

Reference: RCS/C.6

TREASURY CIRCULAR NO. 11/2018

THE PREMIER
THE MINISTER OF ECONOMIC OPPORTUNITIES
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
THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (DR G LAWRENCE)
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 (MR BK SCHREUDER)
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 (MR G PAULSE)
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 (MS U BRINK) (ACTING)
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 GILDENHUIS)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (ADV C SMITH)
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 DEPUTY DIRECTOR GENERAL: FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE DEPUTY DIRECTOR GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR IG SMITH) (ACTING)
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 (MS N EBRAHIM) (ACTING)
THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR A HARDIEN)

For information

THE CHIEF FINANCIAL OFFICER (MS U BRINK) (ACTING)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)
THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)
THE DIRECTOR: FINANCIAL GOVERNANCE (MS N PALMER) (ACTING)
THE DIRECTOR: FISCAL POLICY (DR N NLEYA)
THE DIRECTOR: INFRASTRUCTURE (MR K LANGENHOVEN)
THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR L BRINDERS)
THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR A DYAKALA)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR M SIGABI)
THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)
THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS RH SLINGER)
THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS T RAKIEP) (ACTING)
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)
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: 2017/18 ANNUAL FINANCIAL STATEMENTS

PURPOSE

1. To provide Accounting Officers (AOs) and Chief Financial Officers (CFOs) of departments with requirements for the 2017/18 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 (AFS) for the 2017/18 financial year.
2. This circular replaces Treasury Circular No. 8/2017 dated 28 March 2017 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 Modified Cash Standard (MCS) and Accounting Manual for Departments (AMD).
5. Departments should note that the 2017/18 financial year reporting framework on the annual financial statements is covered by the updated MCS with Guidance provided in the AMD and Specimen AFS. The updated MCS, AMD and Specimen AFS was published in October 2017.
6. The latest information applicable to the 2017/18 AFS is available on the NT OAG Website: Office of the Accountant-General > Publications > 01. Annual Financial Statements > 03. For Prov. And Nat. Departments > GRAP for National and Provincial Departments.

7. Any further changes and developments on the MCS, AMD and Specimen AFS will be communicated to departments.

OBJECTIVE

8. To provide departments with:
 - An Audit File Checklist (**Annexure A**) that provides supporting evidence in hard copy or “electronic format” on the primary and secondary financial information and annexures of the AFS.
 - Audit Information File (**Annexure B**) guideline on information in hard copy or electronic format that should be included that will assist in the audit process.
 - A list of transversal Systems Reports (**Annexure C**) to assist departments with compilation of the AFS is attached as guideline.
9. It is recommended that the audit file checklist be co-ordinated by the CFO's Office in the department.

SUBMISSION OF ELECTRONIC AUDIT FILE INFORMATION

10. As an initiative to move to a paperless environment it is proposed that departments submit audit file information electronically on a CD to PT: Provincial Government Accounting and Compliance.
11. Electronic audit file information should be provided, based on the requirements of this Circular and folders created per AFS notes, as well as the sign-off of information by the relevant compiler and reviewer.

REQUIRED

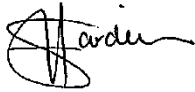
12. This Circular must be supplemented by the department's own quality control process that supports the accuracy of the AFS.
13. The Audit File should be made available on **18 May 2018** to PT (PG Accounting and Compliance) to conduct a preview of the AFS before submission to the Auditor General South Africa (AGSA) on **31 May 2018**. A combined AFS review session will be conducted by PT with departments to discuss and resolve 2017/18 AFS issues. Dates and logistics will be advised.
14. All information in the Audit File must be cross-referenced to the financial statements and relevant notes, reviewed and signed off by the responsible official.

15. This Circular has been prepared taking into account the National Treasury Regulations, Provincial Treasury instructions, MCS and AMD for the year ended 31 March 2018, however the AGSA may require additional information.

COMMUNICATION

16. Any enquires on the compilation and submission of the AFS and the Audit Information File should be forwarded to PThelpme@treasury.gov.za.

Your co-operation in this regard would be highly appreciated.



MR A HARDIEN
PROVINCIAL ACCOUNTANT-GENERAL
DATE: 13 April 2018

Audit File Checklist 2017/18

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Required documentation/requirements	Reference/ page number	Responsible person & contact number
GENERAL		
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 detailed trial balance must be provided based on the following criteria: (totals on Fund 2, Item 3 Item 6, and Item level 11).		
3. Changes to the comparatives to be substantiated and referenced to supporting documentation, the relevant line items, statements and disclosure notes affected.		
4. All amounts in the AFS must correspond to the trail balance.		
5. A list of any foreign exchange transactions incurred for the year under review (if applicable).		
PRIMARY INFORMATION		
APPROPRIATION STATEMENT (Not applicable to Interim Financial Statements)		
Annual Appropriation		
6. 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.		
7. Information relating to the Appropriation Statement should be provided in terms of the AFS Specimen issued by NT.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Conditional grants		
8. List of all unspent funds rolled over from the prior year. This list has to agree to the prior year financial statements.		
9. A schedule of conditional grants received and transferred to agencies/institutions/ departments during 1 April to 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.		
STATEMENT OF FINANCIAL PERFORMANCE		
Departmental Revenue		
10. Information relating to revenue to be provided: <ul style="list-style-type: none"> • First receipt number, deposit number and last receipt, deposit numbers issued for the period 1 April to 31 March. • All pending receipts have been allocated. • All cashiers have been appointed in writing. • Revenue exception accounts cleared. • Revenue Budget (Note 3) should agree and be confirmed to the final Budget Estimate. 		
Aid Assistance		
11. A schedule of all local and foreign aid assistance received, agreed to the Annexure 11 in the AFS.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
12. 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.)		
Gifts and donations received		
13. A register of cash gifts and donations received during the period 1 April to 31 March must be provided, agreed to the Annexures 1H in the AFS.		
Expenditure		
Compensation of employees		
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.		
17. Supporting documentation in respect of number of employees and calculations which agrees to the note in the AFS.		
18. IRP5 tax reconciliation for the 2015/16 tax year. (Not required for IFS.)		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Goods and Services		
19. A BAS expenditure report and a detailed list of goods and services payments made during 1 April and 31 March that agrees to the trial balance and the annexures in the AFS.		
Interest and Rent on Land		
Interest		
20. Supporting documentation relating to interest paid.		
Rent on Land		
21. A register of rental agreements and all supporting information used to compile the AFS.		
22. Expenditure to be reconciled to the disclosure note on operating leases.		
Payment for Financial Assets		
Theft and losses		
23. A list of all theft and losses that was approved for write-off must be provided and agreed to the trial balance.		
24. Unique debtor identification numbers for bursary debt taken on during the period must be made available.		
Loss register		
25. 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.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Debt written-off		
26. 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.		
Transfers and Subsidies		
27. 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.		
28. 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.		
Expenditure for Capital Assets		
Tangible and Intangible Capital Assets		
29. Information confirming the final reconciliation of cash additions of assets to the asset registers.		
Finance lease expenditure included in Capital Expenditure		
30. Information confirming the Finance lease expenditure included in Capital Expenditure to the asset registers.		
Reconciliation of Net Surplus/Deficit for the Year		
Voted Funds		
31. Supporting documentation relating to funds paid over to the PRF (see Note 18).		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Departmental Revenue		
32. Supporting documentation relating to funds paid over to the PRF (see Note 19).		
STATEMENT OF FINANCIAL POSITION		
Assets		
Unauthorised Expenditure		
33. Prescribed register in terms of the Modified Cash Standard and Accounting Manual for Departments and reconciled against the unauthorised expenditure note.		
Unauthorised Expenditure approved Without Funding		
34. Copy of the applicable Finance Act.		
35. A register (as prescribed) of all unauthorised expenditure incurred/ identified during 1 April to 31 March as agreed to the trial balance.		
36. Proof of any unauthorised expenses that were approved by Parliament if applicable.		
37. Supporting documentation relating to the prior period error of Unauthorised Expenditure (see Note 11.5).		
38. Provide a reconciliation of current and non-current Unauthorised Expenditure (see Note 11.6).		
Cash and Cash Equivalents		
39. A list of contact persons at the Bank and approved signatories of the department.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
40. Final bank reconciliation for all bank accounts up to and including 31 March to be provided as signed off by the responsible officials.		
41. Supporting documentation for each reconciling item recorded on the bank reconciliation.		
42. Monthly bank statement up to year – end.		
43. Cash on hand and/or in transit, that has been included in the PMG account – include schedule of how cash is added up to the TB.		
44. Detailed calculations supporting the cash flow statements and relevant notes.		
45. Bank exception account cleared and bank adjustment account balance explained with supporting evidence.		
Prepayments and Advances		
46. 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.		
47. Supporting information of prepayments relating to payments made in advance to non-governmental entities.		
48. A schedule of prepayments not expensed at year-end and agreed to trail balance.		
49. A schedule of prepayments expensed at year-end and agreed to trail balance.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Advances paid to staff or other departments		
50. 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.		
51. A schedule of advances not expensed at year-end and agreed to the trail balance.		
52. A schedule of advances expensed at year-end and agreed to the trail balance.		
Receivables		
53. 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 cases.		
54. A Schedule of the movement of receivables (debtors) as disclosed in recoverable revenue as part of the Statement of Changes in Net Assets.		
55. A BAS debtor's report and age analysis of staff debts.		
56. Staff debt report of debt deducted from PERSAL.		
57. Debtor's age analysis for all other receivables.		
58. A list of receivables balances recovered or written off as Fruitless and wasteful expenditure in the trial balance and the responsible officials dealing with them (see Note 32).		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
59. A list of impairments identified as at year-end with supporting documentation. Provide the calculations and assumptions used in your calculation of the impairments.		
Suspense Accounts		
60. A list of all suspense account balances in the trial balance and the responsible officials dealing with them.		
Disallowance accounts		
61. An age analysis of all amounts in disallowance accounts.		
Investments		
62. A copy of the approved investment management policy to be provided.		
63. A schedule of all investments as at year-end including the following information: <ul style="list-style-type: none"> • Opening balance • Additions • Withdrawals • Transfers • Disposals • Interest capitalised • Matured investments • Income earned on investments as reconciled to interest revenue disclosed in the Statement of Financial Performance. • Copy of the approved mandate of the investor. 		
64. A contact list of persons or entities with whom the investments are held.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Liabilities		
65. Note 18: Voted Funds to be surrendered to the Revenue Fund (see net surplus/deficit).		
66. Note 19: Departmental Revenue to be Surrendered to the Revenue Fund (see net surplus/deficit).		
67. Bank Overdraft (see Cash and Cash Equivalents Note 12).		
Payables		
68. A schedule of all inter-departmental balances as at year-end.		
69. A list of other payables as at year-end.		
Aid Assistance Prepayments/Receivable		
70. Financial reports and supporting documentation on Aid Assistance Prepayments/Receivable.		
Aid Assistance Repayable/Unutilised		
71. Financial reports and supporting documentation Aid Assistance Repayable or Unutilised.		
STATEMENT OF CHANGE IN NET ASSETS		
Capitalisation Reserve		
72. Supporting documentation relating to capitalised assets and changes to the value of the capital assets.		
Recoverable Revenue		
73. Steps taken to determine the amounts disclosed as well as supporting documentation that supports the note.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
SECONDARY INFORMATION		
Contingent Liabilities		
Housing loan guarantees		
74. List of housing loan guarantees as at year-end that agrees to the annexure in the AFS.		
75. Housing Loan guarantees confirmed by the banking institution. The details of contact person responsible for the external confirmation requests must also be made available.		
Contingent assets		
76. Relevant policy applied to determine overpayment and a schedule of officials overpaid (OSD or specific), including the calculations used to determine the overpayment.		
Commitments (Note: since records on commitments/accruals varies across departments, only basic guidelines are provided)		
77. 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"> • Contracts approved and contracted • Contracts approved but not yet contracted • Dates as applicable • Value/contract price • Variances on contract prices • Contract (commitment progress or part delivery payments) 		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Accruals and payables not recognised		
78. Supporting information of accruals thus invoice not received or order delivered or partly delivered but not yet paid at year-end. 79. Supporting information of payables not recognised thus invoice received or order delivered or partly delivered but not yet paid at year-end. 80. Bank charges received in current financial year related to the previous financial year should be accrued.		
Employee benefits		
81. 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"> • Leave entitlement • Service Bonus (Thirteenth cheque) • Performance bonus • Capped leave commitments 		
Leave pay provision		
82. A calculation of the leave pay provision as at year-end.		
83. Supporting calculations and explanations for bonuses paid to key personnel during the reporting period.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Lease Commitments		
84. A list of all lease commitments as at year-end. This list to stipulate lease commitments: <ul style="list-style-type: none"> • Due within a year • Due 1 and 5 years • Due beyond 5 years 		
85. The Excel workings used to determine the net present values as part of classifying leases must be made available on request.		
86. Lease contracts to be available.		
Accrued Departmental Revenue		
87. Supporting documentation and calculations used to determine the reported values must be included. (Note: Tax Revenue exempted – page 62: par 14 of the MCS)		
Irregular Expenditure		
88. Prescribed register, supporting documentation and a listing of all irregular expenditure extracted from the prescribed register as at year-end.		
Fruitless and wasteful Expenditure		
89. Prescribed register, supporting documentation and a listing of all fruitless and wasteful expenditure as at year-end.		
Related Party Transactions		
90. Information of entities under the control of the department.		
91. Information of officials that hold an interest in any companies contracted with during the financial year.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
92. 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. (d) The balance of loans made to/from related parties. (e) A breakdown of any guarantees issued to related parties. (f) A breakdown of any other contingent liabilities between the department and the related parties. (g) Disclose information about any in-kind goods or services received from or provided to a related party.		
Key Management Personnel		
93. PERSAL reports reflecting the short term employees' benefits, post employees benefits, other long term employee benefits and termination benefits as indicated in the Guide.		
Public Private Partnerships		
94. PPP agreement and any amendments as signed by all parties involved inclusive of requirements listed in the Guide.		
95. Supporting documentation of all fees paid.		
Impairments (Other)		
96. A list of impairments identified as at year-end with supporting documentation.		
97. Provide the calculations and assumptions used in your calculation of the impairments.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
Provision		
98. A list of provisions identified included in this provision and reasons.		
Non-adjusting events after reporting date		
99. Provide supporting documentation to vouch the non-adjusting events after reporting date.		
Assets movable and immovable		
Major and minor tangible and intangible assets		
100. A copy of the approved asset management policy to be provided.		
101. 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		
102. Transfer of assets supported by a S42 transfer certificate signed by the transferor and acceptance acknowledged.		
103. 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.		
104. 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"> • Fixed asset register • Major asset >R5000 • Minor asset <R5000 • GG Vehicle asset register/schedule 		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
105. A schedule of moveable/immoveable assets written off during the year. This list has to agree to the asset register.		
106. Supporting documentation of Movement in Capital Work-in -Progress (see Note 41.1 Additions for Immovable Assets). This list has to agree to the asset register. Supporting documentation of Accruals and Payables not recognised relating to Capital Work-in -Progress.		
Inventory		
107. 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 balance.		
108. An inventory/asset count procedure document that details the procedures followed in an inventory/asset count.		
GG vehicle finance lease commitments		
109. 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"> • Due within a year • Due 1 and 5 years • Due beyond 5 years 		
Agent-principal Arrangement		
110. Where department acting as a principal: <ul style="list-style-type: none"> • List of entities and total payment made to agents. • Explain the nature of the agent principal arrangement. 		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
111. Where department acting as an agent for another entity: <ul style="list-style-type: none"> • A reconciliation between total agency funds and disbursements made. • Explain the nature of the agent principal arrangement. 		
Change in accounting estimate		
112. Supporting documentation relating to the change in accounting estimate.		
Prior period errors (As covered in the respective notes)		
113. Provide supporting documentation relating to the changes/correction of prior period errors information as covered in the respective notes. (See Illustrative Guide on Prior Period Errors.)		
Transfer of Functions		
114. Provide supporting documents of the changes as a result of the transfer or receipt of functions. (See Illustrative Guide on Transfer of Functions.)		
Statement of Conditional Grants received		
115. Supporting documentation relating to Conditional Grants received.		
Statement of Conditional Grants paid to the Provinces		
116. Supporting documentation relating to Conditional Grants paid to the Provinces.		
Statement of Other Transfers paid to the Municipalities		
117. Supporting documentation relating to Other Transfers paid to the Municipalities.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
ANNEXURES TO AFS (Annual Financial Statements as required in the AFS template)		
<p>118. Annexure 1A: Statements of Conditional Grants and Other transfers to Municipalities Annexure 1B: Statement of transfers to Departmental Agencies and Accounts Annexure 1C: Statement of Transfers to Higher Education Institutions Annexure 1D: Statement of Transfers/ Subsidies to Public Corporations and Private Enterprises Annexure 1E: Statement of Transfers to Foreign Government and International Organisations Annexure 1F: Statement of Transfers to Non-Profit institutions Annexure 1G: Statement of Transfers to Households</p> <p>Provide supporting documentation on audit file (see Note 9 Transfers and Subsidies).</p>		
<p>119. Annexure 1H: Statement of Gifts, Donations and Sponsorships Received</p> <p>Relevant supporting documentation on audit file, i.e. PT/Accounting Officer approval, copies of receipts, copies of agreement with donor and sponsorships.</p>		
<p>120. Annexure 1I: Statement of Aid Assistance Received</p> <p>Relevant supporting documentation on audit file i.e. PT/Accounting Officer approval, copies of receipts, copies of agreement with donor.</p>		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<p>121. Annexure 1J: Statement of Gifts, Donations and Sponsorships made and Remissions, Refunds and Payments made as an Act of Grace</p> <p>Relevant supporting documentation on audit file i.e. Legislature/PT or Accounting Officer approval, copies of payment information.</p>		
<p>122. Annexure 1K: Statement of Actual Monthly Expenditure per Grant</p> <p>Information confirming that section 38(1)(j) of the PFMA complied with and relevant supporting documentation available on audit file.</p>		
<p>123. Annexure 2A: Statement of Investments in and amounts owing by/to National/ Provincial Public Entities</p> <p>Annexure 2B: Statement of Investments in and amounts owing by/to Entities (See Note 16.)</p>		
<p>124. Annexure 3A: Statement of Financial Guarantees issued as at 31 March</p> <p>Supporting documentation of new guarantees issued and confirmations of existing guarantees and liabilities available on audit file.</p>		
<p>125. Annexure 3B: Statement of Contingent Liabilities as at 31 March</p> <p>Supporting documentation of new and existing contingent liabilities available on audit file.</p>		
<p>126. Annexure 4: Claims Recoverable</p> <p>Supporting documentation of claims recoverable and confirmations of existing claims available on audit file.</p>		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<p>127. Annexure 5: Inter Government Payables Supporting documentation of inter-governmental payables and confirmations of existing payables available on audit file.</p>		
<p>128. Annexure 6: Inventory Relevant system reports substantiating amounts included (see 101 – 102).</p>		
<p>129. Annexure 7A: Movement in Capital Work-in-Progress Supporting documentation of Movement in Capital Work-in-Progress (see Note 41.1 Additions for Immovable Assets).</p>		
<p>130. Annexure 8A: INTER-ENTITY ADVANCES PAID (Note 14) Supporting documentation of INTER-ENTITY ADVANCES PAID (see Note 14).</p>		
<p>131. Annexure 8B: INTER-ENTITY ADVANCES RECEIVED (Note 21 AND Note 22) Supporting documentation of INTER-ENTITY ADVANCES RECEIVED (see Note 21 AND Note 22).</p>		
<p>132. Annexure 9: IMMOVABLE ASSETS ADDITIONAL DISCLOSURE Supporting documentation and detail see Note 41.7 must be provided.</p>		

Audit Information File 2017/18

Required documentation/requirements	Reference/ page number	Responsible person & contact number
GENERAL		
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.		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
<p>10. A list of new appointments made during the reporting period 1 April to 31 March. This list must agree to the PERSAL records:</p> <ul style="list-style-type: none"> • Educators (Department of Education only) • Public Service sector workers • Contract workers (where applicable) 		
<p>11. A copy of the approved leave pay policy to be provided.</p>		
<p>12. Schedule of leave days taken during the period 1 April to 31 March, which agrees to the PERSAL records.</p>		
<p>13. A listing of all pre-approved suppliers or an indication where such detail could be reviewed.</p>		
<p>14. Accounting Officer System and Departmental Instructions regulating the procurement and spending on goods and services.</p>		
<p>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.</p>		
<p>16. Approved policy/guideline document for spending on travel, hotel and accommodation cost containment in place for the period 1 April to 31 March.</p>		

Required documentation/requirements	Reference/ page number	Responsible person & contact number
17. Register/s used for managing the settlement of invoices received, recorded and paid within 30 days of invoice date.		
18. 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. 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. The approved policy on interest to be levied on debtors.		
22. Copies of all performance agreements of key management personnel entered to during the period 1 April to 31 March to be supplied.		

AFS SYSTEM REPORTS

BAS

Trial Balance Reports

KITSO Reports

LOGIS

RY000	Audit Report – faulty receipts
RY001	Reclassification
RY004	Annual Weapons/Machines Report
RY006	Annual Report on Discrepancies
RY0A3	Asset Register Closing Balance
RY0A4	Additions to the Asset Register
RY0A5	Asset Disposal Report
RY0A6	Adjustments to the Asset Register
RY0A7	Asset Register Subsidiary Issues
RY0A9	Major Internal Transfer Report
RY0M3	Asset Register Closing Balance Minor Assets
RY0M4	Addition Report (minor)
RY0M5	Asset Disposal Report (minor)
RY0M6	Adjustment to Asset Register (minor)
RY0M7	Asset Register Subsidiary Issues
RY0M9	Minor Internal Transfer Report
RY0I3	Inventory Opening/Closing Balance
RY0I4	Inventory Addition Report
RY0I5	Inventory Disposal Report
RY0I6	Inventory Adjustment Report
RY0I7	Inventory Issue Report
RY0I8	Inventory Variance Report

RY0I9	Inventory Internal Transfer Report
RY0C3	Consumable Opening/Closing Balance
RY0C4	Consumable Addition Report
RY0C5	Consumable Disposal Report
RY0C6	Consumable Adjustment Report
RY0C7	Consumable Cash Related Issue Report
RY0C8	Consumable Balancing Sum Report
RY0C9	Consumable Internal Transfer Report
RR102	Invoice Age Analysis Report
RR103	Financial Statement Accruals
RR105	Purchase to Payment Report
BM001	Audit Trial
RR0A1	Asset Payment Information
RR016	Active Procurement Integration Report
RQ010	Redundant/Obsolete Stock Report
RQ011	Report – Consolidated Stock Discrepancies
RQ012	Report – Stock discrepancies
RQ013	Disposal Schedule – Non authorised
RQ014	Disposal Schedule – Authorised

PERSAL

7.11.12	State Guarantee Liability	Contingent Liabilities – Housing Loan Guarantees
7.11.13	Leave in monetary value	Employee Benefits - Leave Entitlement
XX7013		
7.11.14	Service Bonus Liability	Employee Benefits - 13 th cheque
XX1015	Key Management Personnel	Key Management Personnel – Salaries
SR0031	Accruals	All payments related to March that was paid in April