening balance for minor assets will be adjusted from 67 379 to 67 449.			70
Net effect on the note			70

The comparative amounts in *Note xx* were restated as follows

Line item 1 affected by the change

Line item 2 affected by the change

Line item 3 affected by the change

Net effect on the note

The department did not disclose library books donated in the previous financial year (2012/13) in the financial statements as the amount for the donation was not known. The department managed to obtain the prices of the books in the current financial year and thus corrected the error retrospectively for fair presentation of the financial statements. The donated books amounted to R70, 068.57.

45. Transfer of functions

Provide a description of the changes as a result of the transfer or receipt of functions

45.1 Statement of Financial Position

Note	Bal per dept 2012/13 AFS before transfer 2012/13 R'000	Functions per dept (transferred) / received 2012/13 R'000	Functions per dept (transferred) / received 2012/13 R'000	Functions per dept (transferred) / received 2012/13 R'000	2012/13 Bal after transfer R'000
ASSETS					
Current Assets					
Unauthorised expenditure					
Fruitless and wasteful expenditure					
Cash and cash equivalents					
Other financial assets					
Prepayments and advances					
Receivables					
Loans					
Aid assistance receivable					
Non-Current Assets					
Investments					
Loans					
Other financial assets					
TOTAL ASSETS					
LIABILITIES					
Current Liabilities					

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

Voted funds to be surrendered to the Revenue Fund
 Departmental revenue and NRF Receipts to be surrendered to the
 Revenue Fund
 Direct Exchequer receipts to be surrendered to the Revenue Fund
 Bank Overdraft
 Payables
 Aid assistance repayable
 Aid assistance unutilised

Non-Current Liabilities

Payables

TOTAL LIABILITIES

NET ASSETS

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

45.2 Notes

Note	Bal per dept 2012/13 AFS before transfer 2012/13 R'000	Functions per dept (transferred) / received 2012/13 R'000	Functions per dept (transferred) / received 2012/13 R'000	Functions per dept (transferred) / received 2012/13 R'000	2012/13 Bal after transfer 2012/13 R'000
Contingent liabilities					
Contingent assets					
Commitments					
Accruals					
Employee benefits					
Lease commitments – Operating lease					
Lease commitments – Finance lease					
Lease commitments – Operating lease revenue					
Receivables for departmental revenue					
Irregular expenditure					
Fruitless and wasteful expenditure					
Impairment					
Provisions					
Movable tangible capital assets					
Immovable tangible capital assets					
Intangible capital assets					

Provide a description of actions taken to ensure compliance with the PFMA S42

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

46. STATEMENT OF CONDITIONAL GRANTS RECEIVED

NAME OF DEPARTMENT	GRANT ALLOCATION						SPENT			2012/13	
	Division of Revenue Provincial Grants	Roll Overs	DORA Adjustment	Other Adjustments	Total Available	Amount received by department	Amount spent by department	Under / (Overspending)	% of available funds spent by department	Division of Revenue Act	Amount spent by department
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Mass Sport and Recreation Grant	56 529	7025			63 554	63 554	59 702	3 852	94%	49 623	45 775
Library Services	56 528	10 896	(8967)		58 457	58 457	44 441	14 016	76%	82 693	49 903
EPWP	550				550	550	483	67	88%	1 000	910
	113 607	17 921	(8967)		122 561	122 561	104 626	17 935	85%	133 316	96 588

Departments are reminded of the requirement to certify that all transfers in terms of this Act were deposited into the primary bank account of the province or, where appropriate, into the CPD account of the province.

47. STATEMENT OF UNCONDITIONAL GRANTS RECEIVED

NAME OF DEPARTMENT	GRANT ALLOCATION						Spent		2012/13	
	Amount R'000	Roll Overs R'000	DORA adjustments R'000	Adjustments R'000	Total Available R'000	Amount received by department R'000	Amount spent by department R'000	% of available funds spent by department %	Total available R'000	Amount spent by department R'000

48. STATEMENT OF CONDITIONAL GRANTS PAID TO THE PROVINCES

NAME OF PROVINCE / GRANT	GRANT ALLOCATION			TRANSFER			SPENT			2012/13 Division of Revenue Act
	Division of Revenue Act	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department	Amount received by department	Amount spent by department	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	%

National Departments are reminded of the DORA requirements to indicate any re-allocations by the National Treasury or the transferring department, certify that all transfers in terms of this Act were deposited into the primary bank account of a province or, where appropriate, into the CPD account of a province as well as indicate the funds utilised for the administration of the receiving officer.

49. STATEMENT OF UNCONDITIONAL GRANTS PAID TO THE PROVINCES

NAME OF PROVINCE / GRANT	GRANT ALLOCATION			TRANSFER		SPENT			2012/13 Division of Revenue Act R'000	
	Amount	Roll Overs	Other Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	Amount received by department	Amount spent by department		% of available funds spent by department
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000		%

50. STATEMENT OF CONDITIONAL GRANTS PAID TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION			TRANSFER			
	Division of Revenue Act R'000	Roll Overs R'000	Adjustments R'000	Total Available	Actual Transfer R'000	Funds Withheld R'000	Re-allocations by National Treasury or National Department %
Polokwane Municipality			5 000	5 000	0	5 000	
			5 000	5 000	0	5 000	

National Departments are reminded of the DORA requirements to indicate any re-allocations by the National Treasury or the transferring department, certify that all transfers in terms of this Act were deposited into the primary bank account of a province or, where appropriate, into the CPD account of a province as well as indicate the funds utilised for the administration of the receiving officer.

ANNEXURE 1A
STATEMENT OF CONDITIONAL GRANTS PAID TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION			TRANSFER			SPENT		2012/13 Division of Revenue Act	
	Division of Revenue Act	Roll Overs	Adjustments	Total Available	Actual Transfer	Funds Withheld	Re-allocations by National Treasury or National Department	Amount received by municipality		Amount spent by municipality
R'000	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	%
Polokwane Municipality			5 000	5 000						
				5 000						

National Departments are reminded of the DORA requirements to indicate any re-allocations by the National Treasury or the transferring department, certify that all transfers in terms of this Act were deposited into the primary bank account of a province or, where appropriate, into the CPD account of a province as well as indicate the funds utilised for the administration of the receiving officer.

**ANNEXURE 1B
STATEMENT OF UNCONDITIONAL GRANTS AND TRANSFERS TO MUNICIPALITIES**

NAME OF MUNICIPALITY	GRANT ALLOCATION			TRANSFER		SPENT			2012/13 Total Available R'000
	Amount R'000	Roll Overs R'000	Adjust- ments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	Amount received by municipality R'000	Amount spent by municipality R'000	
Polokwane Municipality	682		682	682	673	99%			
Thulamela Municipality					1				
Giyani Registry Authority					0				
				682	674				

ANNEXURE 1C
STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

DEPARTMENT/ AGENCY/ ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2012/13 Appropriation Act R'000
	Adjusted Appropriation R'000	Roll Overs R'000	Adjust- ments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	
<hr/>							
<hr/>							

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 1D
STATEMENT OF TRANSFERS TO HIGHER EDUCATION INSTITUTIONS

NAME OF HIGHER EDUCATION INSTITUTION	TRANSFER ALLOCATION					TRANSFER		2012/13
	Adjusted Appropriation R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Amount not transferred R'000	% of Available funds Transferred %	Appropriation Act R'000

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 1E
STATEMENT OF TRANSFERS/SUBSIDIES TO PUBLIC CORPORATIONS AND PRIVATE ENTERPRISES

NAME OF PUBLIC CORPORATION/PRIVATE ENTERPRISE	TRANSFER ALLOCATION				EXPENDITURE			2012/13
	Adjusted Appropriation on Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Available funds Transferred %	Capital R'000	
Public Corporations								
Transfers								
Subsidies								
Total								
Private Enterprises								
Transfers								
Subsidies								
Total								
TOTAL								

**ANNEXURE 1F
STATEMENT OF TRANSFERS TO FOREIGN GOVERNMENT AND INTERNATIONAL ORGANISATIONS**

FOREIGN GOVERNMENT/ INTERNATIONAL ORGANISATION	TRANSFER ALLOCATION				EXPENDITURE		2012/13 Appropriation Act R'000
	Adjusted Appropriation Act R'000	Roll overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	

Transfers

Subsidies

Total

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 1G
STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS

	TRANSFER ALLOCATION				EXPENDITURE		2012/13 Appropriation Act R'000
	Adjusted Appropriation Act R'000	Roll overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds transferred	
						%	
NON-PROFIT INSTITUTIONS							
Transfers							
Sport Academy - LACC	3 674			3 674	3 656	100%	839
Library Board							
Language Committee	1			1	1	100%	22
Geographical Names Committee							
Moral Regeneration Committee							25
Limpopo Heritage and Resource Association							2
	3 675			3 675	3 657		888
Subsidies							
Total	3 675			3 675	3 657		888

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 1H
STATEMENT OF TRANSFERS TO HOUSEHOLDS

	TRANSFER ALLOCATION				EXPENDITURE		2012/13 Appropriation Act R'000
	Adjusted Appropriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	
HOUSEHOLDS							
Transfers							
Leave Gratuity	467			467	456	98%	510
Bursaries	260			260	122	47%	1 000
	727			727			1 510
Subsidies							
Total	727			727	578		1 510

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 11
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2013/14	2012/13
		R'000	R'000
Received in cash			
Subtotal			
Received in kind			
National Library of South Africa	Library books	44	
Andrew Wommack Ministries	Library books	16	
Bridge publication	Library books	10	
Subtotal		70	
TOTAL		70	

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
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ANNEXURE 1J
STATEMENT OF AID ASSISTANCE RECEIVED

NAME OF DONOR	PURPOSE	OPENING BALANCE R'000	REVENUE R'000	EXPENDI- TURE R'000	CLOSING BALANCE R'000
Received in cash Theta	Learnership Programme	226			226
Subtotal		226			226
Received in kind					
Subtotal					
TOTAL		226			226

The amount of 226 071.29 is i.r.o Theta Learnership Programme and will be utilised in the 2014/2015 financial year.

**ANNEXURE 1K
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE AND REMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT
OF GRACE**

NATURE OF GIFT, DONATION OR SPONSORSHIP (Group major categories but list material items including name of organisation)	2013/14	2012/13
	R'000	R'000

Paid in cash

Subtotal

Made in kind

Computer equipment
Furniture and office equipment
Other machinery and equipment

Subtotal

609
21
5
635

Remissions, refunds, and payments made as an act of grace

Subtotal

TOTAL

635

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014ANNEXURE 1L
STATEMENT OF ACTUAL MONTHLY EXPENDITURE PER GRANT

Grant Type	Apr 2013 R'000	May 2013 R'000	Jun 2013 R'000	Jul 2013 R'000	Aug 2013 R'000	Sept 2013 R'000	Oct 2013 R'000	Nov 2013 R'000	Dec 2013 R'000	Jan 2014 R'000	Feb 2014 R'000	Mar 2014 R'000	Total R'000
Library Services Grant	690	731	3 009	3 206	3 718	1 921	5 666	2 442	3 139	3 907	4 592	11 420	44 441
Mass Sport grant	25	732	795	1 320	2 411	2 079	10 005	6 187	16 608	4 334	4 574	10 632	59 702
EPWP			64	86	78	88	38	43					483
	712	1 432	3 804	4 590	6 215	4 077	15 751	8 721	19 780	8 284	9 174	22 051	104 626

**ANNEXURE 2A
STATEMENT OF INVESTMENTS IN AND AMOUNTS OWING BY/TO NATIONAL/PROVINCIAL PUBLIC ENTITIES**

Name of Public Entity	State Entity's PFMA Schedule type (state year end if not 31 March)	% Held 13/14	% Held 12/13	Number of shares held		Cost of investment R'000		Net Asset value of investment R'000		Profit/(Loss) for the year R'000		Losses guaranteed Yes/No
				2013/14	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14	2012/13	
National/Provincial Public Entity												
Subtotal												
Other												
Subtotal												
TOTAL												

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 2B
STATEMENT OF INVESTMENTS IN AND AMOUNTS OWING BY/TO ENTITIES (CONTINUED)

Name of Public Entity	Nature of business	Cost of investment R'000		Net Asset value of Investment R'000		Amounts owing to Entities R'000		Amounts owing by Entities R'000	
		2013/14	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14	2012/13
Controlled entities									
Subtotal									
Non-controlled entities									
	Associates								
	Subtotal								
	Joint Ventures								
	Subtotal								
	Other non controlled entities								
	Subtotal								
TOTAL									

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 3A
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2014 – LOCAL

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount	Opening balance 1 April 2013	Guarantees draw downs during the year	Guarantees repayments/ cancelled/ reduced/ released during the year	Revaluations	Closing balance 31 March 2014	Guaranteed interest for year ended 31 March 2014	Realised losses not recoverable i.e. claims paid out
		R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
	Motor vehicles								
	Subtotal								
	Housing								
Nedbank			67		67				
First Rand Bank			68		68				
NP Develop Corp			56				56		
Nedbank (NBS)			104		104				
	Subtotal		295		239		56		
	Other								
	Subtotal								
	TOTAL		295		239		56		

ANNEXURE 3A (continued)
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2014 – FOREIGN

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount	Opening balance 1 April 2013	Guarantees draw downs during the year	Guarantees repayments/ cancelled/ reduced/ released during the year	Revaluations	Closing balance 31 March 2014	Guaranteed interest for year ended 31 March 2014	Realised losses not recoverable i.e. claims paid out
		R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
	Motor vehicles								
	Subtotal								
	Housing								
	Subtotal								
	Other								
	Subtotal								
	Total								

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 3B
STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2014

Nature of Liability	Opening Balance 1 April 2013 R'000	Liabilities incurred during the year R'000	Liabilities paid/cancell ed/reduced during the year R'000	Liabilities recoverabl e (Provide details hereunder) R'000	Closing Balance 31 March 2014 R'000
Claims against the department					
Lawsuit with Technologies Acceptance	10 415				10 415
ZIP Security	217				217
Tlou Setumo(claim for service benefits)	63				63
Bokone Kwaai Jazz	696				696
Lerato and Moloko		2 777			2 777
Theromba Travelling Agency		87			87
Janeklaas Trading		30			30
Mabereki Enterprise		7			7
Greenspot Travel and Tours		19			19
Fuse Group Africa (Pty) Ltd		77			77
One love		25			25
Subtotal	11 391	3 022			14 413

Environmental Liability

Subtotal

Subtotal

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

TOTAL	11 328	3 022	14 350
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ANNEXURE 3B (continued)

Nature of Liabilities recoverable	Opening Balance 1 April 2013 R'000	Details of Liability and Recoverability	Movement during year R'000	Closing Balance 31 March 2014 R'000

Total				
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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014

ANNEXURE 4
CLAIMES RECOVERABLE

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2014	31/03/2013	31/03/2014	31/03/2013	31/03/2014	31/03/2013
	R'000	R'000	R'000	R'000	R'000	R'000
Department						
National Arts and Culture		904	904	904		904
Office of the Premier			11			
			915	904	904	904
Other Government Entities						
TOTAL			915	904	904	904

DEPARTMENT OF SPORT, ARTS AND CULTURE
VOTE 13ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2014ANNEXURE 5
INTER-GOVERNMENT PAYABLES

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2014	31/03/2013	31/03/2014	31/03/2013	31/04/2014	31/03/2013
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
Current						
Department of Justice	350	38		917	350	955
Department of Agriculture	56			177	56	177
Limpopo Provincial Treasury		9				
Department of Health	29				29	
Department of Public Works	9				9	
Subtotal	444	47		1 094	444	1 141
Non-current						
Subtotal						
Total	444	47		1 094	444	1 141
OTHER GOVERNMENT ENTITY						
Current						
Polokwane Municipality		8				8
Palama SAPS	17	17			17	17
		5				5
Subtotal	17	30			17	30
Non-current						
Subtotal						
Total	461	77		1 094	461	1 171

**ANNEXURE 6
INVENTORY**

Inventory	Note	2013/14		2012/13	
		Quantity	R'000	Quantity	R'000
Opening balance		5 320	600	22 736	840
Add/(Less): Adjustments to prior year balance		(5 320)	(600)	(14 796)	1 153
Add: Additions/Purchases - Cash		100 536	14 363	134 005	12 033
Add: Additions - Non-cash				14	2
(Less): Disposals		(92 785)	(12 796)	(136 639)	(13 428)
(Less): Issues		(1 334)	(128)		
Add/(Less): Adjustments					
Closing balance		6 416	1 439	5 320	600

**ANNEXURE 7A
MOVEMENT IN CAPITAL WORK IN PROGRESS****MOVEMENT IN CAPITAL WORK IN PROGRESS FOR THE YEAR ENDED 31 MARCH 2014**

	Opening balance	Current Year Capital WIP	Completed Assets	Closing balance
	R'000	R'000	R'000	R'000
HERITAGE ASSETS				
Heritage assets				
MACHINERY AND EQUIPMENT				
Transport assets				
Computer equipment				
Furniture and office equipment				
Other machinery and equipment				
SPECIALISED MILITARY ASSETS				
Specialised military assets				
BIOLOGICAL ASSETS				
Biological assets				
BUILDINGS AND OTHER FIXED STRUCTURES	129 506			129 506
Dwellings				
Non-residential buildings	129 506	10 663		140 169
Other fixed structures				
LAND AND SUBSOIL ASSETS				
Land				
Mineral and similar non-regenerative resources				
SOFTWARE				
Software				
MASTHEADS AND PUBLISHING TITLES				
Mastheads and publishing titles				
PATENTS, LICENCES, COPYRIGHT, BRAND NAMES, TRADEMARKS				
Patents, licences, copyright, brand names and trademarks				
RECIPES, FORMULAE, PROTOTYPES, DESIGNS, MODELS				
Recipes, formulae, prototypes, designs, models				
SERVICES AND OPERATING RIGHTS				
Services and operating rights				
TOTAL	129 506	10 663		140 169



