

CONTROL LIST OF INPUTS RECEIVED FOR ANNUAL FINANCIAL STATEMENTS

# Note	Note description	Respons. Directorate	Responsible person(s)	Dates(s)	
				Received signed input	Returned for correction
1	Annual appropriation				
1.1	Annual appropriation	DMA	Riaan Eyssen/Patrick Adams		
1.2	Conditional grants	DMA	Riaan Eyssen/Patrick Adams		
2	Statutory appropriation	N/A	N/A		
3	Departmental revenue	DFA	Michael Comer		
4	Aid assistance	DMA	Riaan Eyssen/Patrick Adams		
5	Compensation of employees	DMA	Riaan Eyssen/Patrick Adams		
	Average no. of employees	DPA	Marie Mocke		
6	Goods & services	DMA	Riaan Eyssen/Patrick Adams		
6.3	Audit cost - External	DFA	Kevin Arendse		
7	Interest & rent on land	DMA	Riaan Eyssen/Patrick Adams		
8	Payments for financial assets				
8.1	Other material losses	DFA	Hein Burger		
8.2	Other material losses written off				
8.3	Debts written off				
8.4	Details of theft				
8.5	Forex losses				
9	Transfers & subsidies	DMA	Riaan Eyssen/Patrick Adams		
10	Expenditure for capital assets	DMA	Riaan Eyssen/Patrick Adams		
10.1	Analysis of funds utilized to acquire capital assets - reporting year	DFA	Michael Comer		
10.2	Analysis of funds utilized to acquire capital assets – previous year				
10.3	Finance lease expenditure included in exp. for capital assets				
11	Unauthorised expenditure	DMA/ DFA	Riaan Eyssen/Patrick Adams /Michael Comer		
12	Cash & cash equivalents	DFA	Michael Comer		
13	Other financial assets	DFA	Michael Comer		
14	Prepayments & advances				
14.1	Advances paid (Not expensed)	DFA	Kevin Arendse		
14.2	Prepayments (Not expensed)	DFA	Kevin Arendse		
14.3	Prepayments (Expensed)	DFA	Kevin Arendse		
14.4	Advances paid (Expensed)	DFA	Kevin Arendse		
15	Receivables				
15.1	Claims Recoverable	DFA	Kevin Arendse		
15.2	Trade receivables	N/A	N/A		
15.3	Recoverable expenditure	DFA	Kevin Arendse		
15.4	Staff debt	DFA	Kevin Arendse		
		DFA	Henry Mouton		
15.5	Other receivables	DFA	Kevin Arendse		

15.6	Fruitless & wasteful expenditure	DFA	Hein Burger		
15.7	Impairment of receivables	DFA	Michael Comer		
16	Investments	DFA	Kevin Arendse		
16.1	Impairment of investments	DFA	Kevin Arendse		
17	Loans				
17.1	Impairment of loans	N/A	N/A		
18	Voted funds to be surrendered to the Revenue Fund	DFA	Michael Comer		
18.1	Voted funds/(Excess exp.) transferred to the retained funds (Parl./Legisl. only)	DFA	Michael Comer		
18.2	Prior period error	DFA	Michael Comer		
19	Dept revenue to be surrendered to Revenue Fund	DFA	Michael Comer		
19.1	Prior period error	DFA	Michael Comer		
20	Bank overdraft	DFA	Michael Comer		
21	Payables – current				
21.1	Advances received	DFA	Kevin Arendse		
21.2	Clearing accounts	DFA	Henry Mouton / Kevin Arendse / Michael Comer		
21.3	Other payables				
22	Payables – non-current				
22.1	Advances received	DFA	Kevin Arendse		
22.2	Other payables	DFA	Henry Mouton / Kevin Arendse / Michael Comer		
23	Net cash from operating activities	DFA	Michael Comer		
24	Reconciliation of cash & cash equivalents for cash flow purposes	DFA	Michael Comer		
25	Contingent liabilities & cont. assets				
25.1	Contingent liabilities	See annexures			
25.2	Contingent assets	CFO / DFA	Erna Veldman / Zukisani Mpisi		
26	Capital Commitments	DPM	R De Bruyn		
		DIP	L McGlenatendorf/George P Nieuwoudt		
27	Accruals & payables not recognised				
27.1	Accruals	DFA	Zukisani Mpisi / Hein Burger		
27.2	Payables not recognised				
28	Employee benefits				
	Leave entitlement	DPB	Devigi Pillay/Julian Gordon		
	Service bonus (13th Cheque)	DPA	Marie Mocke/Nicolene Follentine		
	Performance awards	DMA	Riaan Eyssen		
	Capped leave commitments	DPA	Marie Mocke/Nicolene Follentine		
	Other	DFA	Zukisani Mpisi		

29	Lease commitments				
	Operating leases				
29.1	Machinery & equipment leases	DPM	Ryana De Bruyn		
	Buildings & other fixed structures	DIP	L Mc Glenatendolf/Gerrit Coetzee		
29.2	Finance leases	DPM	Ryana De Bruyn		
29.3	Operating lease future revenue	DPM	Ryana De Bruyn		
30	Accrued departmental revenue				
30.1	Analysis of accrued dept revenue	DFA	Zukisani Mpisi		
30.2	Accrued dept revenue written off	DFA	Zukisani Mpisi		
30.3	Impairment of accrued departmental revenue	DFA	Zukisani Mpisi		
31	Irregular expenditure	DFA	Hein Burger		
32	Fruitless & wasteful expenditure	DFA	Hein Burger		
33	Related party transactions	CFO	Erna Veldman		
34	Key management personnel	DPA	Marie Mocke		
35	Public private partnerships	N/A			
36	Impairment (Other than receivables, accrued departmental revenue, loans and investments)	CFO / DFA	L Ely / Zukisani Mpisi / Michael Comer		
37	Provisions	DFA	Erna Veldman/Zukisani Mpisi		
37.1	Reconciliation of movement in provisions	DFA	Erna Veldman/Zukisani Mpisi		
38	Non-adjusting events after reporting date	CFO / DFA	Erna Veldman/ Zukisani Mpisi		
39	Movable tangible capital assets-				
	Heritage assets	DPM	R de Bruyn/A Betz		
	Machinery & equipment :				
	Transport assets	DPM	R de Bruyn / J Solomons		
	Computer equipment	DPM	R de Bruyn / A Betz		
	Furniture & office equipment	DPM			
	Other machinery & equipment	DPM			
	Library books	DIR	Heinie Brand / Lynette Prent		
	Exams: glam-locks & seals	DEA	Bertram Loriston/Shelva Willoughby		
	Biological assets	DPM	R de Bruyn / A Betz		
40	Intangible capital assets:				
	Computer software	DPM	R de Bruyn / A Betz		
41	Immovable tangible capital assets				
	Non-residential buildings	DIP	L Mc Glenatendolf /George P Nieuwoudt/Alex Adams		
	Pre-fabricated classrooms	DIP	L Mc Glenatendolf/Gerrit Coetzee/Amy Meyer		
42	Principal-agent arrangements	HDF/DFA	Erna Veldman / Zukisani Mpisi		
43	Change in accounting estimates	HDF/DFA	Erna Veldman / Zukisani Mpisi		
44	Prior period errors	DFA / DMA	Michael Comer/ Riaan Eyssen / P Adams		
45	Inventories	DFA	Michael Comer		

46	Transfer of functions & mergers	CFO	Erna Veldman / Zukisani Mpsi		
47	Statement of conditional grants received	DMA	Riaan Eyssen/P Adams		
48	Statement of conditional grants paid to the provinces	N/A	N/A		
49	Statement of conditional grants & other transfers to municipalities	N/A	N/A		

Annexures

# Annex	Note description	Respons. Directorate	Responsible person(s)	Dates(s)	
				Received signed input	Returned for correction
Annex 1A	Stmnt of conditional grants & other transfers paid to municipalities	DMA	Riaan Eyssen/P Adams		
Annex 1B	Stmnt of transfers to dept. agencies & accounts	DMA	Riaan Eyssen/P Adams		
Annex 1C	Stmnt of transfers to HET institutions	DMA	Riaan Eyssen/Patrick Adams		
Annex 1D	Stmnt of transfers/subsidies to public corporations & private enterprises				
Annex 1E	Stmnt of transfers to foreign government & internat. organisations				
Annex 1F	Stmnt of transfers to non-profit institutions				
Annex 1G	Statement of transfers to households				
Annex 1H	Statement of gifts, donations & sponsorships received	All Chief Directors	All Chief Directors		
Annex 1I	Statement of aid assistance received	DMA	Riaan Eyssen/Patrick Adams		
Annex 1J	Stmnt of gifts, donations & sponsorships made & remissions, refunds & payments made as an act of grace	All Chief Directors	All Chief Directors		
Annex 1K	Statement of actual monthly expenditure per grant	DMA	Riaan Eyssen/Patrick Adams		
Annex 1L	Stmnt of indirect grants between national departments & municipalities	N/A	N/A		
Annex 2A	Statement of investments in & amounts owing by/to national/provincial public entities	N/A	N/A		
Annex 2B	Statement of investments in & amounts owing by/to entities	N/A	N/A		
Annex 3A	Statement of financial guarantees issued as at 31 March - local	DPB	Devigi Pillay/ Julian Gordon/ Martin Filander		
Annex 3A	Statement of financial guarantees issued as at 31 March -foreign	N/A	N/A		
Annex 3B	Statement of contingent liabilities as at 31 March				
	Claims against the department	DFA	Hein Burger		
	Other : Municipal accounts	DMA	Riaan Eyssen/P Adams		
Annex 4	Claims recoverable	DFA	Kevin Arendse		
Annex 5	Inter-government payables	DFA	Henry Mouton / Kevin Arendse		
Annex 6	Inventory - warehousing	DEA	Bertram Loriston/Shelva Willoughby		
	Inventory	DSE	Berence Daniels		
	Inventory	DCF	Don Haripersad/Joseph Bronkhorst		
	Inventory	DEL	Clinton Walker		
	Inventory - warehousing	DCO	Melvine de		

		Edumedia	Vos/Annemarie Hanekom		
	Inventory – non-warehousing	DIRS	Paul Swart/Alex Henriques/Mpumelelo Hendricks		
	Inventory – non-warehousing	DKM	Sanjith Hansraj/Ashley Jacobs		
Annex 7	Movement in capital work-in-progress For the year ended 31 March	DIP	Lesline Mc Glenatendolf/George P Nieuwoudt/Gerrit Coetzee/Alexander Adams/Amy Meyer		
Annex 8A	Inter-entity advances paid	DFA	Kevin Arendse		
Annex 8B	Inter-entity advances received	DFA	Zukisani Mpsi/Kevin Arendse		
Annex 9	Immovable assets additional disclosure	DIP	Lesline Mc Glenatendolf		