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4/4/3/2

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Management Accounting Minute: 0002/2017

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Directors at district offices and all staff

Short summary: *Changes from the Standard Chart of Accounts (SCOA) version 4 to version 5 on the Basic Accounting System (BAS).*

Subject: Adjustments to the Standard Chart of Accounts (SCOA) version 5

1. The purpose of this minute is to inform all Western Cape Education Department financial practitioners of the changes made to the Standard Chart of Accounts (SCOA) with effect from 01 April 2017 of the 2017/2018 financial year.
2. As part of the continued reform of the SCOA, the SCOA National Technical Committee periodically reviews the utilisation of the accounts and the quality of data produced with the view of improving accounts and structures.
3. Since the previous re-implementation (01 April 2013), the SCOA National Technical Committee has noted some areas for improvement, one in particular being the correct use of the economic reporting format (ERF) which leads to the inconsistent classification of transactions.
4. A comprehensive analysis of the data accumulated over the past three years was done and the following are the changes that have been implemented to the chart:
 - a) The National Technical Committee has in the past allowed the duplication of the construction of capital assets items (Own Account and Outsourced). The duplication has since led to the incorrect use of items and therefore it has been removed.
 - b) All capital items under goods and services (for example **contr:upg&add oth infr ass; contr:ref&reh oth infr ass**), have been moved to payments for capital assets. This is to align the chart to the budget forma as well as the Municipal Standard Chart of Accounts (mSCOA).

- c) Revenue, Expenditure and Assets & Liability codes which have been created and have not been used in the past three financial years were removed.
- d) The terms "Infrastructure" and "Non-Infrastructure" in the *Item and Infrastructure* segment has been adjusted to match the asset segment. For example, *Infrastructure* has been changed to either *Buildings* or *Other Fixed Structures*, *Operating Leases Infrastructure* has been changed to *Operating Leases Buildings* in the item segment and *Operating Leases Buildings* in the infrastructure segment.
- e) The majority of these changes are minor amendments to the segment description (name) but it is important for the correct description to be used when compiling payments. The next section will outline the various changes at the posting level per classification e.g. *Item; Infrastructure; Fund*. The objective, responsibility and region segments were not affected.
- f) **Lastly, please note that engagements will take place following this minute with the relevant BAS users to ensure uniform comprehension and interpretation.**

5. Amendments to segments

5.1 Item segments

BAS V4	BAS V5
A&S/O/S:PROFESSIONAL STAFF	A&S/O SER:ADMIN&SUPPRT STAFF
BANK CHARG&CARD FS COMM BANK	BANK CHARG&CARD FEES COMM BANK
C/EQP<R5000:COM SYS - TAB PC	C/EQP<R5000:COM SYS - TABLET PC
C/EQP<R5000:DESKTOP PRINT EQ	C/EQP<R5000:DESKTOP PRINT EQUIP
CNS:BUS&ADV SER:AUD COM (N-OF	CNS:BUS&ADV SER:AUDIT COM (N-OFF)
CNS:BUS&ADV SER:RESE&ADVISOR	CNS:BUS&ADV SER:RESEARCH&ADVISOR
CNS:BUS&ADV SER:TRNS&TRNSC	CNS:BUS&ADV SER:TRNSLAT&TRNSCRPT
COM:CELL CONTR(SUBSCR&CALLS)	COM:AIRTIME & DATA
COMP HARD&SYS - DESKTOP	COMP HARD&SYSTEMS - DESKTOP
COMP HARD&SYS - LAPTOP	COMP HARD&SYSTEMS - LAPTOP
COMP HARD&SYS-SERVER/MAIN	COMP HARD&SYSTEMS-SERVER/MAINFR
CONS HOUS SUP:DIS PAPER/PLAST	INV MAT&SUP:HH:DIS PAPER/PLASTIC
CONS SUPP:GARDENNG&FARM SUPPLIES	CONS MAT&SUP:GARDEN&FARM SUP
CONS:COMMUNICATION ACCES	CONS:COMMUNICATION ACCESSORIES
CONS:PHOTOGRAPHIC CONS	CONS:PHOTOGRAPHIC CONS
CONS:SP&OS:AUDIO VISUAL	CONS:AUDIO VISUAL CONS
CONS:SP&OS:PRNT CART	CONS:SP&OS:PRINT CARTRIDGE
CONS:SP&OS:PRNTNG PAPR	CONS:SP&OS:PRINTING PAPER
CONTRCTRS:MEDICAL SERV	CONTRCTRS:MEDICAL SERVICES
CONTRCTRS:PLANT FLOW&OTH DEC	CONTRCTRS:PLANT FLOWRS&OTHR DEC
CONTRCTRS:TRAC AGN&DEBT COLL	CONTRCTRS:TRACNG AGNTS&DEBT COLL
EQP<R5000:TELEC EQUIPMENT	EQP<R5000:TELECOM EQUIPMENT

BAS V4	BAS V5
F&O/EQP<R5000:DOMESTIC FURN	F&O/EQP<R5000:DOMESTIC FURNITURE
F&O/EQP<R5000:OFFICE EQUIP	F&O/EQP<R5000:OFFICE EQUIPMENT
F&O/EQP<R5000:OFFICE FURN	F&O/EQP<R5000:OFFICE FURNITURE
O/P:HONORARIA(VOLUN WORKERS)	O/P:HONORARIA(VOLUNTARY WORKERS)
O/P:PRINTING&PUBLICAT SERV	O/P:PRINTING&PUBLICATIONS SERV
O/P:PROF BOD,MEMB&SUBCR FEES	O/P:PROF BODIES,MEMB&SUBSC FEES
OPERATING LEASES:INFRSTRCTR	OPERATING LEASE:BUILDINGS
OPERATING LEASES:NON-INFRSTRCTR	OPERATING LEASE:OTHER MACH&EQUIP
OUTS CONTRCTR:NEW BUIL&OT FIX ST	CONTRCTR:NEW BUILDINGS
OUTS CONTRCTR:UPGR&ADD BUL&OT FX	CONTRCTR:UPGR&ADD BUL
OUTS CONTRCTRS:MNT&REP N-INF ASS	CONTR:MNT&REP OTH MACHINRY&EQUIP
OUTS U&A:C/P:INFR&PLN SER:TWN PL	U&A BLD:C/P: INFRA&PLN SER: TWN PL
OUTS NEW:C/P:INFRA&PLN SER:TWN PL	NEW BLD:CONS: INFRA&PLN SER: TWN PL
OUTS P/P:CONTRACTD MAINT	P/P:CONTRCTD MAINT PROP
PHO EQP<R5000:PHOTOGRAPHIC EQ	PHO EQP<R5000:PHOTOGRAPHIC EQUIP
SECURE EQUIPM,SYS,MATER:MOV	SECURITY EQUIPM,SYS,MATER:MOV
T&S DOM:CAR RENT	T&S DOM:CAR RENTAL
T&S DOM:FIXED DAILY ALLOWANC	T&S DOM:FIXED DAILY ALLOWANCE
T&S DOM:SPECIAL DAILY ALLOW	T&S DOM:SPECIAL DAILY ALLOWANCE
TRANSP FOR EXCURSIONS	TRANSP FOR PUBLIC EVENTS
OUTS:INF&PLN SER:TWN PLANNR SRV	INF&PLN SER:TOWN PLANNER SERV

5.2 Infrastructure segments

BAS V4	BAS V5
CONSTRUCTION - OUTSOURCED	CONSTRUCTION:NEW BUILDINGS
EX INFRA:MAINT&REP: OUTSOURCED	EX INFRA:MAINT&REP:BUILDINGS
EX INFRA:UPGR&ADD: OUTSOURCED	EX INFRA:UPGR&ADD
INFRA: OPERATING LEAS (CUR)	OPERT LEASES:BUILDINGS(CUR)
NON INFRA MAINT&REPAIR:OUTS(CUR)	NON INFRA MAINT&REP:OTH MACH&EQP
NON INFRA/STAND ALONE: CAP	NON INFRA S/A CAP:OTH MACH&EQP 1
NON INFRA/STAND ALONE: CAP	NON INFRA S/A CAP:TRANSP EQUIP 1
NON INFRA/STAND ALONE: CUR	NON INFRA S/A CUR:FLEET SERVICES 2
NON INFRA/STAND ALONE: CUR	NON INFRA S/A CUR:INV ASSTS DSTR 3
NON INFRA/STAND ALONE: CUR	NON INFRA/ST ALONE:CURRENT
NON INFRA/STAND ALONE: CUR	NON INFRA/ST ALONE:PROPERTY PAYM 4
NON INFRA: PAY FIN ASS CURRENT	NON INFRA:PAY FIN ASSETS
NON INFRA:FINANCE LEASES (CAP)	NON INFRA:FIN LEASE TRANSPRT EQP
NON INFRA:OPERATING LEASES (CUR)	NON INFRA:OPER LEASE OTH MCH&EQP

¹The Infrastructure segment NON INFRA/STAND ALONE: CAP has been split into two posting levels on V5.

²This infrastructure segment is to be used with the item segment F/SER:KILOMETERS

3 This infrastructure segment is to be used with the item segment INV ASSTS DSTR:SCHOOL FURN&EQP

4 This infrastructure segment is to be used with the property payment items i.e. P/P:WATER etc.

5.3 Asset segments

BAS V4	BAS V5
UPGRADE OFFICE BUILDINGS	OFFICE BUILDINGS
MAINTENANCE OFFICE BUILDING	OFFICE BUILDINGS
CAP>R5000:SCHOOL ADD CLASS	SCHOOLS ADD CLASS - COMBINED
CAP>R5000:SCHOOL ADD CLASS	SCHOOLS ADD CLASS - PRIMARY
CAP>R5000:SCHOOL ADD CLASS	SCHOOLS ADD CLASS - SECONDARY
CAP>R5000:SCHOOL ADD CLASS	SCHOOLS ADD CLASS - SPECIALISED
CAP>R5000:SCHOOL ADD CLASS	SCHOOL NEW:PREFAB & PORT BUILD
CAP>R5000:SCHOOL NEW	SCHOOLS NEW - COMBINED
CAP>R5000:SCHOOL NEW	SCHOOLS NEW - PRIMARY
CAP>R5000:SCHOOL NEW	SCHOOLS NEW - SECONDARY
CAP>R5000:SCHOOL NEW	SCHOOLS NEW - SPECIALISED
CAP>R5000:SCHOOL NEW	SCHOOL NEW:PREFAB & PORT BUILD
CAP>R5000:SCHOOL ADD SCH	SCHOOLS OLD - COMBINED
CAP>R5000:SCHOOL ADD SCH	SCHOOLS OLD - PRIMARY
CAP>R5000:SCHOOL ADD SCH	SCHOOLS OLD - SECONDARY
CAP>R5000:SCHOOL ADD SCH	SCHOOLS OLD - SPECIALISED
CAP>R5000:SCHOOL ADD SCH	SCHOOL OLD:PREFAB & PORT BUILD
CAP>R5000:SCHOOL OTH ADD	SCHOOLS OTH ADD - COMBINED
CAP>R5000:SCHOOL OTH ADD	SCHOOLS OTH ADD - PRIMARY
CAP>R5000:SCHOOL OTH ADD	SCHOOLS OTH ADD - SECONDARY
CAP>R5000:SCHOOL OTH ADD	SCHOOLS OTH ADD - SPECIALISED
CAP>R5000:SCHOOL OTH ADD	SCHOOL OTH ADD:PREFAB & PORT BUILD
CAP>R5000:AUDIO VISUAL EQUIP	AUDIO VISUAL EQUIPMENT
CAP>R5000:COMP HARD&SYS-DESKTOP	COMP HARD&SYSTEMS - DESKTOP
GS<R5000:COM SYS-DESKTOP	COMP HARD&SYSTEMS - DESKTOP
MAINTENANCE COMPUTER EQUIPMENT	COMP HARD&SYSTEMS - DESKTOP
CAP>R5000:COMP HARD&SYS-LAPTOP	COMP HARD&SYSTEMS - LAPTOP
GS<R5000:COM SYS-LAPTOP	COMP HARD&SYSTEMS - LAPTOP
MAINTENANCE COMPUTER EQUIPMENT	COMP HARD&SYSTEMS - LAPTOP
CAP>R5000:COMP HARD&SYS-MAINF	COMPHARD&SYSTEMS-SERVER/MAINFR
GS<R5000:COM SYS-SRVR/MFRM	COMPHARD&SYSTEMS-SERVER/MAINFR
MAINTENANCE COMPUTER EQUIPMENT	COMPHARD&SYSTEMS-SERVER/MAINFR
GS<R5000: COM SYS - TABLET PC	COMPHARD&SYSTEMS - TABLET PC
CAP>R5000:COMP HARD&SYS-PERIPHERA	COMPUTER PERIPHERALS
GS<R5000:COM PERIPHERALS	COMPUTER PERIPHERALS
CAP>R5000:DESKTOP PRINTING EQP	DESKTOP PRINTING EQUIPMENT

GS<R5000:DESKTOP PRINT EQUIP	DESKTOP PRINTING EQUIPMENT
MAINTENANCE COMPUTER EQUIPMENT	DESKTOP PRINTING EQUIPMENT
CAP>R5000:DOMESTIC EQUIP	DOMESTIC EQUIPMENT
GS<R5000:DOM EQUIP	DOMESTIC EQUIPMENT
MAINTENANCE DOMESTIC EQUIP	DOMESTIC EQUIPMENT
GS<R5000: ELEC WORK & SUPPLIES	ELECTRIC WIRE&POWER DISTRIBUTION
GS<R5000:DOM FURNITURE	DOMESTIC FURNITURE
GS<R5000:LINEN&SOFT FURNISH	LINEN & SOFT FURNISHING
CAP>R5000:OFFICE EQUIP	OFFICE EQUIPMENT
GS<R5000:OFFICE EQUIP	OFFICE EQUIPMENT
MAINTENANCE OFFICE EQUIP	OFFICE EQUIPMENT
CAP>R5000:OFFICE FURNITURE	OFFICE FURNITURE
GS<R5000:OFFICE FURNITURE	OFFICE FURNITURE
MAINTENANCE OFFICE FURNITURE	OFFICE FURNITURE
GS<R5000:SCHOOL FURNITURE	SCHOOL FURNITURE & EQUIPMENT
GS<R5000: SCHOOLS EQUIPMENT	SCHOOL FURNITURE & EQUIPMENT
GS<R5000:GARDEN EQUIP	GARDENING EQUIPMENT
MAINTENANCE GARDEN EQUIP	GARDENING EQUIPMENT
CAP>R5000:KITCHEN APPL	KITCHEN APPLIANCES
GS<R5000:KITCHEN APPL	KITCHEN APPLIANCES
MAINTENANCE KITCHEN APPLIANCES	KITCHEN APPLIANCES
CAP>R5000:LAUNDRY EQUIP	LAUNDRY EQUIPMENT
GS<R5000:LIBRARY BOOKS	LIBRARY BOOKS
MAINTENANCE SCH OLD PRIM/SEC	SCHOOLS OLD - COMBINED
GS<R5000:PHOTOGRAPHIC EQUIP	PHOTOGRAPHIC EQUIPMENT
MAINTENANCE PHOTOGRAPHIC EQUIP	PHOTOGRAPHIC EQUIPMENT
CAP>R5000:SECURITY,SYS,MAT:MOV	SECURITY EQUIP,SYST,MATERIALS:MOV
GS<R5000:SPORT&RECREATION EQP	SPORT & RECREATION EQUIPMENT
GS<R5000:TELEC NETWORK LAN	TELECOM NETWORK LAN
GS<R5000:TELECOMMUNICATION	TELECOM EQUIPM - EQUIPMENT
MAINTENANCE TELECOM EQUIP	TELECOM EQUIPM - EQUIPMENT
CAP>R5000:MOTOR VEHICLES	MOTOR VEHICLES
MAINTENANCE MOTOR VEHICLES	MOTOR VEHICLES
LEASE GG VEHICLES DAILY TARIFFS	MOTOR VEHICLES
GS<R5000:COMPUTER SOFT	SOFTW & OTHER INTANGIBLE ASSETS
LEASE PHOTOCOPIER	OFFICE EQUIPMENT 1
LEASE PLANTS	OFFICE EQUIPMENT 1
LEASE ROUTERS	OFFICE EQUIPMENT 1
LEASE SCHOOL OLD	SCHOOLS OLD - COMBINED
LEASE TELEPHONE	TELECOM EQUIPM - EQUIPMENT 1
LEASE WATER COOLERS	OFFICE EQUIPMENT 1

SCHOOL SUP: ADMIN SUP SMALL SCH	NON-ASSET RELATED *
SCHOOL SUP: PRIVATE TRANSPORT	NON-ASSET RELATED *
SCHOOL SUPP: ARTS & CULTURE	NON-ASSET RELATED *
SCHOOL SUPP: GARDNER STIPEND	NON-ASSET RELATED *
SCHOOL SUPP:ADDITION VOLUNTEERS	NON-ASSET RELATED *
LEASE MOBILES	NON-ASSET RELATED *
LEASE EXAM GLAM SIM CARD	NON-ASSET RELATED *
LEASE PORTABLE TOILETS	NON-ASSET RELATED *
LEASE FRANKING MACHINE	NON-ASSET RELATED *
LEASE HOSTELS	NON-ASSET RELATED *
LEASE VENDING MACHINE	NON-ASSET RELATED *
SCHOOL SUPP:BEST SCHOOL AWARD	NON-ASSET RELATED 1
SCHOOL SUPP:BOARDING SUBSIDY	NON-ASSET RELATED 1
SCHOOL SUPP:CHURCH BOARD SUBSIDY	NON-ASSET RELATED 1
SCHOOL SUPP:EXEMPTIONS	NON-ASSET RELATED 1
SCHOOL SUPP:INTERNET CONNECT	NON-ASSET RELATED 1
SCHOOL SUPP:KITCHEN EQUIPMENT	NON-ASSET RELATED 1
SCHOOL SUPP:LEARNER TRANSPORT	NON-ASSET RELATED 1
SCHOOL SUPP:PILOT FOOD PROJECT	NON-ASSET RELATED 1
SCHOOL SUPP:PRIV BOARD SUBSIDY	NON-ASSET RELATED 1
SCHOOL SUPP:TECH SUBJECTS	NON-ASSET RELATED 1
SCHOOL SUPP:TOP-UP FOCUS SCHOOLS	NON-ASSET RELATED 1
SECT 20 SCH:MAINTENANCE	NON-ASSET RELATED 1
SECT 20 SCH:MUNICIPAL SERVICES	NON-ASSET RELATED 1
SECT 20/21 SCH:SCHOOL FEES	NON-ASSET RELATED 1
SECT 21 SCH:NORMS AND STANDARDS	NON-ASSET RELATED 1
SCHOOL SUPP: VENUES & FACILITIES	NON-ASSET RELATED 1
SCHOOL SUPP: CATERING	NON-ASSET RELATED 1
SCHOOL SUPP:PROTECTIVE CLOTHING	NON-ASSET RELATED 1
SCHOOL SUPP:GARDEN COMPETITION	NON-ASSET RELATED 1
SCHOOL SUPP:GARDEN EQUIPMENT	NON-ASSET RELATED 1
SCHOOL SUPP:RELOCATE OF KITCHENS	NON-ASSET RELATED 1
GS<R5000:WORKSHOP EQUIP + TOOLS	WORKSHOP EQUIP&TOOLS
GS<R5000:LEARN/TRAIN/SP/LIB/MAT	LEARN/TRAIN/SUPP/LIBRARY/MAT

1These were assets in Version 4. They have been created as projects in Version 5.

5.4 Project segments

BAS V4	BAS V5
GAME CHANGERS	
E-LEARNING	
SMART TECH LEARNERS	ES: SMART TECH: LEARNERS
SMART CLASSROOMS	ES: SMART CLASSROOMS
E-EDU TELEMATICS	ES: E-EDU TELEMATICS
E-LEARN ICT INTEGRATION	ES: E-LEARN ICT INTEGRATION
E-EDU LMS DEVELOPMENT	ES: E-EDU LMS DEVELOPMENT
E-EDU NEW SCHOOL ICT	ES: E-EDU NEW SCHOOL ICT
E-EDU CAT/IT/EGD LABS	ES: E-EDU CAT/IT/EGD LABS
E-EDUCATION HWARE INFRA(LAN)	ES: E-EDUCATION HWARE INFRA(LAN)
BROADBAND ICT INFRASTRUCTURE	ES: BROADBAND ICT INFRASTRUCTURE
DIGITAL CONTENT	ES: DIGITAL CONTENT
E-EDUCATION (LAN)	EA: E-EDUCATION (LAN)
SLIM LABS	EA: SLIM LABS
<i>NEW</i>	EA: DIGITAL CONTENT (E-CONTENT)
<i>NEW</i>	CG: MST SMART CLASSROOMS
NO PROJECTS	ES: NO PROJECTS
AFTER SCHOOL	
<i>NEW</i>	MOD TUTORS
OTHER	
NO PROJECTS	LEASE PHOTOCOPIER
NO PROJECTS	LEASE PLANTS
NO PROJECTS	LEASE ROUTERS
NO PROJECTS	LEASE TELEPHONE
NO PROJECTS	LEASE WATER COOLERS
NO PROJECTS	LEASE HOSTELS
NO PROJECTS	LEASE MOBILES
NO PROJECTS	LEASE PORTABLE TOILETS
NO PROJECTS	LEASE VENDING MACHINE
NO PROJECTS	LEASE EXAM GLAM SIM CARD
NO PROJECTS	LEASE FRANKING MACHINE
NO PROJECTS	SCHOOL SUP: ADMIN SUP SMALL SCH
NO PROJECTS	SCHOOL SUP: PRIVATE TRANSPORT
NO PROJECTS	ARTS AND CULTURE CENTRES 1
NO PROJECTS	SCHOOL SUPP: GARDNER STIPEND
NO PROJECTS	SCHOOL SUPP: ADDITION VOLUNTEERS
NO PROJECTS	SCHOOL SUPP: BEST SCHOOL AWARD
NO PROJECTS	SCHOOL SUPP: BOARDING SUBSIDY
NO PROJECTS	SCHOOL SUPP: CHURCH BOARD SUBSIDY
NO PROJECTS	SCHOOL SUPP: EXEMPTIONS
NO PROJECTS	SCHOOL SUPP: INTERNET CONNECT
NO PROJECTS	SCHOOL SUPP: KITCHEN EQUIPMENT
NO PROJECTS	SCHOOL SUPP: LEARNER TRANSPORT
NO PROJECTS	SCHOOL SUPP: PILOT FOOD PROJECT
NO PROJECTS	SCHOOL SUPP: PRIV BOARD SUBSIDY
NO PROJECTS	SCHOOL SUPP: TECH SUBJECTS
NO PROJECTS	TOP-UP FOCUS SCHOOLS
N&S 2016/2017	N&S MAINTENANCE 2017/18
N&S 2016/2017	N&S MUNICIPAL 2017/18
N&S 2016/2017	SCHOOL FEES 2017/18
N&S 2016/2017	N&S 2017/2018

NO PROJECTS	SCHOOL SUPP: VENUES & FACILITIES
NO PROJECTS	SCHOOL SUPP: CATERING
NO PROJECTS	SCHOOL SUPP:ADDITION VOLUNTEERS
LEASE CHRISTIAN DAVID MOR	LEASE SCHOOL PRIV PROPERTY 2
<i>NEW</i>	N&S BALANCE PAYMENT
NO PROJECTS	SCHOOL SUPP:PROTECTIVE CLOTHING
NO PROJECTS	SCHOOL SUPP:GARDEN COMPETITION
NO PROJECTS	SCHOOL SUPP:GARDEN EQUIPMENT
NO PROJECTS	SCHOOL SUPP:RELOCATE OF KITCHENS

1 This project was an asset called SCHOOL SUPP:ARTS AND CULTURE on V4

2 All leases on private property will be replaced with *LEASE SCHOOL PRIV PROPERTY* as the school name will be used at the responsibility segment.

5.5 Fund segments

BAS V4	BAS V5
<i>NEW</i>	LEARNER PROFOUND INTEL DIS GRANT
<i>NEW</i>	WED:EARMARK MAINTENANCE
WED MOD SUPPLEMENTARY	REMOVED COMPLETELY
WED E-EDUCATION	REMOVED 1
WED MOD CENTRES	REMOVED 1

1 These funds were removed as projects were created.

6. Please contact Mr Alexander Adams by sending a concise email to alexander.adams@westerncape.gov.za or xolani.spelete@westerncape.gov.za if further clarity or discussion is required regarding the changes highlighted above.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: FINANCE

DATE: 2017-04-21