



File Reference: T7/2/1  
Enquiries: H Du Toit

## TREASURY CIRCULAR NO. 7/2015

THE PREMIER

THE MINISTER OF AGRICULTURE, ECONOMIC DEVELOPMENT AND TOURISM  
THE MINISTER OF COMMUNITY SAFETY  
THE MINISTER OF CULTURAL AFFAIRS AND SPORT  
THE MINISTER OF EDUCATION  
THE MINISTER OF FINANCE  
THE MINISTER OF HEALTH  
THE MINISTER OF HUMAN SETTLEMENTS  
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING  
THE MINISTER OF SOCIAL DEVELOPMENT  
THE MINISTER OF TRANSPORT AND PUBLIC WORKS  
THE SPEAKER: PROVINCIAL PARLIAMENT  
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

} For information

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)  
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY)  
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MR Z HOOSAIN)  
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)  
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD)  
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KC HOUSEHAM)  
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)  
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR T MGULI)  
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)  
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)  
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)  
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)  
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)  
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)  
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)  
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)  
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)  
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)  
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)  
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)  
THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)  
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUYS)  
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)  
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)  
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)  
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)  
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)  
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)  
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN) (ACTING)  
THE HEAD: PUBLIC POLICY SERVICES (MS M KORSTEN)  
THE HEAD: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)  
THE HEAD: LOCAL GOVERNMENT PUBLIC FINANCE (MR H MALILA) (PRO TEM)  
THE HEAD: ASSET MANAGEMENT (MR IG SMITH)

THE HEAD: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)  
THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)  
THE SENIOR MANAGER: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)  
THE SENIOR MANAGER: FINANCIAL GOVERNANCE (MR B VINK)  
THE SENIOR MANAGER: FISCAL POLICY (MR H MALILA) (PRO TEM)  
THE SENIOR MANAGER: INFRASTRUCTURE (MR P CHANDAKA)  
THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MS M FORTUIN) (ACTING)  
THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)  
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR E JOHANNES) (ACTING)  
THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)  
THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR S MAYEKISO) (ACTING)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS M KORSTEN) (PRO TEM)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)  
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)  
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)  
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)  
THE PROVINCIAL AUDITOR  
MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT  
THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

## **AUDIT INFORMATION FILES: 2014/15 ANNUAL FINANCIAL STATEMENTS**

### **PURPOSE**

1. To provide Accounting Officers (AOs) and Chief Financial Officers (CFOs) of departments with requirements for the 2014/15 Audit File. These consist of an Audit File Checklist and guidelines for the preparation of an Audit Information File to assist with the auditing process of the Annual Financial Statements for the 2014/15 financial year.
2. This circular replaces Treasury Circular 9 of 2014 dated 27 March 2014 in its entirety.

### **BACKGROUND**

3. In terms of section 40(1) of the PFMA the Accounting Officer must prepare financial statements for the financial year in accordance with Generally Recognised Accounting Practice within two months after the financial year-end.
4. The Audit File Checklist annexed to the Circular is aligned to the format of the AFS Word Specimen and should be read with the MCS.
5. The National Treasury Office of Accountant General issued the MCS effective from 1/4/2013 and re-issued a revised version of the MCS and an updated Accounting Manual for Department (AMD) for the 2014/15 financial year.

## OBJECTIVE

6. To provide departments with:
  - An Audit File Checklist (**annexure A**) that provides supporting evidence on the financial statements regarding the notes on the primary and secondary financial information and annexures.
  - Audit Information File (**annexure B**) guideline on information that should be included that will assist in the audit process.

It is recommended that the audit file checklist be co-ordinated by the CFO's Office in the department.

## REQUIRED

7. The Circular must be supplemented by the department's own quality control processes that support the accuracy of the AFS.
8. The Audit File should be made available on **15 May 2015** to PT (PG Accounting) to conduct a preview of the AFS before submission to the AGSA on the **29 May 2015**.
9. All information in the Audit File must be cross-referenced to the financial statements, reviewed and signed off.
10. All information placed in the Audit File Checklist (**annexure A**) must be signed off by the responsible officials and linked to the notes on the primary and secondary financial information in the statements.
11. This Circular has been prepared taking into account the National Treasury Regulations, Provincial Treasury instructions and the Modified Cash Standards for the year ended 31 March 2015, however the AGSA may require additional information.

## COMMUNICATION

12. Any enquires on the compilation and submission of the AFS and the Audit Information File must be forwarded to [PThelpme@treasury.gov.za](mailto:PThelpme@treasury.gov.za)
13. Your co-operation in this regard will be highly appreciated.



**PROVINCIAL ACCOUNTANT-GENERAL**

**DATE: 04.03.2015**

# Audit file checklist 2014/15

Audit File Checklist  
Annexure A

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**Audit File Checklist**  
**Annexure A**

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Audit File Checklist  
Annexure A

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<b>GENERAL</b>		
1. The audit file should follow the sequence of the AFS and be clearly indexed accordingly. All supporting documentation must be clearly totalled / linked to the amount disclosed in the AFS.		
2. A provisional set of financial statements must be provided to Provincial Treasury: Accounting by 15 May.		
3. A final set of financial statements for the year ended 31 March must be provided to the AGSA and PT with all supporting information, as prescribed.		
4. A detailed trial balance must be provided based on the following criteria: (totals on Fund 2, Item 3 Item 6, and Item level 11).		
5. Changes to the comparatives to be substantiated and referenced to supporting documentation, the relevant line items, statements and disclosure notes affected.		
6. All amounts in the AFS must correspond to the trail balance.		
7. A list of any foreign exchange transactions incurred for the year under review (if applicable).		
<b>PRIMARY INFORMATION</b>		
<b>APPROPRIATION STATEMENT (Not applicable to Interim Financial Statements)</b>		
<b>Annual Appropriation</b>		
8. The adjusted budget for the year ended 31 March compared to the actual expenditure. Explanations to be provided for variances between actual and budgeted numbers greater than 2% in the notes to the Appropriation Statement.		
<b>Conditional grants</b>		
9. List of all unspent funds rolled over from the prior year. This list has to agree to the prior year financial statements.		
10. A schedule of conditional grants received and transferred to agencies/institutions /departments during 1 April to		



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Required documentation/requirements	Reference/ page number	Responsible person & contact number
31 March as well as the balance of unspent grants. Information on how the unspent conditional grant/funding will be treated should also be included. This information has to agree to the applicable annexures.		
<b>STATEMENT OF FINANCIAL PERFORMANCE</b>		
<b>Departmental Revenue</b>		
11. Information relating to revenue to be provided: <ul style="list-style-type: none"> <li>• First receipt number, deposit number and last receipt, deposit numbers issued for the period 1 April to 31 March ;</li> <li>• All pending receipts have been allocated;</li> <li>• All cashiers have been appointed in writing;</li> <li>• Revenue exception accounts cleared.</li> </ul>		
<b>Aid Assistance Local &amp; Foreign</b>		
12. A schedule of all cash and in-kind local and foreign aid assistance received and agreed to the annexure in the AFS.		
<b>Gifts and donations received</b>		
13. A register of cash gifts and donations received during the period 1 April to 31 March must be provided and agreed to the annexures in the AFS.		
<b>Expenditure</b>		
<b>Compensation of employees</b>		
14. Final reconciliation between BAS and PERSAL to be provided at year-end. Supporting documentation for all reconciling items on the BAS/PERSAL reconciliation to be made available.		
15. Supporting documentation in respect of social contributions made which agrees to the note in the AFS.		
16. A list of leave gratuities paid out during 1 April to 31 March. The list has to agree to the PERSAL records and the trial balance.		

Audit File Checklist  
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Required documentation/requirements	Reference/ page number	Responsible person & contact number
17. IRP5 tax reconciliation for the 2013/14 tax year. (Not required for IFS)		
<b>Interest and Rent on Land</b>		
<b>Interest</b>		
<b>Rent on Land</b>		
18. A register of rental agreements and all supporting information used to compile the AFS.		
19. Expenditure to be reconciled to the disclosure note on operating leases.		
<b>Financial Transactions in Assets and Liabilities</b>		
<b>Theft and losses</b>		
20. A list of all theft and losses that occurred during the period 1 April to 31 March that was approved for write-off must be provided and agreed to the trial balance.		
21. Unique debtor identification numbers for bursary debt taken on during the period must be made available.		
<b>Loss register</b>		
22. A complete Loss Register must be provided for the period 1 April to 31 March, including records of theft and losses written-off in terms of delegations as agreed to the trial balance.		
<b>Debt written-off</b>		
23. Provide a list of bad debts written off and supporting documents to vouch that the correct delegated authority has been applied for approved write-off of bad debts.		
<b>Aid Assistance</b>		
24. Supporting documentation to include agreements with donors, relevant PT/AO/Cabinet approvals as well as a schedule of all payments based on BAS reports. (See Illustrative Guide on Aid Assistance)		

Audit File Checklist  
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Required documentation/requirements	Reference/ page number	Responsible person & contact number
<b>Transfers and Subsidies</b>		
25. A BAS expenditure report and a detailed list of transfer payments made during 1 April and 31 March that agrees to the trial balance and the annexures in the AFS.		
26. List of gifts, donations and sponsorships made/approved during the period to be provided and agreed to the trial balance. Where donations exceed R100K, approval of the Legislature should be provided.		
<b>Expenditure for Capital Assets</b>		
<b>Tangible Capital Assets</b>		
27. Information confirming the final reconciliation of cash additions of assets to the asset register.		
<b>Software and Other Tangible Assets</b>		
28. Information confirming the final reconciliation of cash additions of assets to the asset register.		
<b>Reconciliation of Net Surplus/Deficit for the Year</b>		
<b>Voted Funds</b>		
29. Supporting documentation relating to funds paid over to the PRF.		
<b>Departmental Revenue</b>		
30. Supporting documentation relating to funds paid over to the PRF.		
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>Assets</b>		
<b>Unauthorised Expenditure</b>		
31. Prescribed register in terms of the Modified Cash Standard and Accounting Manual for Departments and reconciled against the unauthorised expenditure note.		
<b>Unauthorised Expenditure approved Without Funding</b>		
32. Copy of the applicable Finance Act.		
33. A register (as prescribed) of all unauthorised expenditure incurred /identified during 1 April to 31 March as		

Audit File Checklist  
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Required documentation/requirements	Reference/ page number	Responsible person & contact number
agreed to the trial balance.		
34. Proof of any unauthorised expenses that were approved by Parliament if applicable.		
<b>Cash and Cash Equivalents</b>		
35. A list of contact persons at the Bank and approved signatories of the department.		
36. Final bank reconciliation for all bank accounts up to and including 31 March to be provided as signed off by the responsible officials.		
37. Supporting documentation for each reconciling item recorded on the bank reconciliation.		
38. Monthly bank statement up to year end.		
39. Cash on hand and /or in transit, that have been included in the PMG account – include schedule of how cash is added up to the TB.		
40. Detailed calculations supporting the cash flow statements and relevant notes.		
41. Bank exception account cleared and bank adjustment account balance explained with supporting evidence.		
<b>Prepayments and Advances</b>		
42. A petty cash register with supporting documentation in terms of financial reports to be supplied with the petty cash advances reconciled to the trial balance at year-end.		
<b>Advances paid to staff or other departments</b>		
43. A schedule of all advances paid to other entities at year-end and/or staff members to be provided and agreed to the trial balance.		
<b>Receivables</b>		
44. A list of all debtors for which the “ <i>In Duplum</i> ” principle applies and a schedule of calculations in terms of the BAS work around as well as reference made to the journals applicable to “adjust” these		

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Required documentation/requirements	Reference/ page number	Responsible person & contact number
cases.		
45. A Schedule of the movement of receivables (debtors) as disclosed in recoverable revenue as part of the Statement of Changes in Net Assets.		
46. A BAS debtor's report and age analysis of staff debts.		
47. Debtor's age analysis for all other receivables.		
<b>Suspense Accounts</b>		
48. A list of all suspense account balances in the trial balance and the responsible officials dealing with them.		
<b>Disallowance accounts</b>		
49. An age analysis of all amounts in disallowance accounts.		
<b>Aid Assistance Receivable</b>		
50. Supporting agreement/s placed on file.		
<b>Investments</b>		
51. A schedule of all investments as at year-end including the following information: <ul style="list-style-type: none"> <li>• Opening balance</li> <li>• Additions</li> <li>• Withdrawals</li> <li>• Transfers</li> <li>• Disposals</li> <li>• Interest capitalised</li> <li>• Matured investments</li> <li>• Income earned on investments as reconciled to interest revenue disclosed in the Statement of Financial Performance.</li> <li>• Copy of the approved mandate of the investor</li> </ul>		
52. A contact list of persons or entities with whom the investments are held.		
<b>Liabilities</b>		
<b>Note: Voted Funds to be Surrendered to the Revenue Fund (see net surplus/deficit)</b>		

Audit File Checklist  
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Required documentation/requirements	Reference/ page number	Responsible person & contact number
<b>Note: Departmental Revenue to be Surrendered to the Revenue Fund (see net surplus/deficit)</b>		
<b>Bank Overdraft (see Cash and Cash Equivalents)</b>		
<b>Payables</b>		
53. A schedule of all inter-departmental balances as at year-end.		
54. A list of other payables as at year-end.		
<b>Aid Assistance Repayable</b>		
55. Financial reports and supporting documentation.		
<b>Aid Assistance Unutilised</b>		
56. Financial reports and supporting documentation.		
<b>STATEMENT OF CHANGE IN NET ASSETS</b>		
<b>Capitalisation Reserve</b>		
57. Supporting documentation relating to capitalised assets and changes to the value of the capital assets.		
<b>Recoverable Revenue</b>		
58. Steps taken to determine the amounts disclosed as well as supporting documentation that supports the note.		
<b>SECONDARY INFORMATION</b>		
<b>Contingent Liabilities and Contingent Assets</b>		
<b>Housing loan guarantees</b>		
59. List of housing loan guarantees as at year-end that agrees to the annexure in the AFS.		
60. Housing Loan guarantees confirmed by the banking institution. The details of contact person responsible for the external confirmation requests must also be made available.		
<b>Contingent assets</b>		
61. Relevant policy applied to determine overpayment and a schedule of officials overpaid (OSD or specific), including the		

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Required documentation/requirements	Reference/ page number	Responsible person & contact number
calculations used to determine the overpayment.		
<b>Commitments</b> (Note: since records on commitments/accruals varies across departments, only basic guidelines are provided)		
62. A register of all commitments based on approved and contracted agreements should be maintained and be available for audit purposes covering the following: <ul style="list-style-type: none"> <li>• Contracts approved and contracted</li> <li>• Contracts approved but not yet contracted</li> <li>• Dates as applicable</li> <li>• Value/contract price</li> <li>• Variancies on contract prices</li> <li>• Contract (commitment progress or part delivery payments)</li> </ul>		
<b>Accruals and payables not recognised</b>		
63. Supporting information of accruals, amounts payable or order delivered or partly delivered but not yet paid at year-end.		
<b>Employee benefits</b>		
64. A detailed list of employees with appropriate calculations that agree to the AFS disclosure note amounts, as disclosed for the following: <ul style="list-style-type: none"> <li>• Leave entitlement</li> <li>• Service Bonus (Thirteenth cheque)</li> <li>• Performance bonus</li> <li>• Capped leave commitments</li> </ul>		
<b>Leave pay provision</b>		
65. A calculation of the leave pay provision as at year-end.		
66. Supporting calculations and explanations for bonuses paid to key personnel during the reporting period.		
<b>Lease Commitments</b>		
67. A list of all lease commitments as at year-end. This list to stipulate lease commitments:		

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Required documentation/requirements	Reference/ page number	Responsible person & contact number
<ul style="list-style-type: none"> <li>• Due within a year</li> <li>• Due 1 and 5 years</li> <li>• Due beyond 5 years</li> </ul>		
68. The Excel workings used to determine the net present values as part of classifying leases must be made available on request.		
69. Lease contracts to be available.		
<b>Accrued Departmental Revenue</b>		
70. Supporting documentation and calculations used to determine the reported values must be included. (Note: Tax Revenue exempted – page 62: par 14 of the MCS).		
<b>Irregular Expenditure</b>		
71. Prescribed register, supporting documentation and a listing of all irregular expenditure extracted from the prescribed register as at year-end.		
<b>Fruitless and wasteful Expenditure</b>		
72. Prescribed register, supporting documentation and a listing of all fruitless and wasteful expenditure as at year-end.		
<b>Related Party Transactions</b>		
73. Information of entities under the control of the department.		
74. Information of officials that hold an interest in any companies contracted with during the financial year.		
75. Schedule of information of:- a) A breakdown of related party revenue into the major categories of revenue.  (b) A breakdown of related party expenditure into the major categories of expenditure.  (c) the total balances of receivables and payables that arose from related party transactions;		



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Required documentation/requirements	Reference/ page number	Responsible person & contact number
<p>(d) the balance of loans made to / from related parties; and</p> <p>(e) A breakdown of any guarantees issued to related parties;</p> <p>(f) A breakdown of any other contingent liabilities between the department and the related parties; and</p> <p>(g) disclose information about any in-kind goods or services received from or provided to a related party</p>		
<b>Key Management Personnel</b>		
76. PERSAL reports reflecting the short term employees' benefits, post employees benefits, other long term employee benefits and termination benefits as indicated in the Guide.		
<b>Public Private Partnerships</b>		
77. PPP agreement and any amendments as signed by all parties involved inclusive of requirements listed in the Guide.		
78. Supporting documentation of all fees paid.		
<b>Impairments</b>		
79. A list of impairments identified as at year-end with supporting documentation.		
80. Provide the calculations and assumptions used in your calculation of the impairments.		
<b>Provision</b>		
81. A list of provisions identified included in this provision and reasons.		
82. Provide supporting documentation to vouch the assumptions used in arriving at the information disclosed in note non-adjustments events after reporting date.		

Audit File Checklist  
Annexure A

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<b>Non-adjusting events after reporting date</b>		
83. Provide supporting documentation to vouch the non-adjusting events after reporting date.		
<b>Assets movable and immovable</b>		
<b>Major and minor tangible and intangible assets</b>		
84. A copy of the approved asset management policy to be provided.		
85. Final minor and major asset reconciliation as at year-end. All non-reconciling balances must be cleared by year-end and if not, explanations should be listed		
86. Transfer of assets supported by a transfer certificate signed by the transferor and acceptance acknowledged.		
87. Assets that could not be found during the asset verification exercise should be documented in a loss control register, followed up and investigated by latest 31 May or the date of submitting the AFS to the AGSA. Supporting documentation of the steps and processes followed must be available on the Audit File.		
88. The following assets register information to be provided as at year-end based on relevant system reports in terms of the year end circular, as agreed to the trial balance: <ul style="list-style-type: none"> <li>• Fixed asset register</li> <li>• Major asset &gt;R5000</li> <li>• Minor asset &lt;R5000</li> <li>• GG Vehicle asset register/schedule</li> </ul>		
89. A schedule of moveable /immoveable assets written off during the year. This list has to agree to the asset register.		
<b>Inventory</b>		
90. Asset management system (i.e. Logis) reports reflecting the opening balance, adjustments to prior year balances, additions/purchases (cash/non-cash), disposals, issues, adjustments and closing		

Audit File Checklist  
Annexure A

Required documentation/requirements	Reference/ page number	Responsible person & contact number
balance.		
91. An inventory/asset count procedure document that details the procedures followed in an inventory/asset count.		
<b>GG vehicle finance lease commitments</b>		
92. A list of all GG vehicle finance lease commitments as at year-end. This list to stipulate lease commitments: <ul style="list-style-type: none"> <li>• Due within a year</li> <li>• Due 1 and 5 years</li> <li>• Due beyond 5 years</li> </ul>		
<b>Agent-principal Arrangement</b>		
93. Where department acting as a principal: <ul style="list-style-type: none"> <li>• List of entities and total payment made to agents</li> <li>• Explain the nature of the agent principal arrangement</li> </ul> 94. Where department acting as an agent for another entity: <ul style="list-style-type: none"> <li>• A reconciliation between total agency funds and disbursements made</li> <li>• Explain the nature of the agent principal arrangement</li> </ul>		
<b>Change in accounting estimate</b>		
95. Supporting documentation relating to the change in accounting estimate.		
<b>Prior period errors (As covered in the respective notes)</b>		
96. Supporting documentation relating to prior period errors. (See Illustrative Guide on Prior Period Errors)		
<b>Transfer of Functions</b>		
97. Provide supporting documents of the changes as a result of the transfer or receipt of functions. (See Illustrative Guide on Transfer of Functions)		

Audit File Checklist  
Annexure A

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<b>Statement of Conditional Grants received</b>		
98. Supporting documentation relating to Conditional Grants received.		
<b>Statement of Conditional Grants paid to the Provinces</b>		
99. Supporting documentation relating to Conditional Grants paid to the Provinces.		
<b>Statement of Conditional Grants paid to the Municipalities</b>		
100. Supporting documentation relating to Conditional Grants paid to the Municipalities.		
101. <b>ANNEXURES TO AFS (Annual Financial Statements as required in the AFS template)</b> <ul style="list-style-type: none"> <li>• <b>Annexure 1A: Statements of Conditional Grants paid to Municipalities</b></li> <li>• <b>Annexure 1B: Statement of transfers to Departmental Agencies and Accounts</b></li> <li>• <b>Annexure 1C: Statement of Transfers to Higher Education Institutions</b></li> <li>• <b>Annexure 1D: Statement of Transfers/Subsidies to Public Corporations and Private Enterprises</b></li> <li>• <b>Annexure 1E: Statement of Transfers to Foreign Government and International Organisations</b></li> <li>• <b>Annexure 1F: Statement of Transfers to Non-Profit institutions</b></li> <li>• <b>Annexure 1G: Statement of Transfers to Households</b></li> </ul>		
102. <b>Annexure 1H: Statement of Gifts, Donations and Sponsorships Received</b> <b>Annexure 1I: Statement of Aid Assistance Received</b> Relevant supporting documentation on audit file i.e. PT/Accounting Officer approval, copies of receipts, copies of agreement with donor.		
103. <b>Annexure 1J: Statement of Gifts, Donations</b>		

Audit File Checklist  
Annexure A

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<p><b>and Sponsorships made and Remissions, Refunds and Payments made as an Act of Grace</b></p> <p>Relevant supporting documentation on audit file i.e. Legislature/PT or Accounting Officer approval, copies of payment information.</p>		
<p>104. <b>Annexure 1K: Statement of Actual Monthly Expenditure per Grant</b></p> <p>Information confirming that section 38(1) (j) of the PFMA complied with and relevant supporting documentation available on audit file.</p>		
<p>105. <b>Annexure 2A: Statement of Investments In and amounts owing by/to National/Provincial Public Entities</b> <b>Annexure 2B: Statement of Investments In and amounts owing by/to Entities</b></p> <p>See note 80.</p>		
<p>106. <b>Annexure 3A: Statement of Financial Guarantees issued as at 31 March</b> <b>Annexure 3B: Statement of Contingent Liabilities as at 31 March</b></p> <p>Supporting documentation of new guarantees issued and confirmations of existing guarantees and liabilities available on audit file.</p>		
<p>107. <b>Annexure 4: Claims Recoverable</b></p> <p>Supporting documentation of claims recoverable and confirmations of existing claims available on audit file.</p>		
<p>108. <b>Annexure 5: Inter Government Payables</b></p> <p>Supporting documentation of inter-governmental payables and confirmations of existing payables available on audit file.</p>		
<p>109. <b>Annexure 6: Inventory</b></p> <p>Relevant system reports substantiating amounts included.</p>		
<p>110. <b>Annexure 7A: Movement in Capital Work-in-Progress</b></p> <p>Supporting documentation of Movement in Capital Work-in-Progress (see note 41.1)</p>		

Audit File Checklist  
Annexure A

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<b>Additions for Immovable Assets).</b>		
<b>111. Annexure 8A: INTER-ENTITY ADVANCES PAID (note 14)</b> Supporting documentation of INTER-ENTITY ADVANCES PAID (see note 14)		
<b>112. Annexure 8B: INTER-ENTITY ADVANCES RECEIVED (note 21 AND note 22)</b> Supporting documentation of INTER-ENTITY ADVANCES RECEIVED (See note 21 AND note 22)		
<b>113. Annexure 9: IMMOVABLE ASSETS ADDITIONAL DISCLOSURE</b> Supporting documentation and detail see note 41.7 must be provided.		

# Audit information file 2014/15

Audit Information File  
Annexure B

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<b>GENERAL</b>		
1. Where SCOPA resolutions were passed, copy of the resolution, an action plan needs to be provided as well as proof that the action plan has been implemented.		
2. A set of approved delegations (financial and SCM) of authorised officials responsible for authorising financial transactions.		
3. An approved copy of the Fraud Prevention Plan as at 31 March to be provided.		
4. Evidence of material misstatements relating to the previous financial year, addressed and corrected.		
5. Evidence of Interim/Annual Financial Statement assessment report and audit issues, addressed and/or corrected.		
6. Evidence of Audit recommendations addressed.		
7. Management controls in place to ensure that suspense accounts are cleared and followed up on a regular basis		
8. An approved copy of the staff organogram as at year - end.		
9. A list of all resignations during the period 1 April to 31 March. This list has to agree to the PERSAL records.		
10. A list of new appointments made during the reporting period 1 April to 31 March. This list must agree to the PERSAL records: <ul style="list-style-type: none"> <li>• Educators (Department of Education only)</li> <li>• Public Service sector workers</li> <li>• Contract workers (where applicable)</li> </ul>		
11. A copy of the approved leave pay policy to be provided.		



Audit Information File  
Annexure B

Required documentation/requirements	Reference/ page number	Responsible person & contact number
12. Schedule of leave days taken during the period 1 April to 31 March, which agrees to the PERSAL records.		
13. A listing of all pre-approved suppliers or an indication where such detail could be reviewed.		
14. Accounting Officer System and Departmental Instructions regulating the procurement and spending on goods and services.		
15. A list of all contracts that have been terminated/ suspended during the period 1 April to 31 March. Information on losses incurred in this regard and steps taken to recover these losses on contracts that have been suspended or terminated.		
16. Approved policy/guideline document for spending on travel, hotel and accommodation cost in place for the period 1 April to 31 March.		
17. Register/s used for managing the settlement of invoices received, recorded and paid within 30 days of invoice date.		
18. A list of all bursars that have defaulted during the period 1 April to 31 March.		
19. Provide the department's debtor write-off policy, if not included in the debt management policy.		
20. Departmental procedure/policy as approved by the Accounting Officer for identifying and managing of unauthorised expenditure.		
21. Detail lists of all bursary allocations for the past 4 years or the existence of a database where the names of these individuals could be ascertained. Total payments made to tertiary education centres (universities etc) to balance with bursary totals as per trial balance as reconciled, must also be made available.		
22. The approved policy on interest to be levied on debtors.		

Audit Information File  
Annexure B

<b>Required documentation/requirements</b>	<b>Reference/ page number</b>	<b>Responsible person &amp; contact number</b>
23. The departmental investment management policy.		
24. Copies of all performance agreements of key management personnel entered to during the period 1 April to 31 March to be supplied.		