

		d) Uncorrected Misstatement (signed copy)		
8	<b>Annexure C:</b> External auditor's sign off	<b>Annexure C</b> signed by auditors ( <i>original</i> )		<b>29 July 2016</b>
9	Confirmation certificate	Confirmation of accuracy and fair presentation- <b>signed by</b> management of entity		<b>29 July 2016</b>
10	Auditor's Report on AFS	Auditor's audit report and signed Annual Financial Statements (AFS)		<b>29 July 2016</b>
11	Management Report	Final Management Report of an entity		<b>29 July 2015</b>

26. The aforementioned information must be forwarded to PT representatives listed below:

Entity	Representative	Email address
WC Nature Conservation Board	Boniswa Lurwayi	<a href="mailto:Boniswa.Lurwayi@westerncape.gov.za">Boniswa.Lurwayi@westerncape.gov.za</a>
WC Liquor Authority	Neil Schippers	<a href="mailto:Neil.Schippers@westerncape.gov.za">Neil.Schippers@westerncape.gov.za</a>
WC Investment and Trade Promotion Agency (Wesgro)	Shaun Manuel	<a href="mailto:Shaun.Manuel@westerncape.gov.za">Shaun.Manuel@westerncape.gov.za</a>
Saldanha Bay Industrial Development Zone		
Government Motor Transport (GMT)	Yolanda Solomons	<a href="mailto:Yolanda.Solomons@westerncape.gov.za">Yolanda.Solomons@westerncape.gov.za</a>
WC Gambling and Racing Board		
Casidra Pty Ltd	Loyiso Faniso	<a href="mailto:Loyiso.Faniso@westerncape.gov.za">Loyiso.Faniso@westerncape.gov.za</a>
Housing Development Fund	Aslam Abrahams	<a href="mailto:Aslam.Abrahams@westerncape.gov.za">Aslam.Abrahams@westerncape.gov.za</a>
WC Language Committee	Luthando	<a href="mailto:Luthando.Botshobana@westerncape.gov.za">Luthando.Botshobana@westerncape.gov.za</a>
WC Cultural Commission	Botshobana	
WC Heritage		

  
A. Reddy

**SENIOR MANAGER: PROVINCIAL GOVERNMENT ACCOUNTING AND COMPLIANCE**

**DATE:** 11/05/2016

## UNCORRECTED MISTATEMENTS

24. In the event that there are any unadjusted audit misstatements, these must be listed in the **UNCORRECTED MISSTATEMENT** worksheet in the AFS template. Hence, please provide Provincial Treasury with all the unadjusted errors that the auditors have identified, irrespective of the nature. These unadjusted errors should **NOT** be adjusted in the AFS template to be submitted.

## TIMELINES AND SUBMISSION DUE DATES

25. The table below indicates dates and documents that must be submitted by the management of the entity to **Provincial Treasury: Provincial Government Accounting and Compliance**:

No.	Document name	Required format		Due Date
		Hard Copy	Soft Copy (CD/email)	
AFS SUBMISSION OF COMPARATIVE INFORMATION				
1	ACFS template	N/A	ACFS Template (MS Excel)	20 April 2016
AFS SUBMISSION BASED ON PRE-AUDITED FINANCIAL INFORMATION				
2	Pre-audited AFS	One copy of AFS- (as produced on CASEWARE)	ACFS Template (MS Excel)	18 May 2016
3	Pre-audited AFS	Five hard copies of AFS	1 copy of AFS (MS Word/PDF)	31 May 2016
4	ACFS Template	Print-out of the following: a) Cover Sheet (signed copy) b)Inter-entity worksheets(signed copy) c)Conversion journal worksheet(signed copy)	ACFS Template (MS Excel)	31 May 2016
5	Confirmation certificate	Confirmation of accuracy and fair presentation- signed by management of entity		31 May 2016
AFS SUBMISSION BASED ON AUDITED FINANCIAL INFORMATION				
6	Audited AFS	Five hard copies of AFS (Stamped and signed by the AGSA)	AFS (MS Word/PDF)	29 July 2016
7	ACFS Template	Print-out of the following: a) Cover Sheet (signed copy) b)Inter-entity worksheets(signed copy) c)Conversion journal worksheet(signed copy)	ACFS Template (MS Excel)	29 July 2016

## CONVERSION JOURNALS

14. In terms of the framework that is being used by the Provincial Treasury (and National Treasury) when preparing the consolidated AFS, uniform accounting policies must be followed for transactions and other events in similar circumstances.
15. Both Provincial and National Treasury have therefore adopted Group Accounting Policies which are GRAP compliant. Refer to **Annexure A** for these adopted policies.

### Entities using GRAP

16. Where the GRAP accounting policy applied by an entity differs from the Group Accounting Policies (**as per Annexure A**) the entity must identify and record the required adjusting journal entry (current and prior year) that would be needed to conform to the Group Accounting Policies.
17. The journal entries should not be passed when completing the AFS template but only recorded in the **CONVERSION worksheet** in the AFS template. Provincial Treasury will pass the journal entries upon final consolidation.

### Entities using IFRS or SA GAAP

18. All Schedule 2 and 3B Government Business Enterprises (GBE's) and other entities applying Standards of SA GAAP or IFRS in preparing their financial statements must identify and record the required journal entries (current and prior year) that would be needed to conform to the Group Accounting Policies.
19. These journal entries should not be passed when completing the AFS template but only recorded in the **CONVERSION worksheet** in the AFS template. Provincial Treasury will pass the journal entries upon final consolidation.
20. **Journal entries captured on the CONVERSION worksheet must be tested and agreed by the entities' external auditors as part of their audit of the AFS template.**
21. The CFO of the respective entity **must sign the CONVERSION worksheet** so as to confirm reliability of the information recorded.

## EXTERNAL AUDITOR'S SIGN OFF

22. The external auditor's sign off template to be completed for all entities (GRAP, IFRS and SA GAAP) is documented in **Annexure C**. Statutory audit reports should also accompany this template. These requirements should be communicated to the auditors of the entity up front.
23. The AGSA consolidation team will communicate their instructions to entity auditors in terms of the requirements of International Standards on Auditing, i.e. ISA 600.

## 2015/16 Annual Consolidation Financial Statement Template (ACFS) (Also known as the RollupSheet Template)

4. Similar to 2014/15 financial year, the 2016 AFS template that entities need to complete will be emailed to each entity separately and pre-populated with the public entities name. No AFS template will be placed on the National Treasury website for download.
5. All entities listed in the attached **Annexure B** - Public Institutions listed in PFMA Schedule 1, 2, 3A, 3B, 3C and 3D" as well as all unlisted entities accountable to Parliament and Provincial Legislatures are required to complete the GRAP AFS template.

## Completion of the Annual Consolidation Financial Statements (ACFS) Template (2015/2016)

6. Entities must **only** use the version of the template, which the Provincial Treasury forwarded to the respective entity via e-mail.
7. Read through the template instructions before completing the template and complete the template cover page.
8. The ACFS template should be accurately aligned to the AFS that will be published in the entity's Annual Report of the 2015/16 financial year.
9. Take note of the template checklist and ensure that all exceptions and RED cells are cleared before submitting the entity's template to PT: PG Accounting and Compliance and the AGSA.

## INTER-ENTITY TRANSACTIONS AND BALANCES

10. In terms of the framework for consolidation of financial statements, all inter-entity transactions and balances within the group need to be eliminated on consolidation.
11. Inter-entity transactions refer to dealings between Western Cape provincial entities. **As an example, GG vehicles related transactions would include revenue and expenditure transactions between GMT and other entities and balances would refer to the related receivables and payables at year end (trade receivables/payments and finance leases).**
12. Entities are therefore required to identify and separately disclose any inter-entity transactions and balances with those entities listed in the **INTER-ENTITY** worksheet. Both current and prior year **INTER-ENTITY** worksheet must be completed.
13. Entities must ensure that they do not have any differences between transactions incurred during the year and balances at year-end.

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)  
 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR BOARD (MS M ABRAHAMS)  
 THE SENIOR MANAGER: GOVERNMENT MOTOR TRANSPORT (MR J KOEGELENBERG)  
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)  
 THE DEPUTY DIRECTOR GENERAL: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)  
 THE DEPUTY DIRECTOR GENERAL: BRANCH GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN)  
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MS M KORSTEN)  
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)  
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR M SIGABI) (ACTING)  
 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR IG SMITH)  
 THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR B VINK) (ACTING)  
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUIS)  
 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 (MS S DAVIDS) (ACTING)  
 THE SENIOR MANAGER: INFRASTRUCTURE (MR P CHANDAKA)  
 THE SENIOR MANAGER: LOCAL GOVERNMENT ACCOUNTING (MR L BRINDERS)  
 THE SENIOR MANAGER: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)  
 THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MS L McCARTNEY)  
 THE SENIOR MANAGER: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)  
 THE SENIOR MANAGER: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)  
 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 IG SMITH) (PRO TEM)  
 THE PROVINCIAL AUDITOR  
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT  
 THE DEPUTY DIRECTOR-GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

## **ANNUAL FINANCIAL STATEMENTS (AFS) FOR 2015/16: INPUTS TO BE SUBMITTED BY PROVINCIAL ENTITIES**

### **Purpose**

1. To inform Accounting Authorities (AA) and Chief Financial Officers (CFO) of the Western Cape Public and Trading Entities of the submission dates of the annual financial statements *(both unaudited and audited)* for the year ended 31 March 2016.
2. The content of this circular must be read in conjunction with PT Circular 8 of 2016, dated 24 March 2016.

### **Background**

3. The Annual Consolidated Financial Statements must be prepared in accordance with Public Financial Management Act, Act 1 of 1999 as amended and with the effective Standards of Generally Recognised Accounting Practices (GRAP) including any interpretations, guidelines and directives issued by the Accounting Standards Board (ASB), and any further instructions and guidance issued by the National Treasury, Office of the Accountant-General on Annual Financial Statements of the Public and Trading Entities including this PT Circular.



**Western Cape  
Government**

Provincial Treasury

N van Niekerk  
Provincial Government Accounting and Compliance  
Email: Nicolas.vanNiekerk@westerncape.gov.za  
tel: +27 21 483 4252

Reference RCS/C.6

## **TREASURY CIRCULAR 18 /2016**

THE PREMIER

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT

THE MINISTER OF COMMUNITY SAFETY

THE MINISTER OF CULTURAL AFFAIRS AND SPORT

THE MINISTER OF EDUCATION

THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM

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

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)

THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS BH FAKIRA)

THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MR Z HOOSAIN)

THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR G MORRIS)

THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD)

THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR B ENGELBRECHT)

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 CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (DR M MATSAPOLA)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR N FLAATTEN)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE HERITAGE (MS A HALL)

THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR M BRINKHUIS)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR BOARD (MR T GILLOMEE)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR I BLACKIE)

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)

For information