

ANNUAL REPORT

2023/2024
FINANCIAL YEAR



sport, arts, culture & recreation

Department of
Sport, Arts, Culture and Recreation
FREE STATE PROVINCE

FREE STATE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

VOTE 12

ANNUAL REPORT 2023/2024 FINANCIAL YEAR

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PART A: GENERAL INFORMATION



1. DEPARTMENT GENERAL INFORMATION

DEPARTMENT: FREE STATE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

PHYSICAL ADDRESS: CORNER PRESIDENT BRAND & VICTORIA ROADS
1ST FLOOR
OFFICE OF THE HEAD OF DEPARTMENT
BLOEMFONTEIN
9300

POSTAL ADDRESS: PRIVATE BAG X20606
BLOEMFONTEIN
9300

TELEPHONE NUMBER: 051 407 3500
FAX NUMBER: 051 407 3541
EMAIL ADDRESS: hod@sacr.fs.gov.za
WEBSITE: www.sacr.fs.gov.za

2. LIST OF ABBREVIATIONS/ACRONYMS

AGSA	Auditor- General of South Africa
AIDS	Acquired Immune Deficiency Syndrome
ANC	African National Congress
APP	Annual Performance Plan
AToM	Access to Memory
BEE	Black Economic Empowerment
B-BBEE	Broad-Based Black Economic Empowerment
CFO	Chief Financial Officer
COE	Compensation of Employees
COVID-19	Coronavirus Disease of 2019
CSD	Central Supplier Database
DBE	Department of Basic Education
DORA	Division of Revenue Act
DPME	Department of Planning, Monitoring and Evaluation
DPSA	Department of Public Service and Administration
DR	Doctor
DSACR	Department of Sport, Arts, Culture and Recreation
ERM	Enterprise Risk Management
EPWP	Expanded Public Works Programme
EXCO	Executive Council
FS	Free State
FSPG	Free State Provincial Government
FSSC	Free State Sport Confederation
FSSSI	Free State Academy of Sport
HDI	Historically Disadvantaged Individual
HIV	Human Immunodeficiency Virus
HOA	Home Owners Allowance
HOD	Head of Department
HR	Human Resources
HRM	Human Resources Management
IAA	Internal Audit Activity
ICT	Information and Communication Technology
IG	Indigenous games
IT	Information Technology

KCM	Key Control Measures
MACUFE	Mangaung African Cultural Festival
MEC	Member of the Executive Council
MOU	Memorandum of Understanding
MTEF	Medium-Term Expenditure Framework
MTSF	Medium-Term Strategic Framework
NAC	National Arts Council
NDP	National Development Plan
NHRA	National Heritage Resources Act
NPO	Nonprofit Organisation
NTC	National Training Centre
OHS	Occupational Health and Safety
PACC	Provincial Arts and Culture Council
PanSALB	Pan-South African Language Board
PERSAL	Personnel and Salary System
PFMA	Public Finance Management Act
PGNC	Provincial Geographic Names Committee
PHRA	Provincial Heritage Resource Authority
PLC	Provincial Language Committee
PROLIB	Provincial Library System
RMC	Risk Management Committee
SA	South Africa
SACR	Sport, Arts, Culture and Recreation
SAHRA	South African Heritage Resources Agency
SCM	Supply Chain Management
SMS	Senior Management Services
SASCOC	South African Sport Confederations Council
SRSA	Sport and Recreation South Africa
UFSOLA	Use of Free State Official Languages Act
UNCRPD	United Nations Convention on the Rights of Persons with Disabilities

3. FOREWORD BY THE MEC



MEC. Ms. NB SIFUBA

Tabling the 2023/24 Departmental Budget Vote, we reflected that, as a department, we've achieved 91% of our planned targets. This means that the majority of programmes that we had planned and committed to implementing as per our Annual Performance Plan and the Strategic Plan were successfully implemented. The challenges relating to the non-implementation or deferment of other programmes will be addressed as a matter of urgency so that there is a hundred per cent implementation of our programmes.

Undoubtedly, we have strengthened our efforts with regard to the training and development of our personnel through the provision of bursaries to staff. We have also managed to create internship/learnership opportunities to the youth, in general.

To this end, the Department has awarded officials with bursaries to further their studies and improve their skills. We also capacitated young people with internship/learnership opportunities.

As part of our efforts to contribute towards the building of a capable state, we have ensured that governance structures in the department continue to operate optimally. The Risk Management Committee and Audit Committee as well as other internal departmental committees continue to ensure that the department is executing its mandate in accordance with the prescripts.

Arts and Culture remains the backdrop of any vibrant and lively society that takes pride in its people, customs and environment. The Department successfully implemented cultural programmes such as the Basotho New Year, the Dr. KPD Maphalla Lecture, the Mine Dance Festival and the Gospel Music Awards. We further observed all Days of National Significance, such as the Heritage Day and Freedom Day. During the 2023/24 Financial Year, our Homebrew Programme continued to serve as a platform for unearthing talent while simultaneously being a feeder for the District Arts and Culture Festivals. In our quest to fulfill our mandate of promoting social cohesion, national identity, patriotism and social compact as per Chapter 15 of the National Development Programme, the department procured National Symbols posters which addressed the following subjects: the Bill of Rights; the Passport of Patriotism; the Preamble of our Constitution; and the African Union Anthem posters. These products were used during outreach programmes to schools and communities throughout the province.

Libraries play an important role in the advancement of the national priority number one (1) which is education. Equipment for the visually impaired was procured and installed in libraries such as Phiritona, Morojaneng and Smithfield. More services for the visually impaired were rolled out in our libraries during the 2023/24 Financial Year. The Department is unwavering in its support to youth and women authors, and 40% of the budget was earmarked for the procurement of books published by aspiring young and women writers.



The Department hosted a series of flagship sport events in 2023/24. These included the Free State Sport Awards; the National Indigenous Games as well as the National Recreation Day and Big Walk, amongst others.

These and many other programmes that we implemented speak to the service delivery imperative that drives this government in its quest to improve the lives of our citizens. Together with our stakeholders and partners, whom we owe a lot of gratitude in carrying out our mandate, we will continue to implement these and other newly identified programmes to ensure that sport, arts and culture reaches every corner of our province.

Ms. NB Sifuba
Member of the Executive Council
Free State Department of Sport, Arts, Culture and Recreation
31 July 2024

4. REPORT OF THE ACCOUNTING OFFICER



HOD: Mr. M TSHABALALA

Overview of the operations of the Department:

The Free State Department of Sport, Arts, Culture and Recreation's operations and deliverables during the 2023/24 Financial Year were guided and driven by the Department's commitment to pursue the achievement of its impact statement ***"Transformed, equitable and participatory sport, arts, culture and recreation to enhance social cohesion and nation building"***, as set out in our 5-year Strategic Plan. The Constitution of the Republic of South Africa, the National Development Plan (NDP), and the Medium-Term Strategic Framework (MTSF) 2019 – 2024 are the key policy mandates that the Department's outcomes and outputs respond to.

The progress towards the achievement of the Department's impact statement is measured by the progress made in terms of the following outcomes, which guided our operations and deliverables:

- Proper governance, compliance, performance and financial management systems
- Advanced artistic disciplines and viable sustainable industries
- Job opportunities created within the sport, arts, culture and recreation sector
- Transformed heritage landscape
- A cohesive society with a common identity
- A multilingual society
- Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
- Efficient and sound documentation management, and care of archival records
- Effective management and coordination, and efficient delivery of sport and recreation in the Free State
- Support the Development of the South African Coordinated Academy system
- Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes

The Department carried out its operations and deliverables during the period under review, guided by the above-mentioned strategic outcomes as well as the outputs and output indicators set out in the 2023/24 Annual Performance Plan. The Department achieved 91% of its planned outputs and output indicators for the period under review. A detailed annual performance is provided in Part B of this report.

The final adjusted appropriation budget for the period under review was R632.029 million and the Department spent 99.4% (pre-audited) as at the end of the 2023/24 Financial Year. The Department paid 99.5% of its valid invoices received within 30 days.



The timeous payment of valid invoices to service providers is important in ensuring the sustainability of the provincial suppliers and, in the long run, boosting the provincial economy.

The unsustainably high level of the Public Sector Wage Bill remains an area of concern. For the period under review, the Department's Compensation of Employees (COE) budget amounted to R372.414 million or 59% of the final appropriated budget. This means that only about 41% of the department's budget was dedicated towards service delivery and infrastructure projects. This picture remains bleak for a department that is service delivery oriented and mass participation based. Dependence on Conditional Grants continued to be a challenge for the department, and a major risk factor.

The significant events and projects per programme during the year under review:

Programme 1: Administration

The Administration Programme had to ensure that the Department had an approved organisational structure that supports its mandate and priorities and it is also adequately staffed with the necessary skills and competencies. At Senior Management level, the Department managed to fill the post of the Head of Department and Director for Library Services. The Department plans to finalize the appointment of the Director for Human Resources Management as well as the Chief Financial Officer during the 2024/25 Financial Year.

To ensure that the Department retains a skilled, competent and responsive workforce, training and development was prioritized through the provision of bursaries to officials and creating opportunities for internships and learnerships.

With Ethics Management having become one of the key functions in the public sector, the departmental Ethics Committee has started operating optimally. The Assistant Director: Fraud and Anti-Corruption in the Security Management Directorate, who is responsible for Ethics Management, has also been appointed to ensure that this function is carried out effectively.

To strengthen asset management and improve on the asset related audit findings, the Department has put internal control systems and measures in place to ensure that the assets are adequately maintained and safeguarded against theft and damages and ensured that asset registers are updated.

Programme 2: Cultural Affairs

The Department, through the Cultural Affairs Programme, addressed the diversity of cultural activities offered through services such as arts and culture, museum, heritage services, and language services. Arts and Culture plays a key role in promoting respect for cultural diversity and the advancement of the artistic disciplines into viable industries. The Department appointed 130 Arts and Culture EPWP fieldworkers. The Department further capacitated 250 learners in playing orchestral instruments in the Lejweleputswa and Fezile Dabi Districts, as well as the Mangaung Metropolitan Municipality.

Furthermore, the Department made progress in advancing the cultural and creative industries through the successful staging of cultural events through District Arts and Culture Festivals showcasing both performing arts and visual arts and crafts in all 5 districts in the province. The Provincial Homebrew Festival was hosted in Maokeng/Kroonstad from 29 February to 04 March 2024. The programme showcased the best promising and semi-professional Free State talent and the selection process for participating artists was rigorous. Developmental focus was primarily on Youth, Women and People with Disabilities categories.



To enhance nation building, social cohesion and the promotion of national identity, the Department facilitated and hosted the celebration of national and historical days of significance (Freedom Day and Heritage Day). The 27th of April 2023 marked the 29th anniversary of South Africa's first democratic elections. The Free State Province celebrated Freedom Day in Sasolburg. The three-part programme included: Exhibitions on the history of Freedom Day, arts and crafts showcasing African Culture as well as visual arts. In attendance at the event were communities of the Free State as well as guests and stakeholders from government, civil society and the private sector.

The Department further facilitated the celebration of Heritage Day on 30 September 2023 at Meqheleng/Ficksburg, in the Setsoto Local Municipality. After a three-year hiatus, the celebration was again staged under the national theme: *"Celebrating our Cultural Diversity in a Democratic South Africa"*. The last celebration was in 2019 and, following the eruption of the COVID-19 pandemic, the celebration could not be staged in large public gatherings.

The Basotho New Year Celebration: Scores of people from the Free State and Lesotho came together to celebrate the event, which is celebrated annually after the last days of winter (*Mariha*) to give way to new life after the dry season. The Basotho New Year starts in August (*Phato*), which is known for its blowing winds and it being the month when fields are cultivated and the first crop from the cultivation is offered as a sacrifice to *Tlatlamatjholo* (God).

The Department held the Film and Television Summit which was attended by the Renowned Film and Television producers, directors, editors and playwrights to give support and guidance to upcoming artists. The purpose of the summit was to consult with content creators and key role players in the film industry.

The 2023 Annual Cultural Mine Dance Festival also took place on the 19th March 2023, at the Vuyo Charles Stadium in Thabong Welkom. This festival provides a platform and opportunities for miners to interact with the community and transfer indigenous knowledge of various cultures. This year, the festival continued to present competition in various traditional dances such as *Ndlamo*, *Hupe*, *Mohobelo* and others. About 28 groups from different mines around the country took part in the competition.

Towards the *"transformed heritage landscape"*, three statues were erected: (Albertina Sisulu in Tweeling; Fidel Castro as well as O.R. Tambo in Bloemfontein). The Department also participated in the finalisation of Winnie Madikizela Mandela Museum in the Winnie Mandela town, as well as the renaming of Brandfort to Winnie Mandela. The Department further processed permit applications to ensure the preservation and conservation of buildings older than 60 years, as mandated by the National Heritage Resources Act No 25 of 1999.

The Department, towards ensuring *"A multilingual society"*, continued to play a key role in language development and the promotion of previously marginalised languages to ensure that the constitutional rights of the people are met through the utilisation of the main languages in the province. This was done by supporting language coordinating structures, holding terminology collaboration sessions and monitoring the provincial departments and public entities on the implementation of the Use of Free State Official Languages Act.

Programme 3: Library and Archive Services

To ensure that the Department promotes a culture of reading and lifelong learning, the library services were rendered to enable communities to gain access to information and knowledge that improves their social, economic and political status as well as empowering them to meaningfully participate in a democratic society, in order to meet the demands of a modern economy and knowledgeable society. For the 2023/24 Financial Year, the Department procured 38 382 library material (for both public and dual-purpose libraries). This includes (physical books and e-books), and most of this material was sourced and procured from local publishers, authors and book sellers.

A successful flagship reading programme was implemented and the final event was held on 4 - 8 September in Bloemfontein. More than 2100 learners, 250 schools and 96 libraries participated in the Reading Programme. The programme is the pride of teachers and parents, whose positive comments emphasised the effects thereof on children's reading abilities.

The construction of two (2) new library buildings was finalised earlier in 2023 and handed over to the communities between July 2023 and April 2024, i.e., Van Stadensrus (Jan Lebese) and Soutpan (Boitumelo Sebothelo) Libraries.

The *RE JA BUKA* Reading Festival was hosted for learners in this financial year and it included three official South African languages: Sesotho, English and IsiXhosa. The festival also included Deaf learners. The services for the visually impaired have been implemented in 27 public libraries in the Free State and the first-time users of the Visually Impaired Library Services also participated in the programme. This service is provided in partnership with the South African Library for the Blind.

The Archive Services plays a key role in records management and preservation of the archival material of the Free State province. Through the Archive Services, the Department provided records management and archive services, in an effort to ensure proper records management practices at government offices as well as promoting the accountable management of archival records at archives repositories.

Programme 4: Sport and Recreation

Towards achieving *"Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes"*, the Department, through the Sport and Recreation Programme, supports learners to participate in the national school sport championships; organises school sport leagues at a local and district level; provides schools, hubs and clubs with equipment and/or attire; employ people to deliver school sport programme, etc. For the 2023/24 Financial Year, the Department successfully partnered with schools, communities, and sporting bodies to promote physical activity and nurture sporting talent in the province.

The Department hosted the Nelson Mandela Provincial Tournament in a quest to continue with the preservation of the legacy of Mr Nelson Mandela as the liberation struggle icon. The tournament was staged on the 29 and 30 July 2023 in Zastron. The Provincial Tournament was preceded by district eliminations that were staged in all the districts on 22 and 23 July 2023. Each district was represented by two (2) netball and two (2) football teams. The overall winner for netball was Lejweleputswa and the overall winner for football was the Mangaung Metro Municipality.

The Annual Big Walk and National Recreation Day programme was implemented in Bloemfontein on the 6th October 2023, as part of the quest to promote healthy lifestyles in communities. This programme is part of a nationwide campaign to educate society around the importance of recreation and engaging in physical activities and to promote healthy lifestyles.



The 2023 Free State Sport Awards were hosted to recognize and honour individuals and teams who have excelled both on and off the sport field. The awards carry various categories which recognize individuals; males, females, people with disabilities, continental participants, federations, schools, indigenous games, media and community sport builders.

On the 12th August 2023, the Department, in partnership with Dream Team Promotions, hosted two international boxing bouts as part of the celebration of the legacy of the late former President, Mr Nelson Mandela. The main bout featured our very own South African Female champion, Matshidiso “Scorpion Queen” Mokatsane from Kroonstad, who fought against Cecilia Pitiseni from Zimbabwe. The main supporting bout also featured Jackson “Lord of the ring” Kaptein from Bloemfontein, who fought against Giresse Wingui from Guinea.

In partnership with the Thabo Mofutsanyana District Municipality, Maluti A Phofung Local Municipality, Free State House of Traditional Leaders, as well as the Netball, Football and Athletics Federations, the Department hosted the annual Provincial Rural Sport Development Programme provincial finals in Phuthaditjhaba, Qwaqwa, on the 14th October 2023. The Rural Sport Development programme (RSDP) is aimed at developing sport and providing a platform for the youth in rural areas to showcase their talents in various sporting codes, such as netball and football. The programme is focused on areas that are under Traditional Leadership. This programme was launched nationally in 2016.

In partnership with the South African Football Association (SAFA), the Department hosted the inaugural Premier’s Cup Soccer Tournament semi-finals and finals in Mangaung on Saturday the 30th of March 2024. The tournament, which was launched on the 20th of March 2024 by Premier Mxolisi Dukwana, forms part of the effort by the Department to continue to promote sport and soccer, in particular, in the province. Sixteen (16) teams participated in the tournament and each team received a participation fee of R100 000. The show stopper of the day was the final between Bloemfontein Celtics and Spartans FC. Bloemfontein Celtics took home the R200 000 cheque as the overall winning team.

Overview of the financial results of the department:

Departmental receipts

Departmental receipts	2023/2024			2022/2023		
	Estimate	Actual Amount Collected	(Over)/Under Collection	Estimate	Actual Amount Collected	(Over)/Under Collection
	R'000	R'000	R'000	R'000	R'000	R'000
Tax Receipts	-	-	-	-	-	-
Casino taxes	-	-	-	-	-	-
Horse racing taxes	-	-	-	-	-	-
Liquor licences	-	-	-	-	-	-
Motor vehicle licences	-	-	-	-	-	-
Sale of goods and services other than capital assets	2 804	2 652	152	4 161	4 630	469
Transfers received	-	-	-	-	-	-
Fines, penalties and forfeits	23	23	-	3	16	13
Interest, dividends and rent on land	84	48	36	80	34	(46)
Sale of capital assets	-	-	-	-	-	-
Financial transactions in assets and liabilities	1 324	755	569	770	576	(194)
Total	4 235	3 478	757	5 014	5 256	242

The Department collected R3.478 million or 82.1% of its adjusted own revenue target of R4.235 million, during the 2023/24 financial year. The under-collection was due to a lesser amount collected on entrance fees from museums and cultural centers as well as the lesser amount that was recovered on sales of books, curios, course fees, sport and club facilities, than anticipated.

In order to determine revenue tariff, inputs are requested from relevant units or sub programmes. If all the inputs are supported by the revenue unit, the unit will write the submission/s for consideration/ recommendation/ approval to the following role players:

- Deputy Director: Budgeting and Revenue (who is also the Principal Receiver of Revenue), for recommendation,
- Director: Financial Administration, for recommendation
- Chief Financial Officer, for recommendation,
- Accounting Officer, for recommendation,
- Chief Executive Officer: Provincial Treasury, for approval.



Free services rendered by the Department that would have yielded significant revenue

Revenue collection point	Tariffs for goods and services not changed	Free services rendered by the Department that would have yielded significant revenue
Administration	Sales: Tender documents	Sales of Tender documents less than R500 000.00
Cultural Affairs	• Sale of goods: meals, curios, • Course fees: registration and course fees • Day care fees: registration and course fees • Entrance fees • Photocopies and faxes • Sport & Club facilities • Rental: Capital assets (Rental of building and equipment)	Parking fees (R200 per vehicle). The Department does not keep the record of officials with vehicles at these collection points. Therefore, no costs could be determined
Library and Information Technology Services	• Sale of goods: wastepaper and books • Photocopies and faxes • Rental: Capital assets (Rental of building and equipment)	Parking fees (R200 per vehicle). The Department does not keep the record of officials with vehicles at these collection points. Therefore, no costs could be determined
Sport & Recreation	• Entrance fees • Sport & Club facilities	Parking fees (R200 per vehicle). The Department does not keep the record of officials with vehicles at these collection points. Therefore, no costs could be determined

Programme Expenditure

Programme Name	2023/2024			2022/2023		
	Final Appropriation	Actual Expenditure	(Over)/ Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Administration	125 575	124 836	739	113 955	112 296	1 659
Cultural Affairs	136 111	134 133	1 978	145 060	130 107	14 953
Library and Archive Services	234 929	234 817	112	249 741	244 900	4 841
Sport and Recreation	135 414	134 649	765	130 854	130 496	358
Total	632 029	628 435	3 594	639 610	617 799	21 811

The final budget allocation to the Department of Sport, Arts, Culture and Recreation was R632.029 million. The allocation increased during the 1st Adjustment Budget by R701 thousand and during the Special Adjustment Budget, the Department's budget was decreased by R2 million.

The Department spent R628.435 million or (99.4%) of its total adjusted budget as at the end of the financial year. The underspending of R3.594 million or 0.6% is mainly because of low spending on the Infrastructure Enhancement Allocation as well as the delay in the filling of vacancies.

Spending trends

The budget allocation was utilised as follows:

	2023/24	2022/23
	R'000	R'000
Amount appropriated excluding roll-overs	633 328	665 733
Plus: Adjustment estimates	(1 299)	(26 123)
Sub-total	632 029	639 610
Less: Total Expenditure	628 435	617 799
Surplus/deficit per appropriation account	3 594	21 811

	Budget	Payments	Underspent
	R'000	R'000	R'000
Provincial Infrastructure Grant	32 484	30 107	2 377
Library Services Conditional Grant	176 972	176 972	-
Sport and Recreation Conditional Grant	38 937	38 937	-
Artists	4 000	3 991	9
Sport and Creative Arts	18 085	18 083	2
Sport Development	11 200	11 173	27
MACUFE	4 856	4 844	12
Community Media	2 700	2 674	26
Total of earmarked and conditional grants	289 234	286 781	2 453
Equitable share	342 795	341 654	1 141
Total	632 029	628 435	3 594

Virement

The following amounts were shifted between programmes:

Programme:	From	To
	R'000	R'000
Administration	2 755	-
Cultural Affairs	-	854
Library and Archives Services	6 260	-
Sport and Recreation	-	8 161
Total	<u>9 015</u>	<u>9 015</u>

Virement between programmes was as a result of the following factors:

Current payment: R9.015 million was shifted from Administration (R2.755 million) and Library and Archives Services (R6.260 million) to Cultural Affairs (R854 thousand) and Sport and Recreation (R8.161 million) to address the pressure under goods and services.

The Department ensured that not more than 8% per programme was shifted from or to any programme as per Public Finance Management Act and Treasury Regulations.

Unauthorised, fruitless and wasteful expenditure

Unauthorised expenditure

No new unauthorised expenditure was incurred during the year under review.

Irregular expenditure

A new irregular expenditure of R53.990 million was identified this financial year, mainly as a result of non-compliance with SCM regulations. The closing balance of irregular expenditure in the current year is R53.990 million.

Fruitless expenditure

The amount of R213 thousand was incurred this financial year, mainly due to the interest paid on an overdue account, and the cancellation of accomodation, car rental and flight.

Strategic focus over the short to medium term period

The Department's strategic focus over the 2020-2025 horizons was to continue to ensure the achievement of its impact statement ***"Transformed, equitable and participatory sport, arts, culture and recreation to enhance social cohesion and nation building"***.

To achieve this impact, the Department continued to pursue the following outcomes, which guided our operations and deliverables:

- Proper governance, compliance, performance and financial management systems
- Advanced artistic disciplines and viable sustainable industries
- Job opportunities created within the sport, arts, culture and recreation sector
- Transformed heritage landscape
- A cohesive society with a common identity
- A multilingual society
- Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
- Efficient, sound documentation management and care of archival records
- Effective management and coordination, and efficient delivery of sport and recreation in the Free State
- Support of the Development of the South African Coordinated Academy system
- Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes

Public Private Partnerships

The Department does not have any Public Private Partnerships

Discontinued key activities / activities to be discontinued

There were no activities that were discontinued during the period under review.

New or proposed key activities

There were no new activities added during the reporting period.

Supply Chain Management

The Department did not receive any unsolicited bids proposals during the financial year.

The Department has SCM processes and systems in place to prevent irregular expenditure, guided by all prescripts that govern the Supply Chain Management.

The SCM unit experienced the challenge of non-adherence to Supply Chain Management turnaround time on procurement management and the unit enforced the compliance to improve the adherence to SCM processes.

The SCM- Assets Management Directorate, is faced with a shortage of staff, and this makes it difficult to respond within the prescribed period and do all districts assets spot checks.

With the limited resources as SCM, we are assisted by Provincial Treasury and Internal Auditors to resolve compliance challenges within the department and we target one district as a team to have an impact on what we are doing as compared to four officials doing the entire Province, and our challenge on capacity still an ongoing thing.

Gifts and Donations received in kind from non-related parties

The Department did not receive any gifts and donation for the period under review.

Gifts and Donations made in kind to non-related parties

The Department has donated vouchers to learners who won reading festival amounting to R273 thousand.

Exemptions and deviations received from the National Treasury

No exemptions and deviations received from the National Treasury.

Events after the reporting date

There were no events (adjusting and non-adjusting), favourable and unfavourable that occurred after the reporting date.

Financial Sustainability

The Department had a Cash and Cash Equivalent of R4 529 million at 31 March 2024. Funds still to be surrendered (including Accruals and payables) exceeded the cash and cash equivalent. Unless additional funding is made available via Adjustment Budget, the Department will not be able to pay the total outstanding amount from the 2024/25 available budget.

Acknowledgements and Appreciation

I wish to acknowledge the MEC for Sport, Arts, Culture and Recreation for her vision, leadership and support, our stakeholders such as the National Department of Sport, Arts and Culture, the AGSA and the Portfolio Committee on Public Accounts and Finance for their valuable inputs, and the management and staff of Sport, Arts, Culture and Recreation for their commitment and dedication throughout the financial year. I thank you all.

Approval and sign off

The Annual Financial Statements set out on pages 173 to 239 have been approved.



Mr. M Tshabalala

Accounting Officer

Free State Department of Sport, Arts, Culture & Recreation

Date: 31 July 2024

5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

To the best of my knowledge and belief, I confirm the following:

All information and amounts disclosed throughout the annual report are consistent.

The annual report is complete, accurate and is free from any omissions.

The annual report has been prepared in accordance with the guidelines on the annual report as issued by the National Treasury.

The Annual Financial Statements (Part F) have been prepared in accordance with the modified cash standard and the relevant frameworks and guidelines issued by the National Treasury.

The Accounting Officer is responsible for the preparation of the annual financial statements and for the judgements made in this information.

The Accounting Officer is responsible for establishing and implementing a system of internal control that has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.

The external auditors are engaged to express an independent opinion on the annual financial statements.

In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the department for the financial year ended 31 March 2023.

Yours faithfully



Mr. M Tshabalala
Accounting Officer

Free State Department of Sport, Arts, Culture & Recreation

Date: 31 July 2024

6. STRATEGIC OVERVIEW

6.1 Vision

An active, creative, winning and socially cohesive nation.

6.2 Mission

Creating an enabling environment for social cohesion and nation building through civil society structures and cooperative governance.

Promoting inclusive sport, arts, culture and recreation programmes that enhance excellence and talent towards a healthy lifestyle.

6.3 Values

Our values are aligned to the Basic values and principles governing public administration as outlined in Chapter 10, section 195 of the Constitution of the Republic. Which are:

- A high standard of professional ethics must be promoted and maintained.
- Efficient, economic and effective use of resources must be promoted.
- Public administration must be development-oriented.
- Services must be provided impartially, fairly, equitably and without bias.
- People's needs must be responded to, and the public must be encouraged to participate in policy-making.
- Public administration must be accountable.
- Transparency must be fostered by providing the public with timely, accessible and accurate information.
- Good human-resource management and career-development practices, to maximise human potential, must be cultivated.
- Public administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and the need to redress the imbalances of the past to achieve broad representation.

7. LEGISLATIVE AND OTHER MANDATES

Constitutional Mandate

The mandate of the Department of Sport, Arts, Culture and Recreation is derived from the Constitution of the Republic of South Africa, Act 108 of 1996 hereafter referred to as the Constitution, including the Preamble and Founding Provisions, and in particular sections:

'16(1) **Freedom of expression** - Everyone has the right to freedom of expression, which includes –

- (a) freedom of the press and other media;
- (b) freedom to receive or impart information or ideas;
- (c) freedom of artistic creativity; and
- (d) Academic freedom and freedom of scientific research.

'30. **Language and culture** - Everyone has the right to use the language and to participate in the cultural life of their choice, but no one exercising these rights may do so in a manner inconsistent with any provision of the Bill of Rights.' and

'32. **Access to information** - (1) everyone has the right of access to –

- (a) any information held by the state; and
- (b) any information that is held by another person and that is required for the exercise or protection of any rights.

Further, the Constitution affirms the democratic values of human dignity and equality. In line with these Constitutional imperatives, the Department has been assigned the powers and functions to develop and implement policies and programmes regarding sport, arts, culture, heritage and recreation which includes the following as informed by Schedule 5, Part A of the Constitution:

- Archives other than National Archives
- Libraries other than National Libraries
- Museums other than National Museums
- Provincial Cultural matters
- Provincial Recreation and amenities
- Provincial Sport

Relevant sections and responsibility of Free State Department of Sport, Arts, Culture and Recreation are described in the table below.

Relevant section of the Constitution	Responsibility
Constitution of the Republic of South Africa, No. 108 of 1996	
Languages [Section 6(2), 6(3) and (4)]	Section 6(2) states that – “recognising the historically diminished use and status of the indigenous languages of our people, the state must take practical and positive measures to elevate the status and advance the use of these languages.” According to section 6(4), the Free State Provincial Government (FSPG) must, by legislative and other measures, regulate and monitor its use of official languages. Without detracting from the provisions of section 6(2) indicated above, all official languages must enjoy parity of esteem and must be treated equitably. According to section 6(3), FSPG may use any particular official languages for the purposes of government, taking into account usage, practicality, expense, regional circumstances all the balance of the needs and preferences of the population as a whole or in the province concerned; but the FSPG must use at least two official languages. The DSACR, in collaboration with DSAC and other provincial departments, has a responsibility to provide for the regulation and monitoring of the Use of official languages by Provincial government, through the Use of Free State Official Languages Act 1 of 2017, and must report to the Free State Provincial Parliament on this mandate at least once a year.
Language and culture (Section 30)	DSACR facilitates opportunities for the people of the Free State to exercise their language and cultural rights through the programmes and projects that it presents and supports.
Cultural, religious and linguistic communities (Section 31)	DSACR must ensure that its programmes and projects respect the cultural, religious and linguistic diversity of the Free State communities.
Principles of cooperative government and intergovernmental relations (Section 41)	DSACR cooperates with all spheres of government. In terms of its specific mandates, DSACR works in close cooperation with the national Department of Sports, Arts and Culture; national and provincial public entities; and municipalities in the Free State.
Accountability and responsibilities (Section 133)	Section 133 provides that MECs of a province are accountable collectively and individually to the provincial legislature for the exercise of their powers and the performance of their functions assigned to them by the Premier, and that they must provide the legislature with full and regular reports on matters under their control.
Assignment of powers [Section 156(4)]	DSACR must assign or delegate to a municipality, by agreement and subject to any relevant conditions, the administration of a matter listed in Part A of Schedule 4 or Part A of Schedule 5 which necessarily relates to local government, if— • that matter would most effectively be administered locally; and • the municipality has the capacity to administer it. DSACR is facilitating the rendering of public library services, which local government considers to be an unfunded mandate. These services are being rendered in cooperation with the National Treasury and the national Department of Sports, Arts and Culture through the Conditional Grant for Community Libraries, with further support from Provincial Treasury transfers to local government.
Public Administration • Basic values and principles governing public administration (Section 195) • Public Service (Section 197)	Section 195 (1) provides that “public administration must be governed by the democratic values and principles enshrined in the Constitution, including the following principles: a) A high standard of professional ethics must be promoted and maintained. b) Efficient, economic and effective use of resources must be promoted. c) Public administration must be development-oriented. d) Services must be provided impartially, fairly, equitably and without bias. e) People’s needs must be responded to, and the public must be encouraged to participate in policy-making. f) Public administration must be accountable. g) Transparency must be fostered by providing the public with timely, accessible and accurate information. h) Good human-resource management and career-development practices, to maximise human potential, must be cultivated. i) Public administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and the need to redress the imbalances of the past to achieve broad representation.”
	Section 195 (2) provides that the principles in section 195 (1) apply to all spheres of government.

Relevant section of the Constitution	Responsibility
Constitution of the Republic of South Africa, No. 108 of 1996	
	Section 197 (1) provides that within public administration there is a public service for the Republic, which must function, and be structured, in terms of national legislation, and which must loyally execute the lawful policies of the government of the day. Section 197 (2) provides that the terms and conditions of employment in the public service must be regulated by national legislation. Employees are entitled to a fair pension as regulated by national legislation. Section 197 (3) provides that No employee of the public service may be favoured or prejudiced only because that person supports a particular political party or cause. Section 197 (4) provides that Provincial governments are responsible for the recruitment, appointment, promotion, transfer and dismissal of members of the public service in their administrations within a framework of uniform norms and standards applying to the public service.
Functional Areas of Concurrent National and Provincial Legislative Competence (Schedule 4 – Part A)	Cultural Matters: DSACR works closely with DSAC and associated organs of the state regarding concurrent arts, culture and heritage matters.
	Language policy and the regulation of official languages to the extent that the provisions of section 6 of the Constitution expressly confer upon the provincial legislatures legislative competence: DSACR works closely with DSAC and associated organs of state regarding language policy matters.
Functional areas of exclusive provincial legislative Competence (Schedule 5 - Part A)	Archives other than national archives: DSACR is mandated to draft provincial legislation regarding archives other than national archives and to manage its implementation. The Department is responsible for the Free State Archives and Records Management Centre. Libraries other than national libraries: DSACR is mandated to draft provincial legislation regarding libraries other than national libraries and to manage its implementation. The Department is responsible for rendering the Free State Library Service and for working closely with municipalities to render a public library and information service. Museums other than national museums: DSACR is mandated to draft exclusive provincial legislation regarding museums other than national museums and to manage its implementation. The Department is responsible for rendering the provincial Museum Service. Provincial cultural matters: - DSACR provides Provincial Heritage Resource Authority (PRHA) – the provincial heritage resources authority appointed in terms of the National Heritage Resources Act, 1999 (NHRA) – with financial and administrative support to execute and administer its legal mandate. The MEC appoints the Council of PRHA and is the appointed heritage appeals authority for the Free State. - DSACR provides professional and other support to the Free State Provincial Geographical Names Committee (PGNC) in order to facilitate public consultation regarding the standardisation of, and changes to, geographical names. Once consultation is complete, the provincial Committee makes recommendations to the South African Geographical Names Council. Provincial Sport: - DSACR is mandated to help to create an enabling environment for provincial sport and recreational activities.

Legislative and Policy Mandates

Relevant sections and responsibility of Free State Department of Sport, Arts, Culture and Recreation are described in the table below.

Relevant section of the Legislation and policy mandates	Responsibility
Basic Conditions of Employment Act 75 of 1997	This Act gives effect to the right to fair labour practices referred to in section 23(1) of the Constitution by establishing and making provision for the regulation of basic conditions of employment; and thereby to comply with the obligations of the Republic as a member state of the International Labour Organisation; and to provide for matters connected therewith.
Compensation of Occupational injuries and disease Act 130 of 1993	This Act makes provision for: • disablement caused by occupational injuries or diseases sustained or contracted by employees in the course of their employment, or for death resulting from such injuries or diseases; and • for matters connected therewith.
Electronic Communication and transactions act, 2002, Act 25 of 2002	DSACR to ensure security of information and systems and safeguard the ICT resources.
Employment Equity Act 55 of 1998	This Act makes provision for employment equity; and to provide for matters connected thereto.
Framework for Managing Programme Performance (2007)	This Framework aims to: • Clarify definitions and standards for performance information in support of regular audits of such information where appropriate • Improve integrated structures, systems and processes required to manage performance information • Define roles and responsibilities for managing performance information • Promote accountability and transparency by providing Parliament, provincial legislatures, municipal councils and the public with timely, accessible and accurate performance information.
Free State Growth and Development Strategy (FSGDS) 2013	The Free State Growth and Development Strategy (FSGDS) is an ambitious and elaborate framework to profoundly redefine the long-term provincial inclusive growth and development landscape. It is intended to serve as a catalytic and practical instrument to direct, inform and shape the intentions and practices of mapping the provincial future development trajectory. The objectives of the FSGDS, among others, is: • to serve an overarching planning instrument articulating the development agenda and providing strategic direction for the province. • To build uniformity of application of planning processes and methodologies. • To formulate development plans and priorities for the province. • To ensure inclusivity of planning processes.
FSPG Email policy and guidelines	DSACR To ensure proper usage of the email system to prevent misuse and security risks.
Government-Wide Monitoring and Evaluation System (GWM&E) (2007)	The aim of the Government-wide Monitoring and Evaluation (GWM&E) System is to contribute to improved governance and to enhance the effectiveness of public sector organisations and institutions. This document provides the overarching policy framework for monitoring and evaluation (M&E) in South Africa. It promotes results-based management.
Medium-Term Strategic Framework (MTSF) 2019-2024	The MTSF 2019-2024 aims to address the challenges of unemployment, inequality and poverty through three pillars of the NDP: • Driving a strong and inclusive economy; • Building and strengthening the capabilities of South Africans; and • Achieving a more capable State. The MTSF 2019-2024 is the translation of the Government Priorities outlined by the President at the State of the Nation Address (SONA) which are derived from the electoral mandate for the next five-year period. The seven priorities of this strategic framework are embedded into the three pillars. The priorities, which will be achieved through more focused implementation, coordination and integration by the various levels of government including state owned enterprises, the private sector and civil society, are as follows:

Relevant section of the Legislation and policy mandates	Responsibility
	Priority 1: A capable, ethical and developmental state Priority 2: Economic transformation and job creation Priority 3: Education, skills and health Priority 4: Consolidating the social wage through reliable and quality basic services Priority 5: Spatial integration, human settlements and local government Priority 6: Social cohesion and safe communities Priority 7: A better Africa and world
Labour Relations Act 6 of 2014	This Act makes provision to the following: • amend the Labour Relations Act, 1995, so as to facilitate the granting of organisational rights to trade unions that are sufficiently representative; • strengthen the status of picketing rules and agreements; to amend the operation, functions and composition of the essential services committee and to provide for minimum service determinations; • provide for the Labour Court to order that a suitable person be appointed to administer a trade union or employers' organisation; • enable judges of the Labour Court to serve as a judge on the Labour Appeal Court; • further regulate enquiries by arbitrators; • provide greater protection for workers placed in temporary employment services; • regulate the employment of fixed term contracts and part-time employees earning below the earnings threshold determined by the Minister; • further specify the liability for employer's obligations; and to substitute certain definitions; and • provide for matters connected therewith.
National Development Plan (Vision 2030)	The National Development Plan aims to eliminate poverty and reduce inequality by 2030 and provides a broad strategic framework to guide key choices and actions. It sets out a coherent and holistic approach to confronting poverty and inequality based on the six focused, interlinked priorities summarised below: • Uniting all South Africans around a common programme to achieve prosperity and equity. • Promoting active citizenry to strengthen development, democracy and accountability. • Bringing about faster economic growth, higher investment and greater labour absorption. • Focusing on key capabilities of people and state. • Building a capable and developmental state. • Encouraging strong leadership through society to work together to solve problems. NDP states that "arts and culture open powerful spaces for debate about where a society finds itself and where it is going. Promoted effectively, the creative and cultural industries can contribute substantially to small business development, job creation, and urban development and renewal". NDP states that "sport plays an important role in promoting wellness and social cohesion". Sport is considered to be a cross-cutting issue in the NDP, contributing to education, health, and nation building. The National Development Plan Vision 2030 also states that "arts, culture and heritage provide opportunities to address outcomes that speak to social cohesion/inclusion and nation building."
National Evaluation Policy (2012)	This Framework aims to: • Foreground the importance of evaluation in policy-making and management; • Promote, facilitate and institutionalise the use of evaluation in government; • Strengthen linkages between evaluation, policy-making, planning and budgeting; • Develop a common language and conceptual base for evaluation in government; • Clarify the role of evaluations in relation to other performance management instruments; • Frame the evaluation function in terms of its scope, institutionalization, standards, process requirements, skill requirements, governance, financing and oversight; • Clarify distinctions in the roles and responsibilities of public institutions in relation to evaluation; • Improve the quality of evaluations undertaken in public institutions; • Increase the utilisation of evaluation findings to improve performance.
National South African Qualification Authority Act 58	This Act makes provision for the development and implementation of a National Qualifications Framework and for this purpose to establish the South African Qualifications Authority; and for matters

Relevant section of the Legislation and policy mandates	Responsibility
of 1995	connected therewith.
National Youth Policy 2015 – 2020	This policy responds to the social and economic forces that shape global and regional development in the 21st Century, in particular the aftermath of the global financial crisis. It seeks to align the development of young people with government's approach to addressing poverty and underdevelopment, as diagnosed in the NDP.
Occupational Health and Safety Act 85 of 1993	This Act makes provision for: • the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; • the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; • the establishment of an advisory council for occupational health and safety; and • for matters connected therewith.
Promotion of Access to Information Act 2 of 2000	This Act gives effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and to provide for matters connected therewith.
Public Finance Management Act 1 of 1999	This Act aims to: • regulate financial management in the national government and provincial governments; • ensure that all revenue, expenditure, assets and liabilities of those governments are managed efficiently and effectively; • provide for the responsibilities of persons entrusted with financial management in those governments; and • provide for matters connected therewith.
Public service corporate governance of ICT policy framework. FSPG governance framework, International Standards Organization is FUNCTION 27002 code of practice for information security management and the South African SABS 27002. King Code of Cooperative governance. COBIT. Regulation of interception of Communications and provision of communication -related information Act, 2003, Act 122 of 2003.	DSACR to ensure proper cooperate governance of ICT by establishing, formulating, implementing and reviewing ICT policies, establishing functional structures.
Public Service Act, 1994 as amended by Public Service Amendment Act 30 of 2007	This Act makes provision for the organisation and administration of the public service of DSACR, the regulation of the conditions of employment, terms of office, discipline, retirement and discharge of members of the public service, and matters connected therewith.
Promotion of Administrative Justice Act 3 of 2000	This Act aims to give effect to the right of administrative action that is lawful, reasonable and procedurally fair and to the right to written reasons for administrative action contemplated
Protection of Personal Information Act 4 of 2013	This Act aims to: • promote the protection of personal information processed by public and private bodies; • introduce certain conditions so as to establish minimum requirements for processing of personal information; • provide for an establishment on an Information Regulator to exercise certain powers and perform certain duties and functions in terms of this Act and Promotion of Access to Information Act, 2000; • provide for the issuing of code of conduct; • provide for the rights of persons regarding unsolicited electronic communications and automated decision making;

Relevant section of the Legislation and policy mandates	Responsibility
	- regulate the flow of personal information across the borders of the Republic; and - for matters connected therewith.
Revised Framework for Strategic Plans and Annual Performance Plans (2019)	The purpose of the Revised Framework is to provide the principles for short and medium-term planning for government institutions; and to describe how institutional plans are to align with high level government medium and long-term plans, and the institutional processes for the different types of plans. The Revised Framework also aims to: - Institutionalise government's national development planning agenda through institutional plans. - Institutionalise planning for women, youth and people with disabilities in line with the relevant frameworks. - Provide information about the legislation which informs government planning. - Institutionalise the Results-Based Approach. - Provide planning tools which can be used for the different types of plans. - Describe the alignment between the planning, budgeting, reporting, monitoring and evaluation processes. - Give the definitions of the various planning, reporting, monitoring and evaluation concepts. - Outline the roles and responsibilities of the stakeholders and institutions that participate in the planning processes. - Encourage evidence-based policy making, planning and implementation.
Skills Development Act 97 of 1998	This Act makes provision for: - an institutional framework to devise and implement national, sector and workplace strategies to develop and improve the skills of the South African work force; - integration of those strategies within the National Qualifications Framework contemplated in the South African Qualifications Authority Act, 1995; - Learnerships that lead to recognised occupational qualifications; - The financing of skills development by means of a levy-grant scheme and a National Skills Fund; - Provision and regulation of employment services; and - For matters connected therewith.
State Information Technology Act 88 of 1998	This Act makes provision for the establishment of a company that will provide information technology, information systems and related services to, or on behalf of, participating departments and in regard to these services, act as an agent of the South African Government; and to provide for matters connected therewith.
The South African National Policy Framework for Women's Empowerment and Gender Equality of 2000	The main purpose of this Gender Policy Framework is to establish a clear vision and framework to guide the process of developing laws, policies, procedures and practices which will serve to ensure equal rights and opportunities for women and men in all spheres and structures of government as well as in the workplace, the community and the family.
White Paper on the Rights for Persons with Disabilities	This WPRPD updates the 1997 INDS, integrates obligations in the UNCPRD and responds to the Continental Plan of Action for the African Decade of Persons with Disabilities.
Cultural Institutions Act, 119, 1998	DSACR must liaise and cooperate with nationally declared cultural institutions regarding arts, culture and heritage matters.
Cultural Promotions Act, 35, 1983	This legislation was assigned to the Free State and DSACR is responsible for complying with the provisions of the Act.
Free State Provincial Government Language Policy, 2014	The aims of the FSPG Language Policy are, amongst others: - To designate the official languages which must be used for purpose of government; - To promote the equitable use of the designated official languages of the Free State Provincial Government; The FSPG designates Sesotho, Afrikaans, IsiXhosa, Setswana, Isizulu and English as official languages of the Free State province. The aforesaid languages will be utilized taking into account usage, practicality, expense, regional circumstances and the needs and preferences of the communities in the Free State. Therefore, depending on aforesaid circumstances, it might not be necessary to use all designated languages in every instance.

Relevant section of the Legislation and policy mandates	Responsibility
National Arts Council Act 56, 1997	DSACR is responsible for the nomination of a Free State provincial representative to sit on the National Arts Council (NAC), for cooperating and coordinating with NAC, and for administering NAC funding for the development of arts and culture in the Free State.
National Film and Video Foundation Act, 73, 1997	This Act seeks to establish a juristic person to be known as the National Film and Video Foundation; to determine its objects, functions and method of work; to prescribe the manner in which it is to be managed and governed; to regulate its staff matters and financial affairs; and to provide for matters connected therewith.
National Heritage Council Act, 11, 1999	DSACR is responsible for the nomination of a Free State provincial representative to sit on the National Heritage Council (NHC), and for cooperating with and coordinating activities related to funding and projects that the NHC is conducting in the Free State.
National Heritage Resources Act 11 of 1999	DSACR ensures compliance with the NHRA by overseeing the nomination of a Free State provincial representative, preferably a member of the Free State Provincial Heritage Resources Authority, to sit on the Council of the South African Heritage Resources Agency (SAHRA). DSACR also ensures compliance with the requirement that the MEC must appoint a Council for PRHA – the provincial heritage resources authority is appointed in terms of the NHRA. The Department is responsible for liaising and cooperating with SAHRA, PRHA and municipalities regarding the management of heritage resources. DSACR also assists the MEC when appeals have been lodged with him or her against decisions of PRHA.
National Language Policy Framework, 2003	The language policy takes cognisance of the constitutional provisions on multilingualism and is in concert with government's goals for economic, socio political and educational growth. Its aims are to: • promote the equitable use of the 11 official languages; • facilitate equitable access to government services, knowledge and information; • ensure redress for the previously marginalised official indigenous languages; • initiate and sustain a vibrant discourse on multilingualism with all language communities; • encourage the learning of other official indigenous languages to promote national unity, and linguistic and cultural diversity; and • promote good language management for efficient public service administration to meet client expectations and needs.
Pan South African Language Board Act, 1995	Amongst other things, this Act requires the Pan South African Language Board (PanSALB) to establish a provincial language committee (PLC) in every province. A Free State PanSALB PLC was established in August 2019. The Free State Language Services Unit is recognised by the Pan South African Language Board.
South African Geographic Names Council Act, 1998	DSACR is responsible: • For complying with the provisions in this Act to nominate a Free State provincial representative to sit on the South African Geographical Names Council; • To research geographical names in the Free State; • to ensure standardisation; and, • where necessary, to facilitate public consultation regarding proposed changes to these names. The Department provides professional and other support to the Free State Provincial Geographical Names Committee. Once consultation is complete, the FS PGNC makes recommendations to the South African Geographical Names Council.
Use of Free State Official Languages Act, 2017 (No 1 of 2017)	This Act: • Provides for the regulation and monitoring of the Use of official languages by Provincial government for government purposes; • Require the adoption of a provincial language policy by the Executive Council; • Provide for the establishment and functions of a provincial language unit; • Provide for the monitoring of and reporting on use of official languages by Provincial Government; and • To provide for matters connected therewith. The MEC for DSACR must, each year, no later than the last day of March, table a report in the Provincial Legislature on the status and the use of official languages by Provincial Government for government purposes.

Relevant section of the Legislation and policy mandates	Responsibility
Collection Development Policy	DSACR is responsible for implementation of this policy and its objectives are: • to provide a framework for consistent approach to collection development; • to provide an evaluation and selection criteria which will ensure a responsive, needs-based and well-balance collection of library material; • to confirm the Directorate's (Library Services) to intellectual freedom and equitable and unrestricted access to information; and • to inform stakeholders to the guidelines according to which library collections are developed and maintained.
Free State Library and Information Services Act, 5, 1999	This Act makes provision for the establishment, administration and control of library and information services in the Province and for matters incidental thereto.
Free State Provincial Archives Act, 4, 1999	The aims of this Act are: • to provide for a Provincial Archives; • The proper management and care of the records of governmental bodies; and • the preservation and use of a provincial archival heritage for all the people of the Province; and • for matters connected therewith.
National Archives Act, 43, 1996	DSACR is responsible for the nomination of a Free State provincial representative to sit on the National Archives Advisory Council. The Department is also responsible for meeting the national norms and standards established under this Act.
South African Public Library and Information Services Bill - 2019 (Draft)	The objects of this Act are to: (a) provide for essential national minimum norms and standards for the rendering of public library and information services; (b) promote public access to public library and information services; (c) provide for the determination of national policy and principles for public library and information services; (d) promote co-operative governance and the co-ordination of responsibilities for public library and information services; (e) provide measures to redress the inequality in the provision of public library and information services; (f) promote transformation in the provision of public library and information services; and (g) encourage a culture of reading to create a nation of readers.
Free State White Paper for Sport and Recreation	The Free State White Paper for Sport & Recreation clarifies the roles and responsibilities of the Free State Sport Confederation and other stakeholders within organised sport. The White Paper also clarifies the mandate of the Free State Academy of Sport as the only High-Performance Body in the Province.
National Sport and Recreation Act, 110, 1998	The Act provides for the promotion and development of sport and recreation and coordination of relationships between SRSA, SASCOC (the South African Sports Confederation and Olympic Committee) sport federations, sport councils and other agencies. The Act further provides measures aimed at correcting imbalances in sport and recreation; promoting equity and democracy in sport and recreation; and providing dispute resolution mechanisms in sport and recreation.
Safety at Sport and Recreational Events Act, 2010 (Act No 2 of 2010)	• To provide for measures to safeguard the physical well-being and safety of persons and property at sports, recreational, religious, cultural, exhibition, organisational or similar events held at stadiums, venues or along a route; • to provide for the accountability of event role-players; • to provide for certain prohibitions; • to provide for the risk categorisation of events; • to provide for the establishment of measures to deal with safety and security at events; • to provide for accreditation of role-players at events; • to provide for event ticketing; • to provide for the control of access of spectators and vehicles at events; • to provide for the issuing of safety certificates for planned or existing stadiums or venues; • to provide for the contents of safety certificates and amendments to safety certificates;

Relevant section of the Legislation and policy mandates	Responsibility
	- to provide for appointment of inspectors and their powers of entry and inspection; - to provide for the deployment of security services; - to provide for spectator exclusion notices; to provide for prohibition notices; - to provide for the establishment of an Appeal Board and for appeals; - to provide for public liability insurance for events; - to provide for payment of fees; - to provide for offences and penalties; and - to provide for matters connected therewith.
South African Sport Academies Strategic Framework and Policy guidelines of 2013	The Framework clarifies the roles and responsibilities of all stakeholders. Key areas of the Framework (i) Responsibility of the Department to provide Financial & Human Resources, (ii) Functions and Governance of Academies and (iii) The role of the FSSC in providing oversight on good governance. The Department should support Provincial Federations via the Academies.
Integrated School Sport Framework: MoU between DBE and SRSA according to the Inter-governmental Framework Act, 2005 (Act No 13 of 2005)	The Department of Basic Education (DBE) and Sport and Recreation South Africa (SRSA) signed "An Integrated School Sport Framework" where the parties commit that they shall implement programmes of cooperation in the field of school sport on the basis of reciprocity and mutual benefit. The parties also commit that they shall encourage and facilitate the advancement of contact and cooperation between the recognised sport institutions of the respective Departments.
Other prescripts governing the Department	- Circulars and guidance issued by the National Treasury, Department of Public Service and Administration (DPSA) and supported by Department of Planning Monitoring and Evaluation (DPME) regarding the planning, management, monitoring and reporting of performance against predetermined objectives - State of the Nation Address - State of the Province Address - MEC's Budget Vote Speech - National Policy Document on Arts and Culture Centres - SADEC Protocols - SASCOC Strategic plan and National Academy Strategy - Memorandum of Agreement between SACR and South African National Defence Force - Framework for collaboration with the National Department of Basic Education and National Department of Sport and Recreation - The Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW)

Institutional Policies and Strategies

Manifesto

The ruling party's 2019 election manifesto published on the 13th January 2019 seeks a people's plan for a better life for all.

The ruling party is a broad movement of the people with the historic mission to build a united and democratic South Africa that is non-racial, non-sexist and prosperous. The Freedom Charter remains our inspiration and our strategic guide to realizing a better life and a South Africa that truly belongs to all who live in it.

"The Freedom Charter is the living soul of our country's progressive constitution and is the foundation of Vision 2030 of the National Development Plan (NDP). Everything we are doing is in pursuance of the vision of the NDP to address the triple challenges of unemployment, poverty and inequality."

2019 President's State of the Nation Address

President Cyril Ramaphosa delivered the State of the Nation Address on 20 June 2019. He presented the following seven priorities and stated that all our programmes and policies across all programmes will be directed in pursuit of these overarching tasks that will contribute to deliver a better life for all South Africans.

Priority 1: A capable, ethical and developmental State

Priority 2: Economic transformation and job creation

Priority 3: Education, skills and health

Priority 4: Consolidating the social wage through reliable and quality basic services

Priority 5: Spatial integration, human settlements and local government

Priority 6: Social cohesion and safe communities

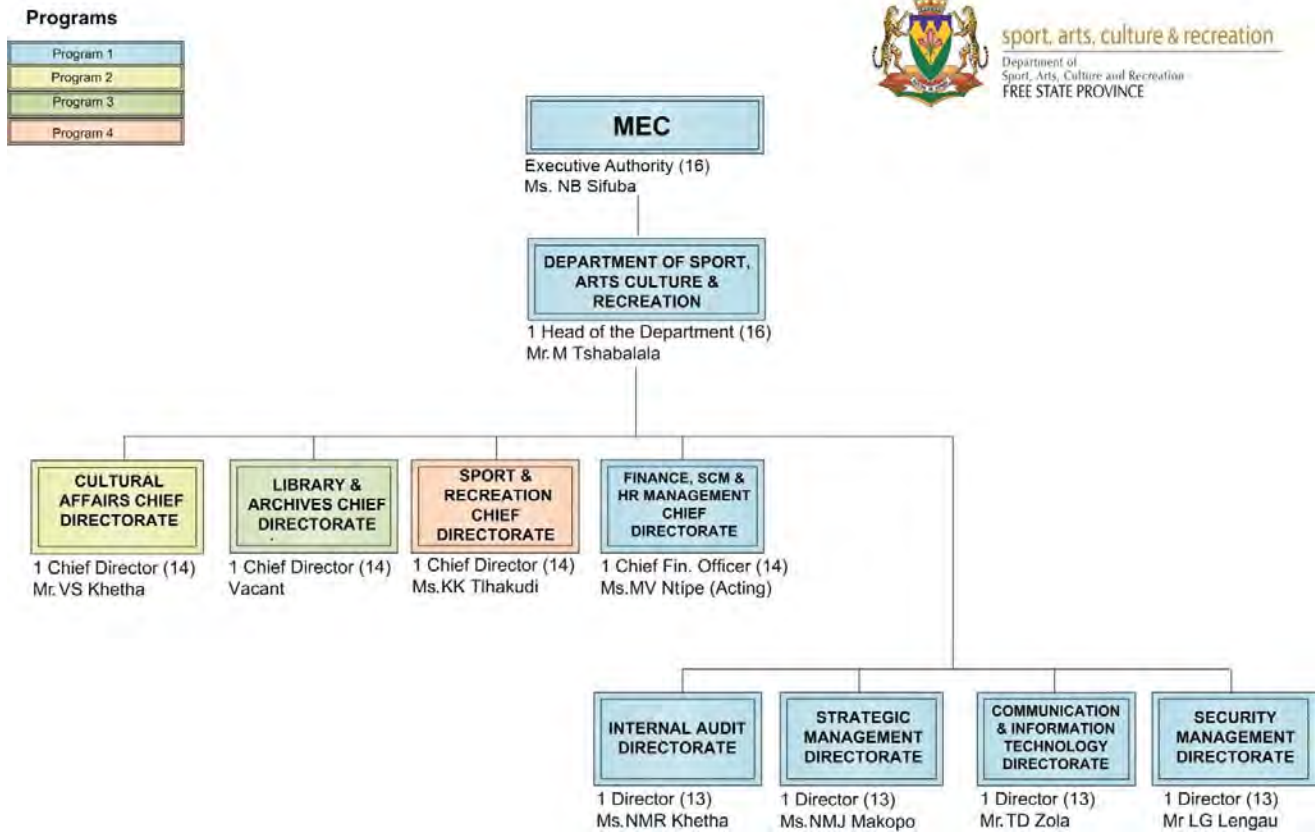
Priority 7: A better Africa and world

The President also confirmed the focus of the NDP and stated that "we must restore the NDP to its place at the centre of our national effort, to make it alive, to make it part of the lived experience of the South African people."

The Department aligns its policies and strategies to the overarching national and sector priorities and demonstrates its contribution with the following table:

MTSF Priorities	Department's Contribution
Priority 1: Economic transformation and job creation	Advanced artistic disciplines and viable sustainable industries
	Job opportunities created within the sport, arts, culture and recreation sector
	Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
	Free State Sport Athletes supported through a Coordinated Academy system
Priority 2: Education, skills and health	Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
	Efficient, sound documentation management and care of archival records
	Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes
	Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
Priority 4: Spatial integration, human settlements and local government	Transformed heritage landscape
	Effective management, coordination efficient delivery of sport and recreation in the Free State
	Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
	Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes
Priority 5: Social cohesion and safe communities	A cohesive society with a common identity
	A multilingual society
	Effective management, coordination efficient delivery of sport and recreation in the Free State
	Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
	Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes
Priority 6: Building a capable, ethical and developmental State	Proper governance, compliance, performance and financial management systems
	Efficient, sound documentation management and care of archival records
	Effective management, coordination efficient delivery of sport and recreation in the Free State

8. ORGANISATIONAL STRUCTURE



9. ENTITIES REPORTING TO THE MEC

The table below indicates the entities that report to the MEC.

Name of Entity	Legislative Mandate	Financial Relationship	Nature of Operations
Provincial Geographical Names Committee	PGNC Act	Transfer payment of R1.000 million	Consultation and renaming of Provincial Geographic Names
Provincial Heritage Resource Agency/Council	PHRA Act	Transfer payment of R500 000	Preservation of Free State Heritage
Provincial Arts and Culture Council	PACC Act	Transfer payment of R10.700 million	Promotion of Arts and Culture
Free State Sport Confederation	National Sport and Recreation Act,	Transfer payment of R11.958 million	Controlling body of Sport in the Province
Free state Academy of Sport	National Sport and Recreation Act.	Transfer payment of R6.613 million	Coordination of major Sport in the Province



PART B: PERFORMANCE INFORMATION

1. AUDITOR-GENERAL'S REPORT: PREDETERMINED OBJECTIVES

The AGSA currently performs certain audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance against predetermined objectives is included in the report to management, with material findings being reported under the Predetermined Objectives heading in the Report on other legal and regulatory requirements section of the auditor's report.

Refer to page 160 of the Report of the Auditor-General, published as Part F: Financial Information.

2. OVERVIEW OF DEPARTMENTAL PERFORMANCE

2.1 Service Delivery Environment

On 31 August 2023 the National Treasury issued a letter to national departments advising them on the need to contain costs and cut the budget during 2023/24 financial year, due to the current fiscal challenges that originate mainly from an exceptionally large year-to-date decline in government tax revenue collection.

National Treasury further issued guidelines on Cost Containment Measures that had to be followed for the remainder of 2023/24 financial year to achieve much-needed savings and prevent the materialization of potentially crippling resource constraints in the latter part of the 2023/24 financial year. The implications of the Cost Containment measures were that the departments needed to ensure savings on recruitment, traveling, meetings, workshops and conferences, capital expenditure and purchase of machinery.

The Department of Planning, Monitoring and Evaluation (DPME) issued circular 4 of 2023 advising national and provincial institutions to revise and re-table their 2023/24 APPs taking into consideration the impact of the National Treasury's Cost Containment directive on the indicators and targets in the 2023/24 APPs, to ensure that the APP deliverables are achieved by the end of the financial year.

Over and above the above-mentioned, the provincial EXCO approved the proposed budget reprioritisation to address municipal services budget pressures. An amount of R8.959 million is reprioritized from Department of Sport, Arts, Culture and Recreation towards municipal services budget pressures.

Furthermore, there was a cut in the Conditional Grants budget for Libraries and Sport Development Mass Participation. All programmes implemented through Mass Participation Conditional Grant had to be scaled down.

The impact of Cost Containment measures issued by National Treasury and the Conditional Grant budget cuts necessitated the review of some of the Department's output indicators and targets.

Programme 1: Administration

Administration Programme was challenged to ensure that the Department is adequately staffed and has the necessary skills and competencies available. At the beginning of 2023/24 financial year, the Programme had planned to fill 20 vacant posts within 6 months of the advertisement. Following the challenges mentioned above, the planned output indicator and the target was revised to measure "Number of posts filled within 8 months of becoming vacant". Despite the revised output indicator and the target, the Department was still unable to fill 10 posts within 8 months of becoming vacant due to the administration delays in approving the appointment functionality on PERSAL.

As at the end of the financial year, the Department had vacancy rate of 5.8% with four (4) vacant senior management posts including that of the Chief Financial Officer.

Despite the prevailing challenges of filling the planned vacant posts, the post of the Accounting Officer was filled after the Department operated without a full-time Accounting Officer for a long period. The Department was also able to effectively deliver on its operations and deliverable set out in the revised 2023/24 Annual Performance Plan and achieved 90% of its planned outputs and output indicators for the period under review.

The Department also had a challenge to collect 100% of its adjusted own revenue target of R4.235 million. At the end of the financial year, 82.1% or (R3.478 million) was collected and the under collection was due to lesser amount collected on entrance fees from museums and cultural centers as well as the lesser amount that was recovered on sales of books, curios, course fees, sport and club facilities than anticipated. The provincial own revenue collection plays a vital role in supplementing national transfers; therefore, the Department will continue to work closely with the Provincial Treasury to improve on its revenue collection.

With regards to the key Government priorities and projects, the Department had a total of 42 SOPA and Budget Vote injunctions for the 2023/24 financial year, of which 24 (57%) were achieved, 2 (5%) were on track to be achieved, 3 (7%) had no substantial progress, 5 (12%) had no progress to meeting the targets and 8 (19%) had no monitoring systems in place.

Programme 2: Cultural Affairs

The purpose of Cultural Affairs programme is to transform, develop, and manage arts, culture, museums and heritage and language services in the province. The programme was also affected by the Cost Containment measures and had to revise three of its output indicator targets.

The annual targets for the following output indicators were adjusted and more details are provided in Section 4 (Institutional Programme Performance Information) below, tables 4.2.2 and 4.2.4.

- Number of museum exhibitions upgraded
- Number of research projects completed
- Number of awareness campaigns conducted

For the 2023/24 financial year, the programme achieved 100% of their planned targets.

Programme 3: Library and Archive Services

The purpose of this programme is to provide, develop, transform and promote sustainable library and archive services.

As mentioned earlier, the Conditional Grants budget for Libraries was cut and annual targets for the following output indicators were revised:

- Number of new library materials procured
- Number of libraries with alarm systems.
- Number of libraries with electronic gates.
- Number of libraries with photocopying services.
- Number of bursaries awarded and continued
- Number of existing staff maintained at public libraries
- Number of staff salaries maintained to ensure proper implementation of grant projects
- Number of dual-purpose (school) library services at schools

More details are provided in Section 4 (Institutional Programme Performance Information) below, tables 4.3.1 and 4.3.3.

Challenges experienced with the Department of Public Works and Infrastructure resulted on non-completion of construction of Wepener/Qibing library building. Accounting officers of the Department of Sport, Arts, Culture and Recreation and the Department of Public Works and Infrastructure will work together to ensure that the project is completed by 2024.

The take-over of library services from municipalities has resulted in serious budget shortages for the directorates. About 76% of the conditional grant funding had to be allocated towards compensation of employees. This left about 24% of the conditional grant for the services such as provision of ICT infrastructure, cleaning material, stationery, print cartridges.

A successful flagship reading programme was implemented and the final event was held on 4-8 September in Bloemfontein. More than 2100 learners, 250 schools and 96 libraries participated in the reading programme. The programme is the pride of teachers and parents, whose positive comments emphasised the effects thereof on children's reading abilities.

Construction of 2 new library buildings was finalised earlier in 2023 and handed over to the communities between July 2023 and April 2024, i.e. Van Stadensrus (Jan Lebese) and Soutpan (Boitumelo Sebothelo) libraries.

As much as libraries are unsung in most public spaces, community members keep libraries relevant. The daily visits to libraries by community members grew by 11% from 2022. Membership registration grew by 1.4% from 2022 and the borrowing of books grew by 9% from 2022.

The Archive Services Sub-programme adjusted the annual target for the output indicator "Number of records data coded". This was due to the implementation of the AToM system. The AToM project intends to improve the accessibility of the records which are housed at the archives Repository.

Two buildings which are Records Centre and Archives Repository are maintained through the voted funds which never meet the requirements of the two major buildings due to its shortfalls. The rising number of student accommodations around the Repository affects the preservation of the records due to rodents, insects and birds because of insufficient funds of maintenance/Infrastructure. The provision of the borehole at the Repository will improve the water challenges in relation to the sanitation and human consumption.

The shortage of the Archives staff members hampers service delivery. Archive Services officials need to be afforded the opportunity to attend training that is relevant to their expertise.

For the 2023/24 financial year, the programme achieved 91% of their planned targets.

Programme 4: Sport and Recreation

National Sport and Recreation Plan (NSRP) was approved by Cabinet and must be implemented by all stakeholders. The Chief Directorate: Sport and Recreation does not operate in isolation, but needs to ensure that its functions also support the NSRP, which is to support “An Active and Winning Sporting Nation”. The NSRP is based on three core pillars being: (1) active nation (2) winning nation (3) enabling environment. These pillars are underpinned by transversal issues and utilizing sport as a tool to achieve national and global priorities.

Sport and Recreation Programme was also affected by the cut in the Conditional Grants budget Sport Development Mass Participation. All programmes implemented through Mass Participation Conditional Grant had to be scaled down.

The targets for the following output indicator targets were revised: More details are provided in Section 4 (Institutional Programme Performance Information) below, tables 4.4.3; 4.4.6 and 4.4.9.

Number of people actively participating in organized sport and active recreation events
Number of youth/learners attending the National Youth Camp
Number of people trained in Siyadlala to implement and coordinate active recreation programmes
Number of local leagues supported
Number of sport academies supported
Number of people trained to deliver the sport academy programme
Number of learners participating in school sport tournaments at a provincial level
Number of learners participating in school sport tournaments at a district level

The target for the output indicator “Number of school sport coordinators remunerated” was adjusted upward from 12 to 14 due to the additional funding that was received that allowed for the appointment of 2 additional coordinators.

Although the annual target for the “Number of people trained in Siyadlala to implement and coordinate active recreation programmes” was revised from 300 to 0, savings from other areas were shifted towards the training of people in Siyadlala and the initial target of 300 was then achieved at the end of the financial year.

For the 2023/24 financial year, the programme achieved 88% of their planned targets.

2.2 Service Delivery Improvement Plan

The Department has completed a service delivery improvement plan. The tables below highlight the service delivery plan and the achievements to date.

Main services and standards

Main services	Key Service to be improved	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
Provide high performance Sports Science services to District, Provincial and National athletes	Redesign Sport Science Services and Programs	All Athletes that are registered on the Free State Academy of Sport Science Network	"Silo" approach to sport science creates an uneven distribution of workload	Due to the athlete's vs utilization ratio, the Physiological Testing, Performance Training and Sport Nutrition services will be consolidated under Sport Science Service to make it more economically viable and strength the core business of the FSSSI	Reprioritization of sports nutrition

Batho Pele arrangements with beneficiaries (Consultation access, etc.)

The table below describes various principles of engaging our public and beneficiaries by infusing and reinforcing values, norms and beliefs that are strongly focused on the public. This culture ensures the concerns of the public and their needs are the heart of all key decisions in the department.

Current/arrangement	Desired arrangements	Actual achievements
Written correspondence	All service beneficiaries as indicated as service recipients are consulted by means of written correspondence and other relevant consultation methods to improve service delivery within the Free State Province.	Sesotho, Xhosa, Afrikaans, Setswana and English are the predominant Languages used to communicate with the community.
Telephonically	Districts within the FSPG	Relevant numbers displayed within the departmental service charter
Electronic Media	Public	Website available www.sacr.fs.gov.za Social Media: Tweeter: @fssacr Facebook Page: Free State of Sport, Arts, Culture and Recreation Instagram: @freestatedsacr
Workshops, Learning Networks	Directorate (including Districts) workshops within the Department	Batho Pele workshops were not conducted due to financial constraints
Sign language and Braille	Visually and hearing-impaired members of the public	Sign language for Departments is available on request. Braille machine is also available on request.
Questionnaires	Public	Use questionnaires to determine satisfaction of clients during unannounced visits

Current/arrangement	Desired arrangements	Actual achievements
Radio	Public	Interview with different radio stations during the significant day celebrations
Summits	Public	International Museum Day
Conferences		None
Pamphlets	Public	Career in Museums and heritage sector
Information brochures	Public	Career in Museums and heritage sector
Exhibitions	Public	Literature Festivals International Museum Day
Work-In Centre	All Customers	Arts centres at 4 Districts Museums All Provincial Libraries

Service delivery information tool

The department enables communication and linkage with the beneficiaries using various tools. The tools listed below are amongst others, the various communication mediums that the recipients can reach the department.

Current/actual information tools	Desired information tools	Actual achievements
Telephonically as available per telephone directory	Telephone numbers available on the service charter	Telephone numbers available on the service charter
Physically at government offices	Available at all our libraries, Arts Centers and Museums	Available at all our libraries, Arts Centers and Museums
Correspondence to physical and postal address Private Bag X20606, BFN 9300 C/o President Brand and Victoria Road	Correspondence to physical and postal address Private Bag X20606, BFN 9300 C/o President Brand and Victoria Road	Correspondence to physical and postal address Private Bag X20606, BFN 9300 C/o President Brand and Victoria Road
Internet as per Web Site www.sacr.fs.gov.za	Internet as per Web Site www.sacr.fs.gov.za	Internet as per Web Site www.sacr.fs.gov.za
Help desks/information lines/Free Post Box	Help desks/information lines/Free Post Box	Help desks/information lines/Free Post Box
Arts Centres	5 Arts and Culture Centres	There are four (4) Arts and Culture Centres.

Complaints Mechanism

Current/ actual complaints mechanism	Desired complaints mechanisms	Actual Achievements
Help desk	Survey forms to be filled by the communities	Help desk available at departmental service delivery points
	Toll free lines	None
Telephonically/ facsimile as per telephone directory	Cell phones (WhatsApp lines)	None
Electronically via Departmental Website/ Intranet/ E-mail	Social media platform	Website available at www.fssacr.gov.za Social medial platform



2.3 Organisational Environment

The 2023/24 Annual Performance of the Department had to be revised due to the impact of the National Treasury's Cost Containment measures on the planned output indicators and targets. The implications of the Cost Containment measures were that the departments needed to ensure savings on recruitment, traveling, meetings, workshops and conferences, capital expenditure and purchase of machinery.

Following the Cost Containment Measures by National Treasury, the Conditional Grants budget for Libraries and Sport Development and Mass Participation was cut. All programmes implemented through Mass Participation Conditional Grant had to be scaled down and the School Sport programme.

Furthermore, the Department had to ensure that it is adequately staffed and has the necessary skills and competencies available as well as ensuring that it fills the critical posts. At the end of 2023/24 financial year, the Department had the staff establishment of 976 funded posts, of which 919 were filled. The Department had a vacancy rate of 5.8 percent as at the end of the financial year and lost the services of 28 officials from 1 April 2023 to 31 March 2024. The post of the Accounting Officer was filled after the Department operated without a full-time Accounting Officer for a long period. As at the end of the financial year, the Department had four (4) vacant senior management posts including that of the Chief Financial Officer.

The Department also had to ensure that it improves in employment of designated groups, particularly with regard to 50% of women at senior management level and 2% of people with disabilities. The employment equity profile of the employees with disabilities stood at 1.6 percent which is still below the target of 2 percent and a concerted effort is required to increase the percentage of employees with disabilities. The representation of women in SMS posts stood at 38.9 percent as at the end of the financial year, however it is also below the target of 50 percent.

Despite the prevailing challenges of limited resources constraint that are mentioned above, the Department carried out its operations and deliverable set out in the revised 2023/24 Annual Performance Plan and achieved 90% of its planned outputs and output indicators for the period under review. A detailed annual performance is provided in Part B of this report.

2.4 Key Policy Developments and Legislative Changes

There were no major changes to relevant policies or legislation that affected the operations of the Department during the period under.

3 ACHIEVEMENT OF INSTITUTIONAL IMPACTS AND OUTCOMES

The Department contributes mainly towards the achievement of the 2019-24 Medium-Term Strategic Framework (MTSF) **Priority 5: Social cohesion and safe communities**. Amongst the outcomes and interventions for this priority, the following impacts more directly on the Department:

- Promoting access to cultural facilities/ community arts centres and participation in arts, culture and heritage programmes
- Implementing the community conversations / dialogue programme
- Implementing the advocacy platforms on social cohesion by Social Cohesion Advocates
- Promotion of participation in sport and recreation by facilitating opportunities for people to share space and by providing equipment and/ or attire to schools, hubs and clubs
- Develop talented athletes by providing them with opportunities to excel at the national school sport championships and by supporting athletes through the sports academies
- Support high performance athletes to achieve success in international sport

For the period under review, the Department's priority was to continue to ensure the achievement its impact statement ***"Transformed, equitable and participatory sport, arts, culture and recreation to enhance social cohesion and nation building"***.

To achieve this impact, the Department continued to pursue the following outcomes which guided our operations and deliverables:

- Proper governance, compliance, performance and financial management systems
- Advanced artistic disciplines and viable sustainable industries
- Job opportunities created within the sport, arts, culture and recreation sector
- Transformed heritage landscape
- A cohesive society with a common identity
- A multilingual society
- Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
- Efficient, sound documentation management and care of archival records
- Effective management, coordination efficient delivery of sport and recreation in the Free State
- Support the Development of the South African Coordinated Academy system
- Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes

There has been notable progress made against most of the above outcomes though there are areas in which efforts will have to be intensified to achieve the desired impact. And the table that follows provide the progress on the achievement of our outcomes and outcome targets.

Outcomes, Outcome Indicators and Targets

Outcome	Outcome Indicator	Baseline	Five-year target	Progress as 31 st March 2024	Constraints that prevented the achievement of each outcome, including proposed remedial
Proper governance, compliance, performance and financial management systems	Improved audit outcomes	Qualified opinion	Clean Audit	Qualified opinion	-
	Compliance with applicable laws and regulations	100% of supplier's invoices paid within 30 days	100% of supplier's invoices paid within 30 days 4 Quarterly reports on non-financial information compiled 2 Batho Pele/service delivery improvement documents compiled	99.5% of supplier's invoices paid within 30 days 4 Quarterly reports on non-financial information compiled 2 Batho Pele/service delivery improvement documents compiled	-
	Progressive reduction of the vacancy rate	Vacancy rate is at 13.6%	Vacancy rate reduced to 2% by 2025 with annual reduction of at least 2%	Vacancy rate reduced to 5.8%	The Department was challenged by the COE budget cuts as well as the delays in the finalisation of filling of posts that were advertised.
	Percentage of sport administration standards met (Percentage of standards towards the administration of the conditional grant)	100% of sport administration standards met annually	100% of sport administration standards met annually at the end of the year	100% of sport administration standards met annually	-
Advanced artistic disciplines and viable sustainable industries	Provincial arts and culture structures established	2 Community structures supported	3 Community structures	2 Community structures	-
		New Indicator	30 Performing arts forums established	15 Performing arts forums established	Due to the lack of sufficient financial support to these forums, DSACR has established only 15 performing arts forums, so far.
	Advocacy workshops organised on Arts and Culture, performing arts and sector opportunities	20 Workshops presented	160 Workshops over the 5 years	50 Workshops	Since 2020, the Directorate has lost many posts due to retirement, but posts were never filled. Funding was cut since 2020, which had a profound effect on these workshops. More workshops can be done in the genres of Film and Theatre. Both of these genres are far more challenging to facilitate due to the nature of these disciplines

Outcome	Outcome Indicator	Baseline	Five-year target	Progress as 31 st March 2024	Constraints that prevented the achievement of each outcome, including proposed remedial
Job opportunities created within the sport, arts, culture and recreation sector	Development of the creative arts framework of the province	New indicator	1 Creative Arts Framework developed	1 Creative Arts Framework developed	-
	Sustained implementation of performing arts in the Province	1 Performing arts programme implemented	1 Performing arts programme implemented	1 Performing arts programme implemented	-
	Establishment, maintenance and activation of arts programmes in the province	95 Job opportunities annually in various arts and culture programmes	120 Job opportunities annually in various arts and culture programmes	130 Job opportunities annually in various arts and culture programmes	-
	Increased sector capacity to deliver sport and recreation to learners and communities	Sport Coordinators remunerated: • 12 in School Sport • 17 in Club Development • 8 in Active Recreation	4 programmes activated in each community arts centre per annum Sport Coordinators remunerated: • 12 in School Sport • 17 in Club Development • 8 in Active Recreation	4 programmes activated in each community arts centres per annum Sport Coordinators remunerated: • 14 in School Sport • 17 in Club Development • 8 in Active Recreation	-
Transformed heritage landscape	Provincial Museums that reflect and depict the history of previously marginalised cultures	9 Museums managed annually	11 Museums managed annually	9 Museums managed annually	Approval of the proposed Reviewed Departmental Structure and the implementation thereof. The Department will fast track the approval of the Proposed Departmental Structure
A cohesive society with a common identity	Social cohesion promoted through increased interaction across space and class	16 Community conversations/dialogues held to foster social interaction	10 Community conversations/dialogues held to foster social interaction	10 Community conversations/dialogues held to foster social interaction	-
		1 Provincial social cohesion summit hosted annually	5 Provincial social cohesion summits hosted	10 Provincial social cohesion summits hosted	-
		2 National Days celebrated annually	2 National Days celebrated annually	10 National Days celebrated annually	-
	Promotion of nation building and national identity	31 Promotional interventions on national symbols and orders	50 Promotional interventions on national symbols and orders	80 Promotional interventions on national symbols and orders	-

Outcome	Outcome Indicator	Baseline	Five-year target	Progress as 31st March 2024	Constraints that prevented the achievement of each outcome, including proposed remedial interventions
A multilingual society	Language coordinating structure supported	1 Language coordinating structure supported annually	Support to 1 language coordinating structure annually	Support to 1 language coordinating structure annually	-
	New terminology developed	Held 24 terminology collaboration sessions on various terminology development	15 Terminology collaboration sessions held to develop various terminologies	25 Terminology collaboration sessions held to develop various terminologies	-
	Capacity building and exposure opportunities for language practitioners	504 Language practitioners benefited from capacity building opportunities created	225 Language practitioners benefiting from capacity building opportunities created	725 Language practitioners benefiting from capacity building opportunities created	-
	FSPG departments and entities supported and monitored on the implementation of the Use of Free State Official Languages Act (UFSOLA)	9 Departments and 2 entities monitored on the implementation of the UFSOLA	9 Departments and 2 entities monitored on the implementation of the UFSOLA	725 Language practitioners benefiting from capacity building opportunities created	-
Free, accessible and equitable library information services, aimed at promoting a culture of reading and lifelong learning	Increased access to library and information services	185 Libraries provided and managed	200 Libraries provided and managed	186 Libraries provided	Could not establish new libraries due to dependence on the organisational structure which is still not approved. Approval of the organisational structure is urgent.
		115 Provincialised public libraries	126 Provincialised public libraries	115 Provincialised public libraries	Delays with the finalisation of Maluti- A-Phofung provincialisation, due to the municipal management delays in dealing with the Local Labour Forum. Requests the Accounting Officer's intervention with that municipal management.
	Sustained promotion of a culture of reading and lifelong learning	1 Project annually, rolled-out to promote the culture of reading and lifelong learning	1 Project per year, rolled-out to promote the culture of reading and lifelong learning	1 Programme rolled-out annually, with successful outcomes	-
		1 Outreach programme conducted annually in libraries	3 Outreach programmes conducted in libraries	3 Outreach programmes were achieved.	-

Outcome	Outcome Indicator	Baseline	Five-year target	Progress as 31st March 2024	Constraints that prevented the achievement of each outcome, including proposed remedial interventions
	Technical and professional support services to community libraries provided	ICT infrastructure and public internet access provided and maintained in 170 libraries	ICT infrastructure and public internet access provided and maintained in 176 libraries	ICT infrastructure and public internet access provided and maintained in 172 libraries	Establishment of new dual-purpose libraries was not achieved due to the organisational structure which is still not approved. Approval of the organisational structure is urgent.
		3 Capacity building programmes provided per year to public library staff	3 Capacity building programmes provided each year to public library staff	3 capacity building initiatives were conducted as planned.	-
		Bursaries are provided to 25 officials to study Librarianship degrees and OR Post Graduate diplomas	25 bursaries are provided each year to officials to study Librarianship degrees and OR Post Graduate diplomas	22 active bursary holders	The target is demand driven, and as of the end of March 2024, the Department had 22 active bursary holders.
Efficient, sound documentation and management and care of archival records	Rendering of records management services to 34 governmental bodies annually	Government bodies serviced in various records and archive management services	Rendering of records management services to 34 governmental bodies annually	Rendering of records management services to 34 governmental bodies annually	-
	Management of archival records at archive repositories for public consumption	100% of archival records requested made accessible	100% of archival records requested made accessible	100% of archival records requested made accessible	-
Effective management and coordination of efficient delivery of sport and recreation in the Free State	Sport and active recreation projects implemented by the provincial sports confederation	5 sport and active recreation projects implemented annually by the provincial sports confederation	25 sport and active recreation projects implemented by the provincial sports confederation	25 sport and active recreation projects implemented by the provincial sports confederation	-
	Provincial programmes implemented	2 provincial programmes implemented	10 provincial programmes implemented	10 provincial programmes implemented	-
	Free State Sport Confederation supported as the controlling body for organized sport in the Free State	1 Provincial coordinating sporting bodies supported	1 Provincial coordinating sporting body supported, annually	1 Provincial coordinating sporting body supported annually (FSSC)	-

Outcome	Outcome Indicator	Baseline	Five-year target	Progress as 31st March 2024	Constraints that prevented the achievement of each outcome, including proposed remedial interventions
Support the Development of the South African Coordinated Academy System	Provide Financial and management support to the Free State Academy of Sport	Support annually: 1 x Provincial Academy 4 x District Academies	Support annually: 1 x Provincial Academy 4 x District Academies	Support annually: 1 x Provincial Academy 4 x District Academies	-
	Provide High-performance Sport Science Services to District, Provincial and National Athletes	Provide annually: - Sport Physiological Testing & Exercise Descriptions - Sport Conditioning - Sport Nutrition Consultations - Injury Rehabilitation	Provide annually: - Sport Physiological Testing & Exercise Descriptions - Sport Conditioning - Sport Nutrition Consultations - Injury Rehabilitation	Provide annually: - Sport Physiological Testing & Exercise Descriptions - Sport Conditioning - Sport Nutrition Consultations - Injury Rehabilitation	-
	Provide High-performance Capacity Building support to Sport Coaches	- Develop 1 x Sport Science for Coaches Manual - Develop 4 x Sport Science Newsletters	- Develop 1 x Sport Science for Coaches Manual - Develop 4 x Sport Science Newsletters	- Develop 1 x Sport Science for Coaches Manual - Develop 4 x Sport Science Newsletters	-
	Increased sector capacity to deliver sport and recreation to learners and communities	375 Schools provided with equipment and/or attire	375 Schools provided with equipment and/or attire annually	375 Schools provided with equipment and/or attire	-
		16 School Sport Structures supported	16 School Sport Structures supported	16 School Sport Structures supported	-
		2500 Careers in Sport booklets distributed to schools participating in school sport programme	2 500 Careers in Sport booklets distributed to schools participating in school sport programme	2 500 Careers in Sport booklets distributed to schools participating in school sport programme	-
		Branding material procured once per annum in accordance with the specifications for Sport and Recreation Programmes	Branding material procured once per annum in accordance with the specifications for Sport and Recreation Programmes	Branding material procured once per annum in accordance with the specifications for Sport and Recreation Programmes	-
		9 Staff appointed and/or maintained on a long-term or permanent basis	9 Staff members maintained on a long-term or permanent basis	9 Staff members maintained on a long-term or permanent basis	-
		20 Communities provided with equipment and attire	20 Communities provided with equipment and attire	46 Communities provided with equipment and attire	-

Outcome	Outcome Indicator	Baseline	Five-year target	Progress as 31st March 2024	Constraints that prevented the achievement of each outcome, including proposed remedial interventions
Increased and sustained participation in sport and recreation		50 Clubs provided with equipment and/ or attire	50 Clubs provided with equipment and/ or attire, annually	273 Clubs provided with equipment and/ or attire	-
		12 Hubs provided with equipment and/or attire	6 Hubs provided with equipment and/or attire, annually	60 Hubs provided with equipment and/or attire	-
		4 Local leagues supported	5 Local leagues supported Programme, annually	51 Local leagues supported	-
		150 People trained to deliver the club development programme	150 People trained to deliver the club development	883 People trained to deliver the club	-
		37 500 Learners participating in school sport tournaments at a district level	37 500 Learners participating in school sport tournaments at a district	32 009 Learners participating in school sport tournaments at a district level	Under-achievement due to COVID-19
		15 000 Learners participating in the school sport tournaments at a provincial level	3 000 Learners participating in the school sport tournaments at a provincial level annually	12 312 Learners participating in the school sport tournaments at a provincial level	Under-achievement due to COVID-19
		3 355 Learners supported to participate in the National School Sport Championships	671 Learners supported to participate in the National School Sport Championships annually	2 085 Learners supported to participate in the National School Sport Championships	Under-achievement due to COVID-19
		2 Community events organized annually	2 Community events held annually	5 Community events organized	-
		60 000 People actively participating in organized sport and active recreation events	60 000 People actively participating in organized sport and active recreation events annually	185 401 People actively participating in organized sport and active recreation events	-
		200 Youth participating at the National Youth Camp	200 Youth participating at the National Youth Camp annually	510 Youth participating at the National Youth Camp	-
		10 Active recreation events organised and implemented	10 Active recreation events organised and implemented	13 Active recreation events organised and implemented	-
		40 Indigenous Games Clubs participating in Indigenous Games Tournaments	40 Indigenous Games Clubs participating in Indigenous Games Tournaments	85 Indigenous Games Clubs participating in Indigenous Games Tournaments	-
		40 Clubs participating in the Rural Sport Development Programme	40 Clubs participating in the Rural Sport Development Programme	198 Clubs participating in the Rural Sport Development Programme	-

4 INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION

4.1. PROGRAMME 1: ADMINISTRATION

Purpose of the Administration Programme

To conduct the overall management and administrative support of the Department.

The programme consists of the following sub-programmes:

- **Office of the MEC:** The purpose of the sub-programme is to provide administrative, client liaison and support services to the Member of the Executive Council.
- **Corporate Services:** The purpose of the sub-programme is to manage the overall administration of the Department, which includes financial management, human resource management and development, registry, messenger services and transport services.

Outcome

- Proper governance, compliance, performance and financial management systems.

Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

The Administration programme contributes towards the achievement of the outcome “*Proper governance, compliance, performance and financial management systems*” and its purpose is to manage the overall administration of the Department, which includes financial management, human resource management and development, registry, messenger services and transport services.

For the period under review, the programme had to ensure that the Department is adequately staffed and has the necessary skills and competencies available as well as ensuring that it fills the critical posts. At the end of the 2023/24 financial year, the Department had a staff establishment of 976 funded posts, and 919 of those were filled. The Department had a vacancy rate of 5.8% as at the end of the financial year and lost the services of 28 officials from 1 April 2023 to 31 March 2024. The post of the Accounting Officer was filled after the Department operated without a full-time Accounting Officer for a long period. As at the end of the financial year, the Department had four (4) vacant senior management posts, including that of the Chief Financial Officer.

The Department also had to ensure that it improves in the employment of designated groups, particularly with regard to 50% of women at senior management level and 2% of people with disabilities. The employment equity profile of the employees with disabilities stood at 1.6%, which is still below the target of 2% and a concerted effort is required to increase the percentage of employees with disabilities. The representation of women in SMS posts stood at 38.9% as at the end of the financial year. However, it is also below the target of 50%.

Furthermore, the Programme had to ensure compliance with regards to the percentage of suppliers' valid invoices paid within 30 days. The Department paid 99.5% of its valid invoices within 30 days.

The tables that follow provide information on the outcomes, outputs, output indicators, targets and actual achievements for the programme, for the year under review.



Corporate Services Sub-programme revised one (1) output indicator as well as the indicator target during the financial year. Details are set out in the table below.

Table 4.1.1: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

PROGRAMME 1: CORPORATE SERVICES								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 <i>until date of re-tabling</i>	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
Proper governance, compliance, performance and financial management systems	Vacant posts filled	Number of vacant posts filled within 6 months of the advertisement	0	0	20	0	-20	This is due to the backlog in filling vacant posts within 6 months of becoming vacant, Compensation of Employee pressures as well as the implications of the cost containment measures issued by the National Treasury on the filling of vacant posts.

Strategy used to overcome areas of under performance

The targets for the output indicator as well as the output indicator were revised. Please see the table below.

Table 4.1.2: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

PROGRAMME 1: CORPORATE SERVICES								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2022/2023	Actual Achievements 2022/2023	Deviation from planned target to Actual Achievements 2022/2023	Reasons for deviations
Proper governance, compliance, performance and financial management systems	Vacant posts filled	*Number of vacant posts filled within 8 months of becoming vacant	New Indicator	New Indicator	10	0	-10	There was a delay in approving the appointment functionality on PERSAL. The Department was able to fill 11 posts during the financial year under review, although they were not filled within 8 months of becoming vacant, as planned.
	Suppliers' valid invoices paid	Percentage of suppliers' valid invoices paid within 30 days	100%	100%	100%	100%	-	-
	Quarterly Performance Reports	Number of quarterly performance monitoring reports compiled	4	4	4	4	-	-
	Annual Report to Citizens; Annual Report on the Service Delivery Improvement Plan	Number of Batho Pele/service delivery improvement documents compiled	2	2	2	2	-	-

* Administration did not only revise the target for output indicator, but also revised the output indicator.

Strategy to overcome areas of under performance

Number of vacant posts filled within 8 months of becoming vacant

The Department will continue with the recruitment and selection processes to ensure the achievement of this target.

Linking performance with budgets

The programme spent 99.4% of the budget. The under-spending of R739 000 was mainly due to the non-filling of vacancies as well as the infrastructure maintenance projects that were not implemented during the financial year under review.

Table 4.1.3: Sub-programme expenditure

Sub- Programme Name	2023/2024			2022/2023		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Office of the MEC	50 834	50 328	506	47 457	46 505	952
Corporate Services	74 741	74 508	233	66 498	65 791	707
Total	125 575	124 836	739	113 955	112 296	1 659

Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent functions

The Administration Programme does not have standardised outputs and output indicators.

4.2 PROGRAMME 2: CULTURAL AFFAIRS

Purpose of the Cultural Affairs Programme

The purpose of this programme is to transform, develop and manage arts, culture, museums, heritage and language services in the province.

The Programme has the following sub-programmes:

- **Arts and Culture:** The purpose of this sub-programme is to promote respect for cultural diversity and the advancement of the artistic disciplines into viable industries, by promoting and coordinating performing, visual and creative arts services for the development of people and job creation.
- **Museum Services:** The purpose of this sub-programme is to render provincial and local museum services in terms of the National Heritage Resources Act, No. 25 of 1999.
- **Heritage Resources Services:** The purpose of this sub-programme is to standardise geographical names and to protect and preserve the heritage resources of the province.
- **Language Services:** The purpose of this sub-programme is to ensure language development and the promotion of previously marginalised languages, and to ensure that the constitutional rights of the people are met through the utilisation of the main languages in the Province.

Outcomes:

- Advanced artistic disciplines and viable sustainable industries
- Job opportunities created within the sport, arts, culture and recreation sector
- A transformed heritage landscape
- A cohesive society with a common identity

Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

The outputs emanate from the Programme's purpose to transform, develop and manage arts, culture, museums, heritage and language services in the province.

The programme, through Arts and Culture, plays a key role in promoting respect for cultural diversity and the "advancement of the artistic disciplines into viable industries" by promoting and coordinating performing, visual and creative arts services, and job creation through EPWP. The Department, through Cultural Affairs, appointed 130 Arts and Culture EPWP fieldworkers in all 5 provincial districts. The Department, through the Mangaung String Programme, capacitated 250 learners with practical tuition in string instruments, how to read and write music, in Bloemfontein, Welkom, Parys, Sasolburg, Theunissen and Vredefort.

The Programme also successfully hosted the Arts and Culture Awards in partnership with the Central Music Awards on 22 July 2023, at the Sand du Plessis Theatre. Here, 21 categories within the creative industry were rewarded for their hard work, including crafters and visual artists.

To enhance nation building, social cohesion and the promotion of national identity, the Programme facilitated and hosted the celebration of national and historical days of significance (Freedom Day and Heritage Day).



The Freedom Day event, on behalf of the province, was staged in Sasolburg on 29th of April 2023 in the Harry Gwala Multi-Purpose Centre; and the celebration of the Heritage Day on 30 September 2023, at Meqheleng/ Ficksburg in the Setsoto Local Municipality.

The annual Basotho New Year was celebrated in Qwaqwa at the Basotho Cultural Village on 5th August 2023, and more than 3000 people attended the event. The programme also assisted the national Department of Sport, Arts and Culture to stage the National Youth Day Commemoration on the 16th of June 2023 at Dr Petrus Rantai Molemela in Bloemfontein. In attendance at these events were communities of the Free State as well as guests and stakeholders from government, civil society and the private sector.

The Programme held the Film and Television Summit which was attended by the Renowned Film and Television producers, directors, editors and playwrights to give support and guidance to upcoming artists. The purpose of the summit was to consult with content creators and key role players in the film industry.

The 2023 Annual Cultural Mines Dance Festival also took place on the 19th March 2023 at the Vuyo Charles Stadium in Thabong Welkom. This festival provides a platform and opportunities for miners to interact with the community and transfer indigenous knowledge of various cultures. This year, the festival continued to present competition in various traditional dances such as Ndlamo, Hupe, Mohobelo and others. About 28 groups from different mines around the country took part in the competition.

The International Museum Day was celebrated on the 18th of May 2023 at the Wesleyan Church in Bloemfontein. The province, through the Cultural Affairs programme, managed to organise and host for the first time ever, the Regional South African Museum Association Conference (SAMA) on 31st May until 1st June 2023, in Bloemfontein.

Towards the “*transformed heritage landscape*”, three statues were erected (Albertina Sisulu in Tweeling; Fidel Castro as well as O.R. Tambo in Bloemfontein). The Cultural Affairs programme also participated in the finalisation of the Winnie Madikizela Mandela Museum in the Winnie Mandela town as well as the renaming of Brandfort to Winnie Mandela. The Programme further processed 35 permit applications to ensure the preservation and conservation of buildings older than 60 years as mandated by the National Heritage Resources Act No 25 of 1999.

Towards ensuring “*A multilingual society*”, the Programme continued to play a key role in language development and the promotion of previously marginalised languages to ensure that the constitutional rights of the people are met through the utilisation of the main languages in the province. This was done through supporting language coordinating structures, holding terminology collaboration sessions and monitoring the provincial departments and public entities on the implementation of the use of Free State Official Languages Act.

The tables that follow provide information on the outcomes, outputs, output indicators, targets and actual achievements for the programme, for the year under review.

The Arts and Culture Sub-programme did not revise any of their targets during the financial year. However, during the process of revising the 2023/24 APP, one Output Indicator was incorrectly captured as “Number of Performing Arts Programmes presented” instead of “Number of Arts and Culture Programmes presented”, as per the original APP.

Table 4.2.1: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: ARTS AND CULTURE									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
A cohesive society with a common identity	National and historical days celebrated	Number of national and historical days celebrated	1	1	2	2	-	-	
	EPWP job opportunities created	Number of EPWP job opportunities created	130	130	130	130	-	-	
Advanced artistic disciplines and viable sustainable industries	Community structures supported	Number of community structures supported	2	1	9	11	+2	The Department was able to support two more community structures during the financial year.	
	Performing arts programmes presented	**Number of performing arts programmes presented	2	2	4	17	+13	Over-achieved due to earmarked funding sourced from the 2023 MACUFE earmarked budget and earmarked funding received under Sport and Creative Arts budget.	
	Visual arts and crafts programmes presented	Number of visual arts and crafts programmes presented	New Indicator	New Indicator	3	16	+13	Over-achieved due to earmarked funding sourced from the 2023 MACUFE earmarked budget and earmarked funding received under Sport and Creative Arts budget.	

**The Output Indicator was incorrectly captured in the revised APP as “Number of performing arts programmes presented” instead of “Number of arts and culture programmes presented”.

Strategy to overcome areas of over-performance

The targets for the two over-achieved output indicators are revised for the new financial year.

The Museum Services Sub-programme revised targets for two (2) output indicators during the financial year. Details are set out in the table below.

Table 4.2.2: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: MUSEUM SERVICES								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 until date of re-tabling	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
A cohesive society with a common identity	Exhibitions upgrades	Number of museum exhibitions upgraded	4	4	4	2	-2	The annual target was to upgrade 4 museums exhibitions. As at the end of the second quarter, 2 museums were upgraded. However, due to cost containment measures and museum buildings without electricity, the target for this output was adjusted down to 2.
Transformed heritage landscape	Research projects completed	Number of research projects completed	2	4	4	2	-2	The annual target was 4 research projects. As at the end of the second quarter, 2 research projects were completed. However, due to cost containment measures, the target for this output was adjusted down to 2.

Strategy to overcome areas of under-performance

The targets for the output indicators were revised. Please see the table below.

Table 4.2.3: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: MUSEUM SERVICES									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
A cohesive society with a common identity	Promotional interventions on promotions of National Symbols and orders	Number of promotional interventions on promotions of National Symbols and orders	10	16	16	16	-		
	Community outreach programmes in libraries, museums and archives conducted	Number of community outreach programmes in libraries, museums and archives conducted	10	16	16	16	-		
	Brochures and publications distributed	Number of brochures and publications distributed	23 623	13 446	***12 000	15 030	+3 030	The target was incorrectly captured in the revised APP as 12 000 instead of 15 000, therefore the actual over achievement is 30. The over achievement is due to higher demand by the public for the brochures	
	Exhibitions upgrades	Number of museum exhibitions upgraded	4	4	2	3	+1	The reason for deviation is that NALN was celebrating 51 years and Friends of NALN requested the inclusion and commemoration of the author Andre Huguonot as part of their celebration.	
Transformed heritage landscape	Research projects completed	Number of research projects completed	2	4	2	2	-		
A cohesive society with a common identity	Exhibitions upgrades	Number of Cultural Tourism interventions undertaken	New Indicator	New Indicator	2	2	-		

***The target was incorrectly captured (Typo error) in the revised APP, as 12 000 instead of 15 000.

Table 4.2.4: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: HERITAGE RESOURCE SERVICES								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 until date of re-tableting	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
Transformed heritage landscape	Awareness campaigns conducted	Number of awareness campaigns conducted	6	6	6	3	-3	The annual target was 6 awareness campaigns. As at the end of the second quarter, 3 awareness campaigns were conducted. However, due to cost containment measures, the target for this output had to be adjusted down to 3.

Strategy to overcome areas of under-performance

The target for the output indicator was revised. Please see the table below.

Table 4.2.5: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: HERITAGE RESOURCE SERVICES								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
A cohesive society with a common identity	Community conversations/ dialogues conducted	Number of community conversations/ dialogues conducted	2	2	4	4	-	-
	Provincial social cohesion summits hosted	Number of provincial social cohesion summits hosted	1	2	2	2	-	-
Transformed heritage landscape	Permit applications processed	Number of permit applications processed	28	23	25	35	+10	More than the planned number of permit applications was received during the financial year.
	Awareness campaigns conducted	Number of awareness campaigns conducted	6	6	3	4	+1	One more nomination for the awareness campaign was received during the financial year under review.

Strategy to overcome areas of over-performance

Number of permit applications processed

The target is demand driven and, therefore, more than the expected number of applications was received during the financial year under review.

Number of awareness campaigns conducted

The target is demand driven and, therefore, one more nomination for awareness campaign was received during the financial year under review.



Table 4.2.6: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: LANGUAGE SERVICES									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
A multilingual society	Language coordinating structures support	Number of language coordinating structures supported	1	1	1	1	-		
	Practitioners benefiting from capacity building opportunities	Number of practitioners benefiting from capacity building opportunities	116	332	145	145	-		
	Terminology collaboration sessions held	Number of terminology collaboration sessions held	6	10	5	5	-		
	FSPG departments and public entities monitored for the implementation of the Use of Free State Official Languages Act	Number of FSPG departments and public entities monitored for the implementation of the Use of Free State Official Languages Act	4	8	5	5	-		
	Translation, interpreting and language intervention sessions held	Number of translation, interpreting and language intervention sessions held	New Indicator	10	5	5	-		

Linking performance with budgets

The programme spent 98.5% of the budget. The under-spending of R 1.978 million is mainly due to the non-filling of vacancies as well as the infrastructure maintenance projects that were not implemented during the financial year under review.

Table 4.2.7: Sub-programme expenditure

Sub- Programme Name	2023/2024			2022/2023		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Management	4 795	4 639	156	3 434	3 273	161
Arts and Culture	87 072	86 609	463	95 806	82 184	13 622
Museum Services	34 782	33 597	1 185	35 036	34 603	433
Heritage Services	3 983	3 910	73	4 352	3 879	473
Language Services	5 479	5 378	101	6 432	6 168	264
Total	136 111	134 133	1 978	145 060	130 107	14 953

Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent functions

The Programme reported on all the standardised and non- standardised outputs and output indicators that are reflected in the Annual Performance Plan for the financial year under review.

4.3 PROGRAMME 3: LIBRARY AND ARCHIVE SERVICES

Purpose of Library and Archive Services

The purpose of this programme is to develop, transform and promote sustainable library and archive services.

The Programme has the following sub-programmes:

- **Management:** The purpose of the sub-programme is to provide strategic management and leadership to the programme.
- **Library Services:** The purpose of the sub-programme is to provide library services which provide access to information, reading and learning resources and promote a culture of reading and lifelong learning.
- **Archive Services:** The purpose of the sub-programme is to provide records management and archive services which will ensure proper records management practices at government offices and promote an accountable management of archival records at archives repositories.

Outcomes:

- Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning
- Efficient, sound documentation management and care of archival records

Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning. The Programme strived to achieve this outcome through the procurement of library material (for both public and dual-purpose libraries); implementation of capacity building and training programmes for library staff; awarding of bursaries to library staff as well as ensuring that the internet connectivity services are provided and maintained at public libraries. Literacy programmes were implemented as well as to ensure that visually disabled services were established and maintained.

Provision of access to reading and life-long learning is the core business of libraries. There are 146 public libraries, 25 school/community or dual-purpose libraries, 12 depots and 4 special libraries in the province. Out of the 146 public libraries, 115 are managed directly through the provincial government. It is envisaged that library services for 12 libraries will be taken over by the provincial government by the end of March 2025.

A total of 38 382 Library material (physical and e-books) was procured for libraries with an amount of R8 million spent. About 40% of the allocated budget was spent on women authors and book sellers and local authors. The books were procured from local writers, book sellers and publishers. This means that local writers and book sellers from the Free State and the country at large are supported financially through the procurement of their books.

As much as libraries are unsung in most public spaces, community members keep libraries relevant. The daily visits to libraries by community members grew by about 11% from 2022. Membership registration grew by 1.4% from 2022 and the borrowing of books grew by 9% from 2022.

A successful flagship reading programme was implemented and the final event was held on 4-8 September in Bloemfontein. More than 2100 learners, 250 schools and 96 libraries participated in the reading programme. The programme is the pride of teachers and parents, whose positive comments emphasised the effects thereof on children's reading abilities.

The construction of 2 new library buildings Van Stadensrus (Jan Lebesse) and Soutpan (Boitumelo Sebothelo) libraries was finalised earlier in 2023 and handed over to the communities between July 2023 and April 2024.

Challenges were experienced with the Department of Public Works and Infrastructure that resulted on the non-completion of the construction of the Wepener/Qibing library building. The Wepener/Qibing library building project is implemented by the Department of Public Works Infrastructure and implementation plans will be requested; including monthly bilaterals, through the office of the Accounting Officer.

The take-over of library services from municipalities has resulted in serious budget shortages for the directorates in that 76% of the conditional grant funding (which the directorate depends on) has to be allocated towards the compensation of employees. This leaves a fraction of the budget to handle other pertinent projects such as the provision of ICT infrastructure, cleaning material, stationery and print cartridges.

The Archive Services plays a key role in records management and the preservation of the archival material of the Free State province. Archives solely rely on the contribution and the role played by the Provincial and Municipal offices in terms of adhering to sound records management and the transfer of archival materials.

The Archive Services provides records management and archive services which will ensure proper records management practices at government offices and promote the accountable management of archival records at archives repositories. This is an effort to achieve the outcome, "*Efficient, sound documentation management and care of archival records*". The Programme will continue to conduct the public awareness programmes in archives, undertake oral history projects and inspect government bodies, train records staff, as well as the assessment of records classification systems.

The following tables provide information on the outcomes, outputs, output indicators, targets and actual achievements for the programme for the year under review.

The Library Services Sub-programme revised the target for one (1) output indicator during the financial year. Details are set out in the table below.

Table 4.3.1: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: LIBRARY SERVICES								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 until date of re-tableting	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning	Library materials procured	Number of new library materials procured	2 021	4 797	1 500	0	-1 500	Due to cost containment measures, the target for this output was adjusted down to 1000.

Strategy to overcome areas of under performance

The target for the output indicator was revised. Please see the table below.

Table 4.3.2: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: LIBRARY SERVICES									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning	Library materials procured	Number of new library materials procured	2 021	4 797	1 000	1 111	+111	Most material was sourced from local publishers, authors and book sellers, which resulted in savings that prompted for procurement of more material.	
	Capacity building programmes implemented	Number of capacity building programmes implemented	New Indicator	1	1	1	-		
	Municipalities refunded for the administration of public libraries	Number of municipalities refunded for the administration of public libraries	1	1	1	1	-		

Strategy to overcome areas of over performance

Number of new library materials procured

The over-achievement on the procurement of library material is a positive achievement in that books procured from local writers, book sellers and publishers are placed in libraries. This means that local writers and book sellers from the Free State and the country at large are supported financially through the procurement of their books. It was also planned that 40% of the available book budget will be allocated the procurement of books from Women authors and book sellers. With an additional budget, more support could be provided to local book providers.

The Library Services Sub-programme revised targets for seven output indicators (conditional grant indicators) during the financial year. Details are set out in the table below.

Table 4.3.3: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: LIBRARY SERVICES (CONDITIONAL GRANT)									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 until date of re-tableting	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Free, accessible and equitable library information services aimed at promoting a culture of reading and lifelong learning	Buildings wherein alarm systems are provided and maintained	Number of libraries with alarm system	141	138	141	138	-3	Advertisement of security tender halted, thus no new installations were to be considered.	
	Libraries wherein electronic gates are provided and maintained	Number of libraries with electronic gates	95	97	98	97	-1	As at the end of the second quarter, a target of 97 libraries with electronic gates was achieved. However, due to budget cuts, no additional libraries were implemented for the remainder of the financial year.	
	Photocopying services are provided and maintained	Number of libraries with photocopying services	158	158	158	157	-1	A target of 157 libraries with photocopying services had been achieved. However, due to cost containment measures, no additional photocopyers were installed as no new contracts could be entered into.	
	Bursaries awarded and continued	Number of bursaries awarded and continued	16	11	15	0	-15	The number of bursaries awarded and continued was reduced to 11, due to the Conditional Grant budget cuts.	
	Existing staff maintained at public libraries	Number of existing staff maintained at public libraries	170	166	170	166	-4	Due to cost containment measures, no new vacancies were filled. The target was, therefore, reduced to 166, which had already been achieved as at the end of the second quarter.	



SUB-PROGRAMME: LIBRARY SERVICES (CONDITIONAL GRANT)								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 until date of re-tableting	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
	Staff appointed and maintained to ensure proper implementation of grant projects	Number of staff salaries maintained to ensure proper implementation of grant projects	22	20	23	20	-3	Due to cost containment measures, no new vacancies were filled. The target was, therefore, adjusted down to 20, which had already been achieved as at the end of the second quarter.
	Dual-purpose (school) library services established and maintained at schools	Number of dual-purpose (school) library services at schools	18	18	21	18	-3	Due to cost containment measures, no new vacancies were filled. The target was adjusted down to 18, which had already been achieved as at the end of the second quarter.

Strategy to overcome areas of under performance

The targets for the output indicators were revised. Please see the table below.

SUB-PROGRAMME: LIBRARY SERVICES (CONDITIONAL GRANT)								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
	Buildings where alarm systems are provided and maintained	Number of libraries with alarm system	141	138	138	139	+1	One additional alarm system was installed at Soutpan library.
	Libraries where electronic gates are provided and maintained	Number of libraries with electronic gates	95	97	97	97	-	-
	Public libraries where ICT services are provided and maintained	Number of public libraries where ICT services are provided and maintained	146	172	172	172	-	-
	Photocopying services are provided and maintained	Number of libraries with photocopying services	158	158	157	157	-	-
	Training programmes are presented	Number of training programmes presented to library staff	2	1	2	2	-	-
	Bursaries awarded and continued	Number of bursaries awarded and continued	16	11	11	22	+11	By the end of January 2024, more than planned bursary applications were received and the programme management could not deny the officials an opportunity to study towards Librarianship, as it is a scarce skill in the Free State province.
	Existing staff maintained at public libraries	Number of existing staff maintained at public libraries	170	166	166	153	-13	The Department planned to fill the vacant posts that emanated from resignations, retirements and death before the end of the financial year. However, there were delays in recruitment processes within the department.

SUB-PROGRAMME: LIBRARY SERVICES (CONDITIONAL GRANT)								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
	Buildings where alarm systems are provided and maintained	Number of libraries with alarm system	141	138	138	139	+1	One additional alarm system was installed at Soutpan library.
	Libraries where electronic gates are provided and maintained	Number of libraries with electronic gates	95	97	97	97	-	-
	Public libraries where ICT services are provided and maintained	Number of public libraries where ICT services are provided and maintained	146	172	172	172	-	-
	Photocopying services are provided and maintained	Number of libraries with photocopying services	158	158	157	157	-	-
	Training programmes are presented	Number of training programmes presented to staff	2	1	2	2	-	-
	Bursaries awarded and continued	Number of bursaries awarded and continued	16	11	11	22	+11	By the end of January 2024, more than planned bursary applications were received and the programmes management could not deny the officials an opportunity to study towards Librarianship, as it is a scarce skill in F.S.
	Existing staff maintained at public libraries	Number of existing staff maintained at public libraries	170	166	166	153	-13	The Department planned to fill the vacant posts that emanated from resignations, retirements and death before the end of the financial year. However, there were delays in recruitment processes within the department.

SUB-PROGRAMME: LIBRARY SERVICES (CONDITIONAL GRANT)									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
	Staff appointed and maintained, to ensure proper implementation of grant projects	Number of staff salaries maintained to ensure proper implementation of grant projects	22	20	20	20	-		
	Awareness programmes implemented in libraries	Number of awareness programmes implemented in libraries	2	2	2	2	-		
	Literacy programmes implemented	Number of literacy programmes implemented	2	1	1	1	-		
	Toy library services established	Number of toy library services established	8	8	8	8	-		
	Dual-purpose (school) library services established and maintained at schools	Number of dual-purpose (school) library services at schools	18	18	18	18	-		
	Services for the visually disabled, established and maintained	Number of services for the visually disabled in libraries	25	27	27	27	-		



Strategy to overcome areas of under performance

Number of new libraries built (completed)

The Wepener/Qibing library building project has been implemented by the Department of Public Works Infrastructure. Implementation plans will be requested, including the monthly bilateral, through the office of the Accounting Office.

Number of existing staff maintained at public libraries

The Department will finalise the filling of vacancies, especially those that were already interviewed, and the critical posts will be advertised.

Strategy to overcome areas of over performance

The number of new library materials procured: public libraries as well as dual purpose (school) libraries

The over-achievement on the procurement of library books is a positive achievement in that books procured from local writers, book sellers and publishers are placed in libraries. This means that local writers and book sellers from the Free State and the country at large are supported financially through the procurement of their books. It was also planned that 40% of the available book budget will be allocated towards the procurement of books from women authors and book sellers. With the additional budget, more support could be provided to local book providers.

Number of libraries with alarm systems

No corrective measure could be implemented because no additional financial resources were incurred.

Number of bursaries awarded and continued

The target is demand driven and the programme management could not deny the officials an opportunity to study towards Librarianship, as it is a scarce skill in the Free State province.

The Archive Services Sub-programme revised targets for one output indicator during the financial year. Details are set out in the table below.

Table 4.3.5: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: ARCHIVE SERVICES								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 until date of re-tabling	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
Efficient and sound documentation management, and care of archival records	Records data coded	Number of records data coded	6 500	6 500	6500	6 850	+250	The annual target was adjusted from 6 500 to 12 600 due to the implementation of the AToM system. The AToM project intended to improve the accessibility of the records which are housed at the archives repository.

Strategy to overcome areas of over performance

The target for the output indicator was revised. Please see the table below.

Table 4.5.6: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: ARCHIVE SERVICES									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Efficient and sound documentation management, and care of archival records	Public awareness programmes conducted in archives	Number of public awareness programmes conducted in archives	New Indicator	New Indicator	1	1	-	-	
	Oral history projects undertaken	Number of oral history projects undertaken	3	2	2	2	-	-	
	Governmental bodies inspected	Number of governmental bodies inspected	10	10	10	12	+2	The over achievement is due to the additional inspection that was done at Library Services, because the Library Services has to dispose of some of the administrative records which had played a crucial role previously but now are due the final stage. The Archives had to come in to advise them in the process of disposal.	
	Records staff trained	Number of records staff trained	82	61	60	70	+10	The Education Department in the Fezile Dabi District experienced challenges with the destruction of the personnel files. The office needed to check the Litigation on all files, as well as the payments and outstanding enquiries. However, for the office to attain such a decision, training was necessary.	
	Records appraisals done and disposal authorities issued	Number of records appraisals done and disposal authorities issued	9	5	5	5	-	-	
	Records data coded	Number of records data coded	6 500	6 500	12 600	13 150	+550	The overachievement is due to the implementation of the ATOM system. The ATOM project intended to improve the accessibility of the records which are housed at the archives repository	



	Record classification systems	Number of record classification systems assessed	10	11	10	10	-	and the records which were earmarked for exhibition purposes.
	Inventories compiled or updated	Number of inventories compiled or updated	6	6	6	6	-	

Strategy to overcome areas of under or over performance

Number of governmental bodies inspected

The indicator is demand driven. The governmental bodies will be encouraged to dispose off quarterly.

Number of records staff trained

The indicator is demand driven. The Education department could have been included in the 2024/25 financial year.

Number of records data coded

The strategy to overcome an overachievement is to identify all the records that are due for data capture/AToM.

Linking performance with budgets

The programme spent 99.9% of the budget. The under-spending of R112 000 is mainly due to the non-filling of vacancies as well as the infrastructure maintenance projects that were not implemented during the financial year under review.

Table 4.5.7: Sub-programme expenditure

Sub- Programme Name	2023/2024			2022/2023		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Management	10 177	9 776	401	11 500	8 646	2 854
Library Services	217 303	217 868	(565)	230 279	228 780	1 499
Archive Services	7 449	7 173	276	7 962	7 474	488
Total	234 929	234 817	112	249 741	244 900	4 841

Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent functions

The Programme reported on all the standardised and non- standardised outputs and output indicators that are reflected in the Annual Performance Plan for the financial year under review.

4.4 PROGRAMME 4: SPORT AND RECREATION

The purpose of Sport and Recreation

The purpose of this programme is that the National Sport and Recreation Plan (NSRP) was approved by Cabinet and must be implemented by all stakeholders. The Chief Directorate: Sport and Recreation does not operate in isolation, but needs to ensure that its functions also support the NSRP, which is to support “An Active and Winning Sporting Nation”. The NSRP is based on three core pillars being: (1) active nation (2) winning nation (3) enabling environment. These pillars are underpinned by transversal issues and utilizing sport as a tool to achieve national and global priorities.

The Programme has the following sub-programmes:

- **Management:** The purpose of the sub-programme is to provide operational support to all service delivery components of the programme.
- **Sport:** The purpose of the sub-programme is to support high performance Sport Science and Education & Training Programmes to enhance the performance of athletes and empower coaches with sport specific skills and knowledge within the Sport Development Continuum.
- **Recreation:** The purpose of the sub-programme is to deliver provincial mass participation and recreational sport programmes.
- **School Sport:** The purpose of the sub-programme is to assist with the development of sport talent and successful delivery of provincial school sport teams and inter-provincial school sport competitions.

Outcomes:

- Proper governance, compliance, performance and financial management systems
- Effective management, coordination efficient delivery of sport and recreation in the Free State
- Support of the Development of the South African Coordinated Academy system
- Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes

Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

Towards achieving “Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes”, the Programme supported learners to participate in the national school sport championships; organised school sport leagues at a local and district level; provided schools, hubs and clubs with equipment and/or attire; employed people to deliver school sport programmes, etc. For the 2023/24 financial year, the Department, through the Sport and Recreation programme, continued to encourage healthy lifestyles, inclusivity and athletic excellence; and successfully partnered with schools, communities and sporting bodies to promote physical activity and nurture sporting talent in the province.

The Department hosted the Nelson Mandela Provincial Tournament in a quest to continue with the preservation of the legacy of Dr Nelson Mandela as the liberation struggle icon. The tournament was staged on the 29 and 30 July 2023 in Zastron. The Provincial Tournament was preceded by district



eliminations that were staged in all the districts on 22 and 23 July 2023. Each district was represented by two (2) netball and two (2) football teams. The overall winner for Netball was from Lejweleputswa and the overall winner for Football was from Mangaung Metro Municipality.

The annual Big Walk and National Recreation Day programme was implemented in Bloemfontein on the 6th October 2023, as part of the quest to promote healthy lifestyles in communities. This programme is part of a nationwide campaign to educate society around the importance of recreation, engaging in physical activities and to promote healthy lifestyles.

The 2023 Free State Sport Awards were hosted to recognize and honour individuals and teams who have excelled both on and off the sport field. The awards carry various categories which recognize individuals: males, females, people with disabilities, continental participants, federations, schools, indigenous games, media and community sport builders.

On the 12th August 2023, the Department, in partnership with Dream Team Promotions, hosted two international boxing bouts as part of the celebration of the legacy of the late former President, Dr Nelson Mandela. The main bout featured our very own South African Female champion, Matshidiso “Scorpion Queen” Mokatsane from Kroonstad, who fought against Cecilia Pitiseni from Zimbabwe. The main supporting bout also featured Jackson “Lord of the ring” Kaptein from Bloemfontein, who fought against Giresse Wingui from Guinea.

In partnership with the Thabo Mofutsanyana District Municipality, Maluti A Phofung Local Municipality, Free State House of Traditional Leaders, as well as Netball, Football and Athletics Federations, the Department hosted the annual Provincial Rural Sport Development Programme provincial finals in Phuthaditjhaba, Qwaqwa on the 14th October 2023. The Rural Sport Development programme (RSDP) is aimed at developing sport and providing a platform for the youth in rural areas to showcase their talents in various sporting codes such as netball and football. The programme is focused on areas that are under Traditional Leadership. This programme was launched nationally in 2016.

In partnership with the South African Football Association (SAFA), the Department hosted the inaugural Premier's Cup Soccer Tournament semi-finals and finals in Mangaung on Saturday the 30th of March 2024. The tournament, which was launched on the 20th of March 2024 by Premier Mxolisi Dukwana, forms part of the efforts by the Department to continue to promote sport, and soccer in particular, in the province. Sixteen (16) teams participated in the tournament and each team received a participation fee of R100 000. The show-stopper of the day was the final between Bloemfontein Celtics and Spartans FC. Bloemfontein Celtics took home the R200 000 cheque as the overall winning team.

The tables that follow provide information on the outcomes, outputs, output indicators, targets and actual achievements for the programme for the year under review.

Table 4.4.1: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: MANAGEMENT (CONDITIONAL GRANT)									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes	Staff appointed and/or maintained on a long-term or permanent basis	Number of staff appointed and/or maintained on a long-term or permanent basis	9	9	9	9	-		
Proper governance, compliance, performance and financial management systems	Administration standards met	Percentage of administration standards met	100%	100%	100%	100%	-		

Strategy to overcome areas of under or over performance

The Management sub-programme did not under or over achieve on its planned targets for the financial year under review.

Table 4.4.2: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: SPORT									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Support the Development of the South African Coordinated Academy System	Financial and management support provided to the FS Academy of Sport in the development of sporting talent at different levels of the Sport Continuum, in line with the SA Sport Academies and Strategic Framework and Policy Guidelines, 2013.	Support to the FS Academy of Sport	1	1	1	1	-	-	
	High Performance Sport Science Services provided to District, Provincial and National athletes	Number of high-performance sport science services rendered	2	1	1	1	-	-	
	High Performance Capacity Building support to Sport Coaches	Number of high-performance capacity building material made available, workshops arranged & implemented, and the development of a learning management system	4	4	6	6	-	-	

Strategy to overcome areas of under or over performance

The Sport sub-programme did not under or over achieve on its planned targets for the financial year under review.

Sport Sub-programme revised targets for two (2) output indicators (conditional grant indicators) during the financial year. Details are set out in the table below.

Table 4.4.3: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: SPORT (CONDITIONAL GRANT INDICATORS)									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 until date of re-tabling	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Support the Development of the South African Coordinated Academy System	Sport academies supported	Number of sport academies supported	5	5	5	1	-4	The number of sport academies supported was reduced from 5 to 2, due to the Conditional Grant budget cuts.	
	People trained to deliver the sport academy programme	Number of people trained to deliver the sport academy programme	300	238	300	0	-300	The number of people trained to deliver the sport academy programme was reduced from 300 to 150, due to the Conditional Grant budget cuts.	

Strategy to overcome areas of over performance

The targets for the output indicators were revised. Please see the table below.

Table 4.4.4: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: SPORT (CONDITIONAL GRANT INDICATORS)									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Support the Development of the South African Coordinated Academy System	Athletes supported by the sport academies	Number of athletes supported by the sport academies	2 186	2 289	1 500	2 270	+770	More than the planned number of athletes was supported due to a high demand for services.	
	Sport academies supported	Number of sport academies supported	5	5	2	2	-		
	People trained to deliver the sport academy programme	Number of people trained to deliver the sport academy programme	300	238	150	150	-		
	Sport focus schools supported	Number of sport focus schools supported	10	10	10	10	-		

Strategy to overcome areas of over performance

Number of athletes supported by the sport academies

The indicator is demand driven. Therefore, no corrective action was required.



Table 4.4.5: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: RECREATION									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes	Private and public sector leagues established.	Number of private and public sector leagues established	New Indicator	New Indicator	1	0	-1	The target was not achieved due to budget cuts and reprioritization.	
	Communities provided with equipment and attire	Number of communities provided with equipment and attire	New Indicator	New Indicator	1	1	-	-	

Strategy to address the areas of under performance:

Number of private and public sector leagues established.

The target will be achieved in the new financial year.



The Recreation Sub-programme revised targets for four (4) output indicators (conditional grant indicators) during the financial year. Details are set out in the table below.

Table 4.4.6: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: RECREATION (CONDITIONAL GRANT INDICATORS)								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 <i>until date of re-tabling</i>	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
Increased and sustained participation in sport and active recreation Increased sector capacity to deliver sport and active recreation	People actively participating in organised sport and active recreation events	Number of people actively participating in organised sport and active recreation events	11 414	76 226	75 000	32 674	-42 326	Number of people actively participating in organized sport and active recreation events was reduced from 75 000 to 50 000, due to the Conditional Grant budget cuts. The third quarter target was amended from 27 500 to 10 500 as well as the fourth quarter from 10 000 to 2 000.
	Youth/learners attending the National Youth Camp	Number of youth/learners attending the National Youth Camp	100	120	120	0	-120	Number of youth/learners attending the National Youth Camp was reduced from 120 to 90, due to the Conditional Grant budget cuts.
	People trained in Siyadlala to implement and coordinate active recreation programmes	Number of Apeople trained in Siyadlala to implement and coordinate active recreation programmes	New Indicator	New Indicator	300	0	-300	Number of people trained in Siyadlala to implement and coordinate active recreation programmes was supposed to have been achieved in the first quarter. However, the target was not achieved because the federations rescheduled to later dates due to congestion in their schedule. Now, due to the Conditional Grant budget cuts, the annual target of 300 was not going to be achieved altogether and, therefore, the target was amended to 0.
	Local leagues	Number of local leagues	3	26	19	12	-7	Number of local leagues supported



SUB-PROGRAMME: RECREATION (CONDITIONAL GRANT INDICATORS)									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 until date of re-tabling	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
	supported	supported						was reduced from 19 to 16, due to the Conditional Grant budget cuts. The targets for the third quarter and fourth quarter were reduced from 4 to 2 and 3 to 2, respectively.	

Strategy to overcome areas of over performance

The targets for the output indicators were revised. Please see the table below.

Table 4.4.7: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: RECREATION									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Increased and sustained participation in sport and active recreation Increased sector capacity to deliver sport and active recreation	People actively participating in organised sport and active recreation events	Number of people actively participating in organised sport and active recreation events	11 414	76 226	50 000	56 806	+6 806	Due to a high demand for participation and partnership with the sports councils and other stakeholders.	
	Indigenous Games clubs supported per code	Number of Indigenous Games clubs supported per code	New Indicator	New Indicator	45	45	-		
	Hubs provided with equipment and/ or attire	Number of hubs provided with equipment and/ or attire	6	12	12	12	-		
	Active Recreation Coordinators Remunerated	Number of Apeople trained in Siyadlala to	4	17	17	17	-		
	Youth/learners attending the National Youth Camp	Number of youth/ learners attending the National Youth Camp	100	120	90	90	-		
	People trained in Siyadlala to implement and coordinate active recreation programmes	Number of people trained in Siyadlala to implement and coordinate active recreation programmes	New Indicator	New Indicator	0	300	+300	Savings from other areas were shifted towards the training of people in Siyadlala.	
	Local leagues supported	Number of local leagues supported	3	26	16	13	-3	Under- achievement is due to the delay in the transfer of funds to the federations. Previously, the funds were transferred to the provincial sport confederation. Finance then	



SUB-PROGRAMME: RECREATION									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
								advised that the federations should register in the CSD so that the funds can be transferred to them directly. However, 3 federations could not receive their transfer because they were not yet registered on the CSD, due to the non-availability of NPO certificates.	
	People trained to deliver the Club Development Programme	Number of people trained to deliver the Club Development Programme	150	309	350	272	-78	The target was not achieved because the invited participants did not attend the training though they had confirmed their attendance.	
	Club Coordinators Remunerated	Number of Club Coordinators Remunerated	8	8	8	8	-	-	
	Clubs provided with equipment and/ or attire	Number of clubs provided with equipment and/ or attire	40	200	200	145	-55	Although 200 equipment and attire were procured, 55 clubs did not meet the requirements of proof of registration in the football structures, hence the support was withdrawn.	
	Sport development projects implemented by the provincial sports confederation	Number of sport development projects implemented by the provincial sports confederation	2	3	3	3	-	-	
	Provincial programmes contributing to "I choose 2B Active" campaign implemented	Number of provincial programmes contributing to "I choose 2B Active" campaign implemented	New Indicator	New Indicator	3	3	-	-	
	Branding material procured as per	Number of branding material procured as per	1	1	1	1	-	-	



SUB-PROGRAMME: RECREATION									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
	specifications for Sport and Recreation Programmes	specifications for Sport and Recreation Programmes							

Strategy to overcome areas of under performance

Number of local leagues supported

Federations have submitted their application to the Department of Social Development for NPO certificates and will then register on the CSD.

Number of people trained to deliver the Club Development Programme

The department will continue to encourage the participants to honour the invite.

Number of clubs provided with equipment and/ or attire

Going forward, the clubs will be capacitated on the issues of compliance.

Strategy to overcome areas of over performance

Number of people actively participating in organised sport and active recreation events

The indicator has been revised in the new financial year to measure the number of sport and recreation activities.

Number of people trained in Siyadlala to implement and coordinate active recreation programmes

The indicator will be achieved as planned in the new financial year.

Table 4.4.8: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: SCHOOL SPORT								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes	Recent resources secured and distributed to the sport sector	Number of recent resources secured and distributed to the sport sector	1	1	1	1	-	-

Strategy to overcome areas of under or over performance

The School Sport sub-programme did not under or over achieve on its planned targets for the financial year under review.

The School Sport Sub-programme revised targets for three (3) output indicators (conditional grant indicators) during the financial year. Details are set out in the table below.

Table 4.4.9: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: SCHOOL SPORT (CONDITIONAL GRANT INDICATORS)								
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024 <i>until date of re-tabling</i>	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations
Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes	Learners participating in school sport tournaments at a provincial level	Number of learners participating in school sport tournaments at a provincial level	2 147	3 048	3 000	1 931	-1 069	The target was reduced to 2 000 due to the Conditional Grant budget cuts (Mass Participation and Sport Development Grant). Quarter 4 targets were not going to be achieved as the Department was advised to scale down all programmes implemented through the Mass Participation Conditional Grant.
	Learners participating in school sport tournaments at a district level	Number of learners participating in school sport tournaments at a district level	4 814	8 607	7 500	6 504	-996	The annual target was reduced to 4 000 due to the Conditional Grant budget cuts (Mass Participation and Sport Development Grants). Quarter 4 targets were not going to be achieved as the Department was advised to scale down all programmes implemented through the Mass Participation Conditional Grant.
	School sport coordinators remunerated	Number of school sport coordinators remunerated	12	17	12	12	-	The annual target was adjusted upward due to the additional funding that was received that allowed for the appointment of 2 additional coordinators.

Strategy to overcome areas of under performance

The targets for the output indicators were revised. Please see the table below.



Table 4.4.10: Outcomes, Outputs, Output Indicators, Targets and Actual Achievements

SUB-PROGRAMME: SCHOOL SPORT (CONDITIONAL GRANT INDICATORS)									
Outcome	Output	Output Indicator	Audited Actual Performance 2021/2022	Audited Actual Performance 2022/2023	Planned Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to Actual Achievement 2023/2024	Reasons for deviations	
Sustained sport, recreation and mass participation programmes and opportunities created for learners, communities and athletes	Learners supported to participate in the National School Sport Championship	Number of learners supported to participate in the National School Sport Championship	434	505	700	812	+112	The final entry by code of athletes was increased, to ensure that all teams had enough players to compete.	
	Learners participating in school sport tournaments at a provincial level.	Number of learners participating in school sport tournaments at a provincial level.	2 147	3 048	2 000	3 210	+1 210	Higher number of athletes qualified for the provincial athletics championships than anticipated. Also, due to the review of formats, additional support was provided to learners participating at the Provincial Athletics Championships.	
	Learners participating in school sport tournaments at a district level.	Number of learners participating in school sport tournaments at a district level	4 814	8 067	4 000	6 809	+2 809	During the review meeting at DSAC, it was resolved that district competitions must change from a trials format and revert back to a team tournament format, hence the higher numbers of participation.	
	Schools provided with equipment and/ or attire	Number of schools provided with equipment and/ or attire	75	75	75	75	-		
	People trained	Number of people trained	New Indicator	New Indicator	300	300	-		
	School sport coordinators remunerated	Number of school sport coordinators remunerated	12	12	14	14	-		
	School sport structures supported	Number of school sport structures supported	14	16	16	17	+1	The additional disability structure was supported.	
	Sport Ambassadors Programme	Number of Sport Ambassadors Supported	New Indicator	New Indicator	6	6	-		



Strategy to overcome areas of over performance

Number of learners supported to participate in the National School Sport Championships

The final entry by code will be reviewed, going forward.

Number of learners participating in school sport tournaments at a provincial level

The reviewed formats will address the over achievement, going forward.

Number of learners participating in school sport tournaments at a district level

The reviewed formats will address the over achievement, going forward.

Number of school sport structures supported

The indicator has been revised in the new financial year, to measure the number of school sport leagues organised.

Linking performance with budgets

The programme spent 99.4% of the budget. The under-spending of R765 000 is mainly due to the non-filling of vacancies as well as the infrastructure maintenance projects that were not implemented during the financial year under review.

Table 4.4.11: Sub-programme expenditure

Sub- Programme Name	2023/2024			2022/2023		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Management	17 880	16 065	1 815	7 399	7 398	1
Sport	45 800	44 956	844	50 923	50 826	97
Recreation	37 673	38 942	(1 269)	36 844	36 723	121
School Sport	34 061	34 686	(625)	35 688	35 549	139
Total	135 414	134 649	765	130 854	130 496	358

Performance in relation to Standardised Outputs and Output Indicators for Sectors with Concurrent functions

The Programme reported on all the standardised and non- standardised outputs and output indicators that are reflected in the Annual Performance Plan for the financial year under review.

5. TRANSFER PAYMENTS

5.1. Transfer payments to public entities

The table below reflects the transfer payments made for the period: 1 April 2023 to 31 March 2024

Name of transferee	Type of organisation	Purpose for which the funds were used	Did the dept. comply with s 38 (1) (j) of the PFMA	Amount transferred (R000)	Amount spent by the entity	Reasons for the funds unspent by the entity
Provincial Heritage Resource Authority	Departmental Agency	Preservation of FS Heritage	Yes	500	500	N/A
Total				500	500	-

5.2. Transfer payments to all organisations other than public entities

The table below reflects the transfer payments which were budgeted for in the period: 1 April 2023 to 31 March 2024

Name of transferee	Purpose for which the funds were to be used	Amount budgeted for (R'000)	Amount transferred (R'000)	Reasons for the funds unspent by the entity
FS Geographical Names Committee (PGNC)	Consultation and renaming of Geographical Names	1 000	1 000	-
FS Provincial Arts and Culture Council (PACC)	Promotion of Arts and Culture	10 300	10 300	-
Mashaeng Cultural Festival (Dikgeleke Cultural Activities)	Promotion of Arts and Culture	400	400	-
FS Sport Confederation	Controlling body of Sport in FS	11 958	11 958	-
FS Academies of Sport	Coordination of Major Sport in the FS	6 613	6 613	-
LECMA	Promotion of Choral Music Creating opportunities for Free State artists, supporting creative industries and promoting social cohesion.	150	150	-
Mangaung Strings Programme	Promotion of Strings Instrumental Music Creating opportunities for Free State artists, supporting creative industries and promoting social cohesion.	750	750	-
Free State Symphony Orchestra	Promotion of Instrumental Music Creating opportunities for Free State artists, supporting creative industries and promoting social cohesion.	100	100	-
Mangaung Drama and Dance Group	Creating opportunities for Free State artists, supporting creative industries and promoting social cohesion.	100	90	Final narrative and financial report were not submitted
BaoBab	Supporting of Local Artists	300	300	-
Angel Foundation	Supporting of Local Artists	250	250	-
Mountain Free Producers	Supporting of Local Artists	150	150	-
Free State Arts Councils	Supporting of Local Artists	50	50	-
FS Performing Arts and Transport	Supporting of Local Disabled Artists	100	100	-
Library for the Blind	Creating opportunity for the blind at the libraries	1 000	1 000	-
Mafantiri General Trading	Promotion of Arts and Culture	700	700	-
Kaleidoscope EMP	Promotion of Arts and Culture	500	500	-
Total Transfers (Excluding Transfers to Municipalities)		34 421	34 411	

5.3. Transfer payments to Municipalities

Name of Transferee	Purpose for which the funds were to be used.	Amount budget for (R.000)	Amount transferred (R'000)	Reasons why funds were not transferred
Dihlabeng	Library support	4 000	4 000	-
Mangaung	Library support	3 000	3 000	-

The table below reflects the transfer payments which were budgeted for in the period: 1 April 2023 to 31 March 2024, but no transfer payments were made.

Name of Transferee	Purpose for which the funds were to be used.	Amount budget for (R.000)	Amount transferred (R'000)	Reasons why funds were not transferred
None	-	-	-	-

6. CONDITIONAL GRANTS

6.1. Conditional grants and earmarked funds paid

None.

6.2 Conditional grants and earmarked funds received

The tables below detail the conditional grants and earmarked funds received by the department.

Conditional Grant 1: Community Library Conditional Grant

Department/ Municipality to whom the grant has been transferred	Free State Department of Sport, Arts, Culture and Recreation
Purpose of the grant	To transform rural and urban library infrastructure, facilities and services, primarily targeting previously disadvantaged communities
Expected outputs of the grant	25 outputs for the grant
Actual outputs achieved	23 outputs were achieved and 5 were over-achieved
Amount per amended DORA	R176 972
Amount transferred (R 000)	R176 972
Reason, if amount as per DORA not transferred	N/A
Amount spent by the department/municipality	R176 972
Reasons for the funds unspent by the entity	N/A
Monitoring mechanisms by the transferring department	Quarterly performance reports were submitted to Provincial Treasury and Sport and Recreation South Africa (National Department)

Conditional Grant 2: Mass Sport and Recreation Participation Programme Grant

Department/ Municipality to whom the grant has been transferred	Free State Department of Sport, Arts, Culture and Recreation
Purpose of the grant	To facilitate sport participation within communities and schools through selected sport and recreation activities, empowerment of communities and schools in conjunction with stakeholders and development of communities through sport
Expected outputs of the grant	27 outputs for the grant
Actual outputs achieved	24 outputs were achieved and 3 were under-achieved by less than 25%
Amount per amended DORA	R38 937
Amount transferred (R 000)	R38 937
Reason, if amount as per DORA not transferred	N/A
Amount spent by the department/municipality	R38 937
Reasons for the funds unspent by the entity	N/A
Monitoring mechanisms by the transferring department	Quarterly performance reports were submitted to Provincial Treasury and Sport and Recreation South Africa (National Department)

Earmarked Fund 1: Infrastructure Enhancement Allocation

Department/ Municipality to whom the grant has been transferred	Free State Department of Sport, Arts, Culture and Recreation
Purpose of the Earmarked fund	Infrastructure project within the province
Expected outputs of the Earmarked fund	Maintenance, Upgrades and Building of new Infrastructure projects within the province
Actual outputs achieved	Maintenance, Upgrades and Building of new Infrastructure projects within the province
Amount per amended DORA (R 000)	R32 484
Amount transferred (R 000)	R32 484
Reason, if amount as per DORA not transferred	N/A
Amount spent by the department/municipality (R 000)	R30 107
Reasons for the funds unspent by the entity	The infrastructure under-spending on maintenance is mainly due to the fact that the department is currently implementing maintenance on a day-to-day basis, which is on a when required basis. Few requests were received towards the end of year, which led to under-spending.
Monitoring mechanisms by the transferring department	Monthly performance reports (IRM) were submitted to Provincial Treasury

Earmarked Fund 2: Artists

Earmarked fund	Artists
Full amount of the funding (R 000)	R4 000
Period of the commitment	2023/24
Purpose of the funding	Support to local artists
Expected outputs	Support to local artists
Actual outputs achieved	Support to local artists
Amount received in current period (R 000)	R4 000
Amount spent by the department (R 000)	R3 991
Reasons for the funds unspent	N/A
Monitoring mechanisms	Performance reports were submitted to Provincial Treasury

Earmarked Fund 3: Sport Development

Earmarked fund	Sport Development
Full amount of the funding (R 000)	R11 200
Period of the commitment	2023/24
Purpose of the funding	Support to Sport Structures and local athletes
Expected outputs	Support to Sport Structures and local athletes
Actual outputs achieved	Support to Sport Structures and local athletes
Amount received in current period (R 000)	R11 200
Amount spent by the department (R 000)	R11 173
Reasons for the funds unspent	N/A
Monitoring mechanisms	Performance reports were submitted to Provincial Treasury

Earmarked Fund 4: Sport and Creative Arts

Earmarked fund	Sport and Creative Arts
Full amount of the funding (R 000)	R18 085
Period of the commitment	2023/24
Purpose of the funding	Support to local artists and athletes
Expected outputs	Support to local artists and athletes
Actual outputs achieved	Support to local artists and athletes
Amount received in current period (R 000)	R18 085
Amount spent by the department (R 000)	R18 083
Reasons for the funds unspent	N/A
Monitoring mechanisms	Performance reports were submitted to Provincial Treasury

Earmarked Fund 5: MACUFE

Earmarked fund	MACUFE
Full amount of the funding (R 000)	R4 856
Period of the commitment	2023/24
Purpose of the funding	Support to local Arts and Culture programmes
Expected outputs	Support to local Arts and Culture programmes
Actual outputs achieved	Support to local Arts and Culture programmes
Amount received in current period (R 000)	R4 856
Amount spent by the department (R 000)	R4 844
Reasons for the funds unspent	N/A
Monitoring mechanisms	Performance reports were submitted to Provincial Treasury

Earmarked Fund 6: Community Media

Earmarked fund	Community Media
Full amount of the funding (R 000)	R2 700
Period of the commitment	2023/24
Purpose of the funding	Support to the Local Community Radio Stations, News Papers and other media related
Expected outputs	Support to the local Community Radio Stations, News Papers and other media related
Actual outputs achieved	Support to the Local Community Radio Stations, News Papers and other media related
Amount received in current period (R 000)	R2 700
Amount spent by the department (R 000)	R2 674
Reasons for the funds unspent	N/A
Monitoring mechanisms	Performance reports were submitted to Provincial Treasury

7. DONOR FUNDS

7.1. Donor Funds Received

None

8. CAPITAL INVESTMENT

8.1. Capital investment, maintenance and asset management plan

Progress made on implementing the capital, investment and asset management plan:

- The capital investment and asset management plan were developed and will be updated annually.

Infrastructure projects which have been completed in the current year:

- New library in Van Stadensrus (July 23)
- Kroonstad Recording Studio Phase I (Building Works)

Infrastructure projects that are currently in progress (list projects) and when they are expected to be completed:

- | | |
|--|---------------|
| • Kroonstad Recording Studio | August 2024 |
| • Charles Mopeli Stadium Phase 1 | March 2025 |
| • Smithfield Multipurpose Indoor Sports Center | May 2025 |
| • Wepener Qibing Library | December 2024 |

There are no plans to close down or down scale any current facilities.

Progress made on the maintenance of infrastructure:

- Maintenance of facilities occupied by Library buildings, Arts and Culture, including Sport and Recreation, is handled internally through the Infrastructure Unit.
- The Infrastructure Unit is busy with a maintenance plan.
- The department had to do some major maintenance and repairs due to the delays by Public Works.
- Mmabana Art Centre
- Fezile Dabi Art Centre
- Thabo Mofutsanyane Art Centre
- Meloding Library

Developments relating to the above, which are expected to impact on the department's current expenditure:

- None recorded for the period under review

Details as to how asset holdings have changed over the period under review, including information on disposals, scrapping and loss due to theft:

- No disposals, scrapping and loss due to theft for the period under review

Measures taken to ensure that the department's asset register remained up-to-date during the period under review:

- Asset register is reviewed and updated annually

The current state of the department's capital assets, for example, what percentage is in good, fair or bad condition:

- 30% Good, 40% Fair and 30% Bad

Major maintenance projects that have been undertaken during the period under review:

- Mmabana Art Centre
- Fezile Dabi Art Centre
- Thabo Mofutsanyane Art Centre
- Meloding Library

Progress made in addressing the maintenance backlog during the period under review, for example, has the backlog grown or become smaller? Is the rate of progress according to plan? If not, why not, and what measures were taken to keep on track?

- Maintenance backlog has become smaller. However, not progressing according to plan is due to capacity constraints in the departmental infrastructure unit.
- Reduced budget allocations are also negatively impacting the planned repairs on identified dilapidated buildings.
- Maintenance backlog has been reduced through the appointment of 2x building inspectors.
- Planned re-appointment of 1x funded Assistant Director – Infrastructure

Infrastructure projects

Infrastructure projects	2023/2024			2022/2023		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
New and replacement assets	3 217	1 995	1 222	26 806	26 109	697
Existing infrastructure assets	-	-	-	-	-	-
Upgrades and additions	2 903	2 528	375	6 443	1 160	5 283
Rehabilitation, renovations and refurbishments	-	-	-	-	-	-
Maintenance and repairs	28 552	27 413	1 139	17 088	16 117	971
Infrastructure transfer	-	-	-	-	-	-
Current	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Total	34 672	31 935	2 437	50 337	43 386	6 951



PART C: GOVERNANCE

1. INTRODUCTION

The maintenance of highest standards of governance is fundamental to the management of public finances and resources. The Department also has good governance structures in place to effectively, efficiently and economically utilize the state resources, which are funded by the tax payer.

2. RISK MANAGEMENT

Risk Management is a systematic process to identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the department service delivery.

- The Risk Management Committee and Risk Management Unit were fully functional for the 2023-24 financial year, with the approved Risk Management Strategy and Risk Management Policy.
- Risks assessments were conducted regular to determine the effectiveness of risk management strategy and to identify new and emerging risks
- Existing controls were assessed and mitigating strategies were formulated, recorded and monitored.
- The Risk Management Committee with approved Committee Charter met and advises management on the overall system of risk management, especially the mitigation of unacceptable levels of risk and provide recommendation to the Accounting Officer.
- Reports from the Risk Management Committee are tabled quarterly to the Audit Committee meeting for advises on risk management and independently monitors the effectiveness of the system of risk management.
- In terms of compliance the department is monitored bi-annual by Provincial Treasury. Key Performance Indicators assessments and evaluation of effectiveness of Risk Management processes resulted in a performance score of 99% for the Risk Management Committee and 98% for the Risk Management Unit which is above the target of 90% set by Provincial Treasury.
- There is progress on the implementation of risk mitigating strategies for the 2023/2024 financial year. Risk Management Unit and Risk Management Committee continue to monitor and advise Risk owners and Risk champions with the implementation of risk mitigating strategies, this has transmitted into improvements in the department's performance.

Enterprise Risk Management (ERM) is defined as the culture, capabilities, and practices, integrated with strategy-setting and its execution, that organizations rely on to manage risk in creating, preserving, and realizing value. Integrating enterprise risk management throughout an organization improves decision-making in governance, strategy, objective-setting, and day-to-day operations.

The five components of ERM are:

- **Risk Governance and Culture:** Risk governance sets the department's tone, reinforcing the importance of, and establishing oversight responsibilities for, enterprise risk management. Culture pertains to ethical values, desired behaviors, and understanding of risk in the department. Culture is reflected in decision-making.
- **Risk, Strategy, and Objective-Setting:** Enterprise risk management is integrated into the department's strategic plan through the process of setting strategy and operational objectives
- **Risk in Execution:** The department identifies and assesses risks that may affect its ability to achieve its strategy and operational objectives.
- **Communication and Reporting:** Communication is the continual, iterative process of obtaining information and sharing it throughout the department.

- **Monitoring Enterprise Risk Management Performance:** By monitoring enterprise risk management performance, the department considers how well the enterprise risk management components are functioning over time and in light of substantial changes.

3. FRAUD AND CORRUPTION

The Department has an approved Fraud Prevention Policy, Fraud Prevention Plan, Fraud and Corruption Response Plan and Whistle Blowing Policy that was implemented and monitored by the Risk Management Committee as part of their responsibilities during the 2023/2024 financial year.

Whistle Blowing Policy stipulate the mechanism in place to report fraud and corruption, which include the following:

Whistle Blowing Procedure

This whistle blowing procedure provides a mechanism for reporting any unlawful conduct at work and reassurance that exposing wrongdoing would not pose any risk to the whistle blower. The whistle blower should, however, make it clear that they are making their disclosure within the scope of the whistle blowing policy to ensure that the recipient of the disclosure conducts the investigation within the ambit of the policy and, more importantly, protects the identity of the whistle blower, if so required.

Internal Whistle-Blowing Procedure

An internal whistle blower may raise concerns either by declaration or anonymously, through any of the following:

- Report to the immediate Supervisor or Manager
- Security Anti-Fraud and Corruption Director
- Call dedicated phone number
- Dedicated whistle blowing e-mail: whistleblowing@sacr.fs.gov.za
- Anti-Fraud and Corrupt Unit
- Risk Management
- Head of Department

External Whistle-Blowing Procedure

- National Anti-Corruption Hotline 0800 701 701
- Public Protector 0800 11 20 40
- Human Rights Commission 0800 222 365

Reported cases are investigated by the Anti- Fraud and Corruption Unit and refer the case to Labour Relations for internal disciplinary hearing and, where officials are found to be guilty, appropriate steps are taken.

4. MINIMISING CONFLICT OF INTEREST

When considering a request for remunerative work outside employment, the Department first establishes whether the outside employment would interfere with the proper performance of official duties and whether it would give rise to conflict of interest as well as the general availability of persons outside the public service to undertake the work.

The Department ensures that the work should not be of such a nature that the Department of Sport, Arts, Culture and Recreation or the Free State Provincial Government might be embarrassed in any way.

To furthermore support the abovementioned, it is also required from all Supply Chain Management Practitioners to disclose their business interests, inclusive of all Bid Committee members. During every Bid Meeting, all members have to sign a declaration form wherein they indicate any conflict of interest relating to the matters to be dealt with as per the agenda and, in such cases, they are expected to recuse themselves.

To ensure that no employee of the Department does business with the department, Supply Chain Management verifies the ownership of the companies against the PERSAL system through the utilisation of ID numbers, to detect if owners of such companies are not employed by the state. The Department of Public Service and Administration also introduced a Verifier Tool on their Website to cross check all government employees.

In instances where conflict of interest is being identified, Supply Chain Management requests an approval from the Accounting/Executing Authority and advice is sought from the Chief Financial Officer or Head of Department.

With the implementation of the new Public Service Regulations, 2016, especially Chapter 2, which refers to Conduct, Financial Disclosure, Anti-Corruption and Ethics Management, the Department identified nine (9) officials from SCM and Infrastructure who did not disclose their financial disclosure.

Letters were written by the Accounting Officer to all those officials for them to explain why they failed to declare their financial interests.

The Ethics Committee received a report to the effect that only two (2) officials responded to the letter of the Accounting Officer and the reasons they provided for not submitting their declaration can be considered as reasonable.

During its last meeting (26 February 2024), the Committee resolved to recommend to the Accounting Officer to allow space for supervisor/s (Director/s) of the affected officials to directly interface with them to sensitize them about the importance of the Annual Financial Declarations and the implications of the failure to submit such.

The Committee further resolved that, if the Accounting Officer agrees with this approach, this should be an adopted position moving forward. That is to say, the Director should take up the responsibility of overseeing the annual declaration by officials within their directorates.

5. CODE OF CONDUCT

The Head of Department has a specific mandate and responsibility to manage the conduct of employees and to instil ethical principles. The Public Administration Management Act of 2014, which aims to promote the basic values and principles governing the public administration referred to in section 195(1) of the Constitution, to regulate the conduction of business with the State to establish Public Administration Ethics, Integrity and Discipline.

The Public Service Regulations Act, 2016, Chapter 2, particularly addresses matters of conduct, financial disclosure, anti-corruption and ethics management.

The Code of Conduct also places the duty and the responsibility on employees to behave ethically at all times. Besides these legislative and regulatory responsibilities, there is a general moral responsibility for employees in the Public Service to behave ethically and to provide ethical leadership.

Although the Public Service Regulations Act, 2016, Chapter 2, part 1 deals with the Code of Conduct and addresses a number of issues, the following are highlighted:

- Gifts
- Conflict of Interest
- Other Remunerative Work
- Doing business with an organ of state
- Reporting obligation
- New additions (drinking and misrepresentation)

The Department is guided by Resolution 1 of 2003: Disciplinary Code and Procedure for the Public Service for the reporting, recording and management of misconduct cases.

Code of Conduct and ethical behavior is promoted and internalized within the Department by means of:

- Presentation on the "Code of Conduct" and the distribution of the Code of Conduct leaflets forms part of the Department's Induction and Orientation process for new employees.
- Briefing Sessions are also conducted for other employees.
- The performance agreements for Senior Managers and the Senior Management meetings are used to foster a culture of ethical behavior.
- The Department also holds a view of zero tolerance for any misconduct, fraud or corruption.
- The Department follows, during its investigations for misconduct cases, where there is a breach of work rule as well as the code of conduct for the Public Service. Where possible, employees of this Department will undergo training of the code of conduct, which is provided by the Department. Copies of the Code of Conduct are issued to those employees and training is also provided on the context of the Code of Conduct. Employees are fully aware of the code of conduct in the Department and are charged when breaching the rules. Officials also need to sign a confirmation document of receipt of training as well as a copy of the Code of Conduct.

6. HEALTH SAFETY AND ENVIRONMENTAL ISSUES

The Department is in the progress of finalizing the appointment of a Health and Safety Officer in order to respond to Health, Safety and Environmental issues including ensuring compliance to the relevant OHS ACT.

With regard to the above pending appointment of OHS Official, the likelihood of departmental facilities being closed by the Department of Labour due to non-compliance is high.

7. PORTFOLIO COMMITTEES

Date of the Meeting	Matter raised by Portfolio Committees
11 April 2023	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Submission of information requested by Public Accounts and Finance Portfolio Committee • The Department is requested to make written submissions on the MACUFE matter. • Emanating from a Portfolio Committee meeting held on October 13, 2022, on the MACUFE matter, the following documents were not received as requested by the Committee: 1. Tender documents (including adverts) 2. Service Level Agreement (SLA) 3. Donors/Sponsorships towards MACUFE 4. Appointment letters 5. Panel of Adjudicators
13 April 2023	PORTFOLIO COMMITTEE ON ECONOMIC DEVELOPMENT, AGRICULTURE, RURAL, SMALL BUSINESS DEVELOPMENT AND SPORT, ARTS AND CULTURE Consideration of the 3rd Quarterly and Annual Reports on Non-Financial Matters for 2022/2023 financial year • The Department was required to report on the 3rd Quarter Report on non-financials for 2022/2023 and the Annual Report.
19 April 2023	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Briefing and Public Hearing on Division of Revenue Bill (B2-2023) • To provide for the equitable division of revenue raised nationally among the provincial spheres government for the 2023/24 financial year; the determination of the department's equitable share from provincial governments' equitable share. • The Department is requested to make written submissions (conditional grants) on the Bill and attend the meeting.
11 May 2023	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Consideration of the 1st and 2nd Quarterly Expenditure Reports for the 2022/23 Financial Year • The Department was required to report the 1st and 2nd quarterly expenditure reports, for consideration by the Portfolio Committee inclusive of Conditional Grants expenditure for 2022/2023 financial year.
22 June 2023	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Consideration of the 3rd and 4th Quarterly Expenditure Reports for the 2022/23 Financial Year • The Department was required to report the 1st and 2nd quarterly expenditure reports, for consideration by the Portfolio Committee inclusive of Conditional Grants expenditure for 2022/2023 financial year.
12 September 2023	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Consideration of the 1st Quarterly Expenditure Report for the 2023/24 Financial Year • The Department was required to report the 1st quarterly expenditure report of 2023/2024 financial year, for consideration by the Portfolio Committee.
28 September 2023	PORTFOLIO COMMITTEE ON ECONOMIC DEVELOPMENT, AGRICULTURE, RURAL, SMALL BUSINESS DEVELOPMENT AND SPORT, ARTS AND CULTURE Consideration of the 4th Quarterly Performance Report 2022/2023, 1st Quarterly Performance Report 2023/2024 and Annual Performance Plan Report 2023/2024 on Non-financial matters.

Date of the Meeting	Matter raised by Portfolio Committees
	The Department was required to report on 4th quarterly non-financial matters of 2022/2023, 1st quarterly and APPs for non-financial matters 2022/2023 financial year.
09 & 10 November 2023	PORTFOLIO COMMITTEE ON ECONOMIC DEVELOPMENT, AGRICULTURE, RURAL, SMALL BUSINESS DEVELOPMENT AND SPORT, ARTS AND CULTURE Consideration of the Annual Report of 2022/2023 on Non-financial matters on the 9th November 2023 and consideration of the 2nd quarterly performance report 2023/2024 on Non-financial matters on the 10th November 2023. The Portfolio Committee considered Annual Report and 2nd Quarter Reports 2023/2024 on non-financial matters.
23 November 2023	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE DIVISION OF REVENUE AMENDMENT BILL (B33-2023) - Special Adjusted Appropriation Bill 2023 - The Department required to present the Appropriation Bill 2023.
24 November 2023	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Consideration of the Adjustment Appropriation Bill and the 2nd Quarterly Expenditure Report for 2023-2024 Financial Year The Department required to present the Adjustment Appropriation Budget and the 2nd quarterly expenditure report 2023/2024 financial year for consideration by the Portfolio Committee.
02 February 2024	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Report of the Auditor General on the audited financial statements for the year ended 31 March 2023 The Department required to appear before PROPAC to respond to questions on matters mentioned in the AGSA report.
13 -22 February 2024	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Public Procurement Bill [B 18B-2023] - The Department was required to attend Public Hearings. - The object of the Bill is to regulate public procurement; to prescribe a framework within which preferential procurement must be implemented; and to provide for matters connected therewith.
12 March 2023	PORTFOLIO COMMITTEE ON PUBLIC ACCOUNTS AND FINANCE Consideration of the Appropriation Bill 2024-25 and Second Adjustment Appropriation Bill 2023-24 - The Department required to present the Appropriation Bill 2024-25. - The Department required to present the Adjustment Appropriation Budget.

8. PROPAC RESOLUTIONS

Resolution No.	Subject	Details	Response by the department	Resolved (Yes/No)
14/2020	Commitments	Lack of accurate and complete contractual information used to determine commitments	The commitment register is timeously updated and accurate	Yes
	Accrued Departmental Revenue	Lack of internal controls, to ensure that all revenue for entrance fees and sponsorships for events were accounted for	Accrued Revenue is properly managed	Yes
	Goods and Services	Lack of audit evidence that goods and services for the previous year had been received and correctly accounted for	Third party invoices are filed for completeness and confirmations are requested, if necessary.	Yes
	Existence of movable tangible capital assets	Inadequate asset count processes to confirm that assets were correctly accounted for	90% completion. The process is ongoing. Misstatement is corrected. The Accounting Officer has now implemented consequence management. The department embarked on the pilot of online asset stocktaking project in February 2024. The Department performed asset verification in all five districts during 2023/2024 financial year. The Asset Register was updated with correct serial numbers and locations after asset verification findings.	No
	National Training Centre	Unavailability of supporting information to confirm that professional services had been received and correctly accounted for	Investigation and reconciliation were done by PWC.	Yes
	National Training Centre	An investigation needs to be commissioned by the Accounting Officer, to come to the bottom of the irregular expenditure that was undertaken and appropriate consequence management needs to be instituted to officials of the Department individually or collectively against those who flouted the SCM processes, and a report needs to be forwarded to the Portfolio Committee upon completion of the investigation.	The NTC investigation was done and completed. The report was submitted to the Portfolio committee.	Yes
	National Training Centre	Management must obtain and reconcile all the expenditure relating to the NTC with relevant supporting documentation (invoices and payment certificates as a minimum).	Reconciliation was done and completed.	Yes
	National Training Centre	Vacancies in key positions should be filled on time.	Post related to Infrastructure was filled with the transfer from another department. Two (2) inspectors were also appointed during 2020.	Yes

9. PRIOR MODIFICATIONS TO AUDIT REPORTS

Nature of qualification, disclaimer, adverse opinion and matters of non-compliance	Financial year in which it first arose	Progress made in clearing / resolving the matter
Assets		
Assets not verified Assets with incorrect serial numbers Assets not traceable in the asset register	2016-2023	All assets' findings were attended to. During the 2022/23 financial year, the Department was qualified on completeness of the asset register. Asset register was updated with correct serial numbers and locations after asset verification findings. Evidence of assets not found during audit was presented to AGSA. Restatements were done, where appropriate. All assets' findings were attended to.
Irregular Expenditure/Consequence Management		
Irregular expenditure not investigated	2017-2023	The Department couldn't appoint the service provider due to unavailability of funds. The Department needs to strengthen the internal control unit to assist in investigating the cases but, due to posts not filled, it makes it difficult to establish that unit.
Procurement and Contract Management		
1. Payments exceeded contract amount 2. No proof of B-BBEE certificate 3. Payments not made within 30 days (noncompliance) 4. Quotations - Winning providers tax matters not declared or in order	2022/2023	1. The contract register is updated and is monitored to avoid overpayments and to ensure that it is aligned to the commitment register. 2. The bid checklist is developed and points are given according to the criteria and supporting documents provided. 3. All invoices were paid within 30 days. 4. CSD report and SARS pin are attached to the adjudication document, all the time
Strategic planning and Performance Management		
1. AOPO - Discrepancies between planned target and the contract 2. Library and Archive Services' Number of new library material procured. Cancelled orders counted as part of actual achievement (ADJ APR) 3. AOPO - Performance indicators are not well defined.	2022/2023	1. The contractors are done with the revision of the number of libraries serviced on their invoices and contracts. 2. The system was corrected to ensure that cancelled orders are not included after cancellation. 3. The indicator is well defined and is no longer in the 2023/24 APP
Revenue Management		
Departmental revenue - Consignment and complimentary tickets not collected and recognised as revenue	2022/2023	Reconciliation was done and amendments have been made and completed.
Transfers and subsidies		
Appropriate measures not in place to ensure monitoring of the payment	2022/2023	Appropriate measures are now in place. Register is compiled for transfers and donations and submitted every quarter to Treasury. Quarterly reviewAs are done by Internal Audit. Register is compiled on a quarterly basis after Internal Audit has made its review. The department is monitoring all the NPI to ensure compliance with PFMA. Reports are submitted to finance and funds are transferred in tranches to ensure compliance before the release of the next tranche



10. INTERNAL CONTROL UNIT

Internal Control is the responsibility of every manager within the directorates as there is no specific unit dealing with internal control. Check lists that are aligned to Supply Chain Management prescripts have been introduced to serve as input documents to assist with the verification of compliance matters. Issues of non-compliance are listed in deviations register and are being reported to the Accounting Officer on a quarterly basis for the approval thereof and/or referral to the Liability Committee for further handling.

Internal control functions are performed by both sub-directorates: Financial Accounting and Budgeting. All transactions are checked before they are processed on the system. This includes journals, payments, receipts and subsistence and travel claims. There are various checklists, weekly and monthly control measures built in to prevent misallocations, fraudulent or incorrect transactions being processed. KCM is part of the control measures. Access to the system is limited to authorised personnel only; and access to documents is also restricted. So far, this works well in the absence of a dedicated internal control unit.

To support effective internal controls, proper HR delegations have been implemented. To further enhance compliance to HR legislation, various checklists have been developed and implemented. Compulsory leave registers are to be updated regularly by managers and monthly reconciliations done, to ensure leave management.



11. INTERNAL AUDIT AND AUDIT COMMITTEES

INTERNAL AUDIT

Mandate

The Internal Audit Activity is an integral part of the Department and has been established in terms of section 38 (1)(ii) (a) of the PFMA Act also in accordance with the Internal Professional Practices Framework (IPPF). It functions under relevant legislation and policies applicable to the Department.

The mandate of the Internal Audit Activity is encapsulated in the *definition of Internal Auditing* which is to provide an independent, objective assurance and consulting service designed to add value and improve the Departments' operations. It assists the Department to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal control and governance.

Internal Audit Activity has adopted its formal terms of reference, namely the Internal Audit Charter as per the requirement of *Standard 1000*, of the *International Standards for the Professional Practice of Internal Auditing*. Internal Audit Charter (Charter) is a formal document that defines the Internal Audit Activity's purpose, authority and responsibility and is approved by the Audit Committee. The Charter establishes the Internal Audit Activity's position within the Department which authorizes access to record, personnel and physical properties relevant to the performance of engagement and also defines the scope of Internal Audit Activities.

According to Standard 1110, the Internal Audit Activity (IAA) has effectively achieved its Organizational Independence as illustrated by its functional reporting to the Audit Committee and administrative reporting to the Accounting Officer. To this end there has been no pressures or hindrances to functioning of the Internal Audit Activity.

All the Internal Auditors are members of the Institute of Internal Auditors, SA and subscribes to the Code of Ethics and attempts to conduct the reviews with the guidance of the *International Professional Practice Framework*; and *best practices in the Internal Audit profession* as well as *Public Finance Management Act read with related Treasury Regulations*.

The Internal Audit Activity has adopted a risk-based audit approach and evaluated the adequacy and effectiveness of controls, towards contributing to the improvement or risk management, control and governance processes.

In terms of the scope of work of this Activity, a duly appointed Audit Committee approved the Annual and Three-Year Risk Based Internal Audit Coverage Plan. The plan was based on the outcome of a, duly conducted, risk validation process undertaken with management. The plan includes statutory audits, audits related to EXCO Resolutions, emerging risks identified by the Auditor-General South Africa, Provincial Treasury KCM reports, Ad-hoc Assignments and follow-up audits.

The Chief Audit Executive presented a detailed activity report, which included amongst others, progress against the approved Plan to the Audit Committee, during scheduled meetings.

Summary of internal audit work done

The Internal Audit Activity reviewed, raised findings and recommendations with regard to: Annual Financial (AFS) 2023-24 and IFS Reviews 1st – 3rd quarters of 2024-25, Asset Management Reviews for 1st – 2nd quarter 2024-25, , Performance Information Reviews for 1st -3rd quarters of 2024-25, Transfer Payments Reviews 1st – 3rd quarter of 2024-25, Risk, Governance, Ethics and Integrity Management, SCM (Demand, Acquisition & Contract Management), Heritage Assets Review, Maintenance, Physical Security & OHS and Revenue & Petty Cash Management Follow-up.

Governance

The department executive as well as the senior management meeting were held as per the schedule for the financial. The Ethics Committee was established and held its meeting for the as scheduled and quarterly reports were submitted to the HOD

AUDIT COMMITTEE MANDATE

The Audit Committee is shared with the of Department of Sport, Arts, Culture and Recreation and Department of Social Development. The Audit Committee is constituted in terms of sections 76(4) (d) and 77 of the Public Finance Management Act (Act 1 of 1999) as amended, read in conjunction with Treasury Regulation 3.1.

Key activities and objectives of the Audit Committee

- The Committee, comprised of five members with background knowledge of Accounting, Risk Management, Auditing as well as Legal.
- The Committee met a total of 6 times and the Chairperson attended 2 Audit Committee Chairpersons Forum meetings convened by Treasury.
- The Committee also assisted the Accounting Officer in implementing recommendations of Internal Audit reports, the Committee compiled and submitted quarterly reports to the Accounting Officer and the Executive Authority on responsibilities related to Governance, Risk and Internal Control in the Department.
- The Committee also evaluated the quarterly financial and performance reports.
- The Audit Committee is fulfilling its responsibilities according to the requirements of the PFMA and its approved Charter.

Meetings for 2023/24 financial year were held and attended as follows by members: The tables below disclose relevant information on the Audit Committee members from 1 April 2023 to 31 March 2024.

Name	Qualifications	Internal external	If position in department	Date appointed	Date resigned	No. meeting attended
Mr. M Mohlakoana	CIA	External	-	25 October 2021	-	7
Mr. S Ngwenya	CA(SA)	External	-	25 October 2021	-	6
Ms. L Sonqishe	Bachelor – Accounting Sciences, Masters: Business Administration	External	-	25 October 2021	-	7
Adv. ST Kholong	LLB (Law), Project Management, Masters: Business Leadership	External	-	25 October 2021	-	7
Mr. ZW Ngququ	B Proc, Post graduate Diploma – Drafting and Interpretation of contracts	External	-	25 October 2021	-	7

12. AUDIT COMMITTEE REPORT

The Audit Committee is pleased to present its report for the financial year ended 31 March 2024

THE AUDIT COMMITTEE RESPONSIBILITY

The Shared Audit Committee reports that it has complied with its roles and responsibilities arising from Section 38(1)(a) of the Public Finance Management Act and Treasury Regulation 3.1.1.1 to 3.1.13. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its Audit Committee Charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

AUDIT COMMITTEE MEMBERS AND ATTENDANCE

The Audit Committee held six (7) meetings during this period of 1st April 2023 to 25 April 2024.

Name	2023/24						
	29 May 2023	31 May 2023	26 Jul 2023	11 Sep 2023	20 Nov 2023	19 Feb 2024	25 Apr 2024
* Mr M Mohlakoana	✓	✓	✓	✓	✓	✓	✓
Mr S Ngwenya	✓	✗	✓	✓	✓	✓	✓
Mr ST Kholong	✓	✓	✓	✓	✓	✓	✓
Mr ZW Ngququ	✓	✓	✓	✓	✓	✓	✓
Ms L Sonqishe	✓	✓	✓	✓	✓	✓	✓

*Chairperson

✓ Member attended the Audit Committee meeting

✗ Member did not attend the meeting

THE EFFECTIVENESS OF INTERNAL CONTROL

During the year under review, several instances of non-compliance were reported by the Internal Audit Directorate. There were areas in which internal controls were not adequately designed and there were areas where adequately designed controls were not implemented effectively. The Committee acknowledges the measures that have been put in place to ensure that the internal control environment is improved and that management has made a commitment to address internal control deficiencies reported by both the Internal Audit Unit and Office of the Auditor General.

Although the ongoing efforts to enhance internal controls are commended, the committee would also recommend the urgent implementation of the consequence management processes within the department to prevent further deterioration of the internal control environment.

The following areas of concern were brought to the attention of management and the Executive authority:

- ✓ **Slow implementation of Internal Audit findings by management:** The Audit committee noted with concern the slow progress on the implementation of the Internal Audit Recommendations, this issue was further highlighted in the report of the AGSA and reflects internal audit as being ineffective, this matter seems to not be getting the attention it requires from Management.
- ✓ **Critical vacancies in the Department not yet filled:** The committee noted that there has been a movement with regard to shortlisting done and, in some cases, interviews held however the number of critical vacancies is still of concern especially the positions of CFO, Director: HRM and Director Heritage, Museums and Language Services
- ✓ **The lack of Improvement in the SCM Unit:** The committee raised concern with the lack of movement or improvement within the SCM unit regarding compliance issues and asset management and considering that the AGSA audit is in process and requested the HOD and Acting CFO should expedite matters including consequence management
- ✓ **The cases referred to Labour relations not yet concluded:** The committee noted with concern the report of the Labour Relations unit regarding cases of employees doing business with government that was referred to them by AGSA and yet had not been dealt with to date

PREDETERMINED OBJECTIVES

The Shared Audit Committee noted the presentations done on the Predetermined Objectives and the progress on the achievement thereof by the Departmental Planning and Performance Monitoring Directorate during the financial year. The Committee is satisfied that the reports on performance information are a fair reflection of the operational status of the Department as set out in the APP.

RISK MANAGEMENT

According to Standard 2450, Internal Audit must give its overall opinion on the Departments Strategy, Objectives and Risks for the year under review. The Internal Audit Activity has adopted a risk-based audit approach and evaluated the adequacy and effectiveness of Governance, Risk Management and Internal controls processes (GRC) for the year 2023-24 and has determined that the GRC processes were not always adequate and effective and escalated such matters to the Senior Management, HOD and Audit Committee for improvement

The Department has a separate Risk Management Committee chaired by an external independent Chairperson. The Risk Management Committee (RMC) provided oversight on the development and implementation of the risk management policies, the risk assessment process, and the development of the strategic risk register. Management is ultimately responsible for maintaining an effective risk management process.

The Committee has reviewed the adequacy of the Department's risk management processes, which are guided by a risk management framework. The Committee has considered the reports of the Provincial Treasury, the Chairperson of the RMC, and Internal Audit Directorate, and noted progress made by management to implement the recommendations.

THE EFFECTIVENESS OF INTERNAL AUDIT

The Department has established an internal audit unit which is an independent function from management, as required in terms of section 76 (4) (e) of the PFMA. During the year, the internal audit unit operated in terms of the approved Internal Audit charter, developed a risk based internal audit annual plan, and reported quarterly to the Committee against the plan.

An Executive Summary of the reports was presented to the committee. The committee noted with concern the slow response by managements on the issues raised by internal audit and encouraged management to respond swiftly to findings raised by the internal audit as this will assist in the improvement of the internal controls as well as an improved Audit Outcome.

The IAA operated effectively and addressed some of the pertinent risk areas in its audits.

IN-YEAR MANAGEMENT AND MONTHLY/QUARTERLY REPORTS

The Shared Audit Committee noted all in year management and quarterly reports submitted in terms of PFMA and Division of Revenue Act to Provincial Treasury. These reports were presented at each Shared Audit Committee meetings.

The Committee has made equest to Management to ensure that financial and performance reporting is presented in an integrated report to enable assessment of actual expenditure against actual performance.

COMBINED ASSURANCE

According to Standards 2050 – Coordination and Reliance; The CAE should share information, coordinate activities, and consider relying upon the work of other internal and external assurance and consulting service providers to ensure proper coverage and minimize duplication of efforts. The Internal Audit Activity has developed a combined assurance forum chaired by the CAE, which meets on a quarterly basis to discuss plans, risks and mitigating strategies on arrears of risks where each assurance provider is providing assurance, in order to evaluate and determine adequacy and effectiveness of assurance provided.

REVIEW AND EVALUATION OF INTERIM AND ANNUAL FINANCIAL STATEMENTS ANNUAL REPORT

The Shared Audit Committee noted the reports of the quarterly reviews performed by the Provincial Treasury on the Interim Financial Statements. The Audit Committee has reviewed the following:

- Annual Financial Statements for the year ended 31 March 2024 to be included in the annual report;
- Information of the audited performance information to be included in the 2023/24 annual report; and
- The Department's compliance with legal and regulatory provisions.

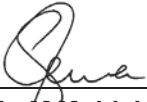
AUDITOR-GENERAL SOUTH AFRICA

The Audit Committee liaised with the Auditor-General South Africa (AGSA) during the year. We have reviewed the Department's implementation plan for audit findings raised in the previous year and we are satisfied that the matters have, to a significant extent been resolved, though resolved late in the financial year.

The Committee will like to congratulate the department on the improved audit outcome in the current financial year.

CONCLUSION

The Committee would like to thank the Executive Authority, the Accounting Officer and Management, Provincial Treasury and Internal Audit team for their professionalism and support throughout the year.



Mr. M Mohlakoana
Chairperson of the Shared Audit Committee (FIASA, CIA)
Date: 31 July 2024

13. B-BBEE COMPLIANCE PERFORMANCE INFORMATION

The following table has been completed in accordance with the compliance to the BBBEE requirements of the BBBEE Act of 2013 and as determined by the Department of Trade, Industry and Competition.

Has the Department / Public Entity applied any relevant Code of Good Practice (B-BBEE Certificate Levels 1 – 8) with regards to the following:		
Criteria	Response Yes / No	Discussion <i>(include a discussion on your response and indicate what measures have been taken to comply)</i>
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law?	No	The Department is busy with the registration with the BEE Commission, to ensure compliance in the future.
Developing and implementing a preferential procurement policy?	No	Preferential procurement policy is included in the Departmental SCM policy. However, the Department will develop the preferential procurement policy aside of the SCM Policy.
Determining qualification criteria for the sale of state-owned enterprises?	No	The Department is busy with the registration with the BEE Commission to ensure compliance in the future.
Developing criteria for entering into partnerships with the private sector?	No	The Department is busy with the registration with the BEE Commission to ensure compliance in the future.
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment?	No	The Department is busy with the registration with the BEE Commission to ensure compliance in the future.

APPROVED BY:



ACCOUNTING OFFICER
FREE STATE PROVINCIAL DEPARTMENT
SPORT, ARTS, CULTURE & RECREATION.

DATE: 31 JULY 2023



PART D: HUMAN RESOURCE MANAGEMENT

1. INTRODUCTION

According to Standards 2050 – Coordination and Reliance; The CAE should share information, coordinate activities, and consider relying upon the work of other internal and external assurance and consulting service providers to ensure proper coverage and minimize duplication of efforts. The Internal Audit Activity has developed a combined assurance forum chaired by the CAE, which meets on a quarterly basis to discuss plans, risks and mitigating strategies on arrears of risks where each assurance provider is providing assurance, in order to evaluate and determine adequacy and effectiveness of assurance provided.

In view of that, efforts are made to ensure that the organisation is aligned with the Strategic Plan and budget whilst HR functions such as Recruitment and Selection, Performance Management and Employee Health and Wellness and Employee Relations are implemented.

2. OVERVIEW OF HUMAN RESOURCES

2.1 Status of Human Resources in the Department

For this reporting year the Department had 976 posts of which 919 were filled with 21 being additional to the establishment.

The Department has a relatively young workforce with the 30.9% below the age of 40. The department is reasonably aligned in terms of race targets, with 89.3% black, 6% white and 2.8% coloured. The profile of these employees was 35.5% Black Male, 54.8% Black Female, 1.5% Coloured males, 1.5% Coloured females and 1.6% White Male and 4.5% White Female. Equity in terms of race and gender indicate that females in SMS posts has a 11.1% shortfall to reach 50/50 representativity, whilst overall female representation has exceeded that national target. Currently a shortfall of 0.4% is indicated for people with disabilities.

The total vacancy rate is 5.8%, whilst the vacancy rate in SMS reflects 18%. This shall afford the Department the opportunity to perhaps address the 50/50 representativity for females in SMS positions.

The turnover rate has come down markedly from 4.9% in the previous year to 1.5% for this reporting year. This is a positive sign for workforce stability. The service terminations dropped from 47 in the previous year to 28 for this reporting year, whilst 6 appointments were made.

Having said thus, it must be mentioned that 674 employees utilised sick leave, taking 5612 days sick leave in total. It should be mentioned that 85.1% of these sick days were with medical certification. 100 days were taken as disability leave by 26 employees with 100% medical certification.

In the absence of the Job Evaluation system the Department had to embark on comparative studies, to determine salary levels of posts. A limited need exists for this, as 96% of all posts in the Department have been job evaluated.

2.2 Human Resources Priorities for the year under review, and the impact of these

- A structural review and or restructuring to align the strategic plan and budget ensuring greater efficiency and effectiveness, was concluded.
- Priorities were given to recruiting new employees and filling vacant positions.
- exit interviews and analysis of the information obtained during exit interviews was conducted

2.3 Workforce Planning and key strategies to attract and recruit a skilled and capable workforce

The purpose of strategic HR Planning is to ensure that the Department has the right people, with the right skills, all the time, the following can be considered as the HR planning strategic objectives and also priorities for the year:

- **To develop the department's organisational structure to ensure that it is aligned to the strategic requirements of the department**

The Department suffered significant budget cuts of late which ultimately rendered the approved establishment unaffordable. The approved establishment needed to achieve a cost reduction in excess of 33% of the compensation budget to remain within the MTEF. This percentage required quite a severe reduction in the establishment, and necessitated an organisational review.

In order to obtain affordability, very few new posts were recommended as part of this review. Most of the discussions and recommendations were aimed at affordability by redesigning some jobs and forfeiting funded vacancies in favour of unfunded posts.

The adjustments to the current organisation had the intention to ensure compliance with the required standards for organisational design, in terms of alignment to the mandates, strategic plan, service delivery model and budget.

This organizational review was concluded in this reporting year, but the consultation with the Minister of Public Services and Administration, via the Office of the Premier, is still underway. Final approval and implementation, can only occur, once consultation is resolved.

- **To ensure recruitment of the right people, with the right skills, in the right place, at the right time to deliver high quality, value for money services;**

Both HR and Employee Equity Plans were developed, which priorities and targets were contained in the subsequent Recruitment Plan. To this end 6 appointments were made in the year under review.

- **To ensure a competent, productive and ethical workforce.**

In order to ensure a **competent, productive and ethical workforce**, the following measures were put in place:

Personal Development Plans were aligned with the Workplace Skills Plan to address training needs

- Conduct skills analysis
- Address skills gap through training
- Monitoring and evaluation of training
- Conduct training and awareness programmes

2.4 Employee Performance Management

The department does not pay cash bonus to officials due to the DPSA circular no.01 of 2019.

2.5 Employee Wellness Programmes

The employee wellness unit hosted the following; this year: Men's Health Event:

- Men with mental health (mental health)
- Men with money (Financial Management)
- Diseases that affect men mostly e.g. prostate cancer, high blood pressure, heart disease, diabetes, how to manage and prevent such diseases
- Gender based violence

Women's health Event:

- Women with mental health (Mental Health)
- Women with money (Financial Management)
- Disease that affects women mostly e.g. breast and cervical cancer, high blood pressure, heart disease, diabetes, how to prevent and manage such diseases
- Gender based violence

Retirement plan programme Wellness Day:

- Health screening and different physical activities
- Information session on mental health Financial management
- HIV, STI&TB information session
- Condom use demonstration
- Mental Health and drug abuse information session
- Sport days with different departments

2.6 Human Resources achievements and challenges faced by the department, as well as future human resource plans /goals.

Achievements:

Equity in terms of race indicate that department is reasonably aligned in terms targets. Although females in SMS posts indicate a 11.1% shortfall to reach 50/50 representativity, the overall female representation has exceeded that national target.

The turnover rate has improved markedly from 4.9% to 1.5% for this year. The vacancy rate at 5.8 is well below the desired 10%.

HR Delegations were approved and implemented HR Policies are current and in place

Challenges:

The main challenge for the implementation of the proposed organization and staff establishment is that possible future budget cuts and or reprioritization might cause the department not to be able to fill vacant posts. This in itself could impact on services directly but delays due to possible restructuring or reorganization of functions to accommodate this shall also impact on service delivery, meeting of objectives and set targets. This read in the context that the implementation of the new establishment might take some time and the impact on service delivery, is of concern.



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Future human resource plans /goals

The department shall review the organisation and staff establishment, ensuring alignment with both the strategic plan and budget, with the intent of enhancing effectiveness and efficiency.

In order to ensure the recruitment of the right people, with the right skills, in the right place, at the right time, to deliver high quality, value for money services, improvements shall be made to recruitment plans and exit strategies, which in turn shall reduce the vacancy rate further and improve staff stability.

In order to ensure a competent, productive, ethical and empowered workforce, priority shall be given to staff development, whilst going to lengths to accommodate more youth in internship and learnership programs.

3. HUMAN RESOURCES OVERSIGHT STATISTICS

3.1 Personnel related expenditure

The following tables summarise the final audited personnel related expenditure by programme and by salary bands. In particular, it provides an indication of the following:

- amount spent on personnel
- amount spent on salaries, overtime, homeowner's allowances and medical aid.

Table 3.1.1 Personnel expenditure by programme for the period 1 April 2023 and 31 March 2024

Programme	Total expenditure (R'000)	Personnel expenditure (R'000)	Training expenditure (R'000)	Professional and special services expenditure (R'000)	Personnel expenditure as a % of total expenditure	Average personnel cost per employee (R'000)
Administration	124 836	87 481	1 121	0	70	540
Cultural Affairs	134 133	61 650	896	0	46	422
Library & Archive Services	234 817	169 749	401	0	72	339
Sport & Recreation	134 649	52 864	621	0	39	481
Total	628 435	371 744	3 039	0	59	405

Table 3.1.2 Personnel costs by salary band for the period 1 April 2023 and 31 March 2024

Salary band	Personnel expenditure (R'000)	% of total personnel cost	No. of employees	Average personnel cost per employee (R'000)
Lower skilled (levels 1-2)	37 780	10.2	171	221
Skilled (levels 3-5)	95 564	25.7	319	299
Highly skilled production (levels 6-8)	142 583	38.4	319	447
Highly skilled supervision (levels 9-12)	70 356	18.9	92	764
Senior and Top management (levels 13-16)	25 461	6.8	18	1414
Total	371 744	100	919	405

Table 3.1.3 Salaries, Overtime, Home Owners Allowance and Medical Aid by programme for the period 1 April 2023 and 31 March 2024

Programme	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Administration	60 190	68.8	226	0.3	2 451	2.8	5 566	6.4
Cultural Affairs	41 776	67.8	221	0.4	2 728	4.4	5 631	9.1
Library & Archive Services	116 943	68.9	2	0	9 219	5.4	17 200	10.1
Sport & Recreation	37 321	70.6	0	0	1 636	3.1	3 650	6.9
Total	256 230	69	449	0.1	16 034	4.3	32 047	8.6

Table 3.1.4 Salaries, Overtime, Home Owners Allowance and Medical Aid by salary band for the period 1 April 2023 and 31 March 2024

Salary band	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime as a % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Skilled (levels 1-2)	25 455	67.8	0	0	3 136	8.3	5 330	14.1
Skilled (levels 3-5)	58 706	61.4	104	0.1	5 864	6.1	12 128	12.7
Highly skilled production (levels 6-8)	100 432	70.4	280	0.2	5 755	4.0	12 016	8.4
Highly skilled supervision (levels 9-12)	48 687	69.2	65	0.1	1 189	1.7	2 447	3.5
Senior management (levels 13-16)	22 950	90.1	0	0	90	0.4	126	0.5
Total	256 230	69	449	0.1	16 034	4.3	32 047	8.6

3.2 Employment and Vacancies

Table 3.2.1 Employment and vacancies by programme as on 31 March 2024

Programme	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Administration	176	162	8	8
Cultural Affairs	162	146	9.9	6
Library & Archive Services	526	505	4	2
Sport & Recreation Total	112	106	5.4	5
	976	919	5.8	21

Table 3.2.2 Employment and vacancies by salary band as on 31 March 2024

Salary band	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Lower skilled (levels 1-2)	178	170	4.5	0
Skilled (levels 3-5)	319	311	2.5	0
Highly skilled production (levels 6-8)	329	304	7.6	0
Highly skilled supervision (levels 9-12)	100	88	12	0
Senior management (levels 13-16)	21	17	19	0
Contract (levels 1-2)	1	1	0	0
Contract (levels 3-5)	8	8	0	7
Contract (levels 6-8)	15	15	0	14
Contract (levels 9-12)	4	4	0	0
Contract (level 13)	1	1	0	0
Total	976	919	5.8	21

Table 3.2.3 Employment and vacancies by critical occupations as on 31 March 2024

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Accounting Technician	10	10	0	0
Administration Clerks	26	26	0	0
Administrative Officer	14	14	0	1
Administrative and Governance Policy Manager	2	2	0	0
Administrative related	1	1	0	0
Archives Manager	1	1	0	0
Archivists, curators and related professionals	5	5	0	0
Arts/Culture Manager	1	1	0	0
Basic training	20	20	0	20
Caretaker/Cleaner	133	133	0	0
Cleaners in offices workshops hospitals etc., permanent	1	1	0	0
Clerical supplementary workers not elsewhere classified, permanent	2	2	0	0
Communication and marketing manager, permanent	1	1	0	0
Communication coordinator, permanent	1	1	0	0
Communication strategist, permanent	2	2	0	0
Compliance officer, permanent	1	1	0	0
Computer network technician, permanent	7	7	0	0
Database designer and administrator, permanent	2	2	0	0
Developer programmer, permanent	3	3	0	0
Dieticians and nutritionists, permanent	1	1	0	0
Elementary workers not elsewhere classified, permanent	20	20	0	0
Enforcement and compliance manager, permanent	1	1	0	0
Environmental practices inspector, permanent	2	2	0	0
Ethics officer, permanent	1	1	0	0
Filing and registry clerk, permanent	2	2	0	0
Finance clerk, permanent	2	2	0	0
Finance manager, permanent	1	1	0	0
Financial accountant, permanent	1	1	0	0
Food trade assistant, permanent	5	5	0	0
Gallery or museum curator, permanent	6	6	0	0
Gallery or museum technician,	8	8	0	0
Graphic designer, permanent	2	2	0	0
Head of provincial department, permanent	1	1	0	0

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Health sciences related, permanent	1	1	0	0
Heritage practitioner/ advisor, permanent	6	6	0	0
Historian, permanent	2	2	0	0
Human resource clerk, permanent	3	3	0	0
Human resource practitioner, permanent	11	11	0	0
Industrial/ labour relations officer, permanent	4	4	0	0
Information services manager, permanent	1	1	0	0
Internal audit manager, permanent	1	1	0	0
Internal auditor, permanent	3	3	0	0
Interpreter, permanent	1	1	0	0
Librarian, permanent	84	84	0	0
Library assistant, permanent	173	173	0	0
Library manager, permanent	1	1	0	0
Library technician, permanent	70	70	0	0
Light vehicle driver, permanent	1	1	0	0
Linguist, permanent	2	2	0	0
Managers not elsewhere classified, permanent	4	4	0	0
Medical technicians/technologists, permanent	9	9	0	0
Messengers, permanent	1	1	0	0
Middle manager: Human resource & org. dev. related, permanent	3	3	0	0
Middle manager: administrative related, permanent	6	6	0	0
Middle manager: engineering sciences related, permanent	1	1	0	0
Middle manager: finance and economics related, permanent	4	4	0	0
Middle manager: information technology related, permanent	1	1	0	0
Middle manager: internal audit related, permanent	2	2	0	0
Middle manager: Communication & information related, permanent	1	1	0	0
Not available, permanent	57	0	100	0
Occupational/ job analyst, permanent	2	2	0	0
Office cleaner, permanent	40	40	0	0
Organisational development practitioner, permanent	1	1	0	0
Other admin. & related clerks and organisers, permanent	9	9	0	0
Other administrative policy and related officers, permanent	5	5	0	0
Other clerical support workers, permanent	4	4	0	0
Other middle manager, permanent	12	12	0	0

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Other occupations, permanent	1	1	0	0
Personal assistant, permanent	15	15	0	0
Professionals not elsewhere classified, permanent	25	25	0	0
Receptionist (general), permanent	8	8	0	0
Secretary (general), permanent	1	1	0	0
Security officer, permanent	27	27	0	0
Senior managers, permanent	1	1	0	0
Skills development facilitator/ practitioner, permanent	2	2	0	0
Sports development officer, permanent	29	29	0	0
Sports official, permanent	11	11	0	0
Strategy/monitoring & evaluation manager, permanent	1	1	0	0
Supply chain clerk, permanent	6	6	0	0
Supply chain manager, permanent	1	1	0	0
Supply chain practitioner, permanent	25	25	0	0
Switchboard operator, permanent	2	2	0	0
Training and development professional, permanent	1	1	0	0
Translator, permanent	6	6	0	0
Visual artist, permanent	2	2	0	0
Total	976	919	5.8	21

3.1 Filling of SMS Posts

Table 3.3.1 SMS post information as on 31 March 2023

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Head of Department	1	0	0	1	100
Salary Level 16	1	1	100	0	0
Salary Level 15	0	0	0	0	0
Salary Level 14	4	2	50	2	50
Salary Level 13	17	15	88	2	12
Total	23	18	78	5	22

Table 3.3.2 SMS post information as on 30 September 2023

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Head of Department	1	0	0	1	100
Salary Level 16	1	1	100	0	0
Salary Level 15	0	0	0	0	0
Salary Level 14	4	2	50	2	50
Salary Level 13	17	15	88	2	12
Total	23	18	78	5	22

Table 3.3.3 Advertising and filling of SMS posts for the period 1 April 2023 and 31 March 2024

SMS Level	Advertising	Filling of Posts	
	Number of vacancies per level advertised in 6 months of becoming vacant	Number of vacancies per level filled in 6 months of becoming vacant	Number of vacancies per level not filled in 6 months but filled in 12 months
Director-General/ Head of Department	1	0	1
Salary Level 16	0	0	0
Salary Level 15	0	0	0
Salary Level 14	1	0	0
Salary Level 13	1	0	0
Total	3	0	1

Table 3.3.4 Reasons for not having complied with the filling of funded vacant SMS - Advertised within 6 months and filled within 12 months after becoming vacant for the period 1 April 2023 and 31 March 2024

Reasons for vacancies not advertised within six months
N/A

Reasons for vacancies not filled within twelve months
Budget cuts caused CoE Pressure resulting in a restricting process

Table 3.3.5 Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts within 12 months for the period 1 April 2023 and 31 March 2024

Reasons for vacancies not advertised within six months
Restructuring and administrative challenges

Reasons for vacancies not filled within twelve months
Administrative challenges

3.4 Job Evaluation

Table 3.4.1 Job Evaluation by Salary band for the period 1 April 2023 and 31 March 2024

Salary band	Number of posts on approved establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower Skilled (levels 1-2)	178	0	0	0	0	0	0
Skilled (levels 3-5)	319	0	0	0	0	0	0
Highly Skilled Production (levels 6-8)	329	0	0	0	0	0	0
Highly Skilled Supervision (levels 9-12)	100	0	0	0	0	0	0
Senior Management Service Band A	17	0	0	0	0	0	0
Senior Management Service Band B	3	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
Contract (levels 1-2)	1	0	0	0	0	0	0
Contract (levels 3-5)	8	0	0	0	0	0	0
Contract (levels 6-8)	15	0	0	0	0	0	0
Contract (levels 9-12)	4	0	0	0	0	0	0
Contract Band D	1	0	0	0	0	0	0
Total	976	0	0	0	0	0	0

Table 3.4.2 Profile of employees whose positions were upgraded due to their posts being upgraded for the period 1 April 2023 and 31 March 2024

Gender	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0

Employees with a disability	0
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Total number of employees whose positions were upgraded due to their posts being upgraded	None
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Table 3.4.3 Employees with salary levels higher than those determined by job evaluation by occupation, for the period 1 April 2023 to 31 March 2024

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
None	-	-	-	-
Total number of employees whose salaries exceeded the level determined by job evaluation				None
Percentage of total employed				-

Table 3.4.4 Profile of employees who have salary levels higher than those determined by job evaluation for the period 1 April 2023 to 31 March 2024

Gender	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0

Employees with a disability	0	0	0	0	0
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Total number of Employees whose salaries exceeded the grades determine by job evaluation	None
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3.5 Employment Changes

Table 3.5.1 Annual turnover rates by salary band for the period 1 April 2023 to 31 March 2024

Salary band	Number of employees at beginning of period 1 April 2023	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower Skilled (Levels 1-2)	176	1	2	0,60
Skilled (Levels 3-5)	320	0	9	1,40
Highly Skilled Production (Levels 6-8)	318	1	13	2,10
Highly Skilled Supervision (Levels 9-12)	88	1	1	0,60
Senior Management Service	17	0	0	0
Contract (Levels 1-2) Permanent	1	1	0	0
Contract (Levels 3-5) Permanent	8	0	0	0
Contract (Levels 6-8) Permanent	17	1	3	8,80
Contract (Levels 9-12) Permanent	4	1	0	0
Contract Senior Manager	1	0	0	0
Total	950	6	28	1.50

Table 3.5.2 Annual turnover rates by critical occupation for the period 1 April 2023 and 31 March 2024

Critical occupation	Number of employees at beginning of period- April 2023	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Administrative related permanent	42	2	1	1,30
Archivists curators and related professionals permanent	19	0	3,00	7,90
Auxiliary and related workers permanent	5	0	0	0,00
Basic training permanent	21	0	1	2,40
Building and other property caretakers permanent	134	1	4	1,50
Cleaners in offices workshops hospitals etc. permanent	45	1	1	1,10
Client inform clerks (switchb recept inform clerks) permanent	16	0	0	0
Communication and information related permanent	4	0	0	0
Computer programmers. permanent	3	0	0	0
Dieticians and nutritionists permanent	1	0	0	0
Financial and Economics Related	1	0	0	0
Financial and related professionals permanent	10	0	0	0
Financial clerks and credit controllers permanent	12	0	0	0
Food services aids and waiters permanent	5	0	0	0
Health sciences related permanent	1	0	0	0
Historians and political scientists permanent	3	0	0	0
Human resources & organisation development & relate prof permanent	15	0	0	0
Human resources clerks permanent	3	0	0	0
Human resources related permanent	10	0	0	0
Information technology related permanent	1	0	0	0
Inspectors of apprentices works and vehicles permanent	2	0	0	0
Language practitioners interpreters & other commun permanent	16	0	1	2,90
Librarians and related professionals permanent	161	0	5	1,30
Library mail and related clerks permanent	181	0	4	1,10
Light vehicle drivers permanent	1	0	0	0
Logistical support personnel permanent	2	0	0	0
Material-recording and transport clerks permanent	4	0	0	0
Medical technicians/technologists permanent	9	0	0	0
Messengers porters and deliverers permanent	2	0	1	25,00

Critical occupation	Number of employees at beginning of period- April 2023	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Other administrat & related clerks and organisers permanent	53	0	4	3,80
Other administrative policy and related officers permanent	109	1	3	1,40
Other information technology personnel. permanent	9	1	0	0
Other occupations permanent	1	0	0	0
Quantity surveyors & related prof not class elsewhere permanent	1	0	0	0
Risk management and security services permanent	2	0	0	0
Security officers permanent	29	0	0	0
Senior managers permanent	17	0	0	0
Total	950	6	28	1.50

Table 3.5.3 Reasons why staff left the department for the period 1 April 2023 and 31 March 2024

Termination	Number	% of Total Resignations
Death, Permanent	6	21,43
Resignation, Permanent	7	25,00
Expiry of contract, Permanent	1	3,57
Dismissal-misconduct, Permanent	3	10,71
Retirement, Permanent	11	39,29
Total	28	100,00
Total number of employees who left as a % of total employment	3	

Table 3.5.4 Promotions by critical occupation for the period 1 April 2023 and 31 March 2024

Occupation	Employees 1 April 2023	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
Administrative related	42	1	1,30	16	20,00
Archivists curators and related professionals	19	0	0	12	31,60
Auxiliary and related workers	5	0	0	4	40,00
Basic training	21	0	0	0	0,00
Building and other property caretakers	134	0	0	102	38,10
Cleaners in offices workshops hospitals etc.	45	0	0	31	34,40
Client inform clerks (switchb recept inform clerks)	16	0	0	9	26,50
Communication and information related	4	0	0	1	16,70

Occupation	Employees 1 April 2023	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
Computer programmers	3	0	0	2	33,30
Dieticians and nutritionists	1	0	0	0	0,00
Finance and economic related	1	0	0	0	0,00
Financial and related professionals	10	1	4	6	27,30
Financial clerks and credit controllers	12	0	0	10	45,50
Food services aids and waiters	5	0	0	3	30,00
Health sciences related	1	0	0	1	50,00
Head of department	0	0	100	0	0,00
Historians and political scientists	3	0	0	1	16,70
Human resources & org. development & relate prof	15	0	0	14	46,70
Human resources clerks	3	0	0	1	16,70
Human resources related	10	0	0	5	27,80
Information technology related	1	0	0	0	0,00
Inspectors of apprentices works and vehicles	2	0	0	2	50,00
Language practitioners interpreters & other commun	16	0	0	15	44,10
Librarians and related professionals	161	1	0,30	115	36,20
Library mail and related clerks	181	2	0,60	151	41,70
Light vehicle drivers	1	0	0	0	0,00
Logistical support personnel	2	0	0	0	0,00
Material-recording and transport clerks	4	0	0	7	70,00
Medical technicians/technologists	9	0	0	7	38,90
Messengers porters and deliverers	2	0	0	0	0,00
Other administrat & related clerks and organisers	53	2	1,90	33	31,10
Other administrative policy and related officers	109	0	0	68	30,90
Other information technology personnel.	9	0	0	4	22,20
Other occupations	1	0	0	0	0,00
Quantity surveyors & rela prof not class elsewhere	1	0	0	1	50,00
Risk management and security services	2	0	0	0	0,00
Security officers	29	0	00	27	48,20
Senior managers	17	1	2,90	7	20,60
Total	950	8,00	0,40	655,00	34,60

Table 3.5.5 Promotions by salary band for the period 1 April 2023 and 31 March 2024

Salary Band	Employees 1 April 2023	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of employees by salary bands
Lower Skilled (levels 1-2), Permanent	176	0	0	138	39,2
Skilled (levels 3-5), Permanent	320	4	0,6	251	39,2
Highly Skilled Production (levels 6-8), Permanent	318	1	0,2	218	34,4
Highly Skilled Supervision (levels 9-12), Permanent	88	2	1,2	41	23,8
Senior Management (level 13), Permanent	17	0	0	7	20,6
Contract (levels 1-2), Permanent	1	0	0	0	0
Contract (levels 3-5), Permanent	8	0	0	0	0
Contract (levels 6-8), Permanent	17	0	0	0	0
Contract (levels 9-12), Permanent	4	0	0	0	0
Contract (levels >= 13), Permanent	1	1	50	0	0
Total	950	8	0,4	655	34,6

3.6 Employment Equity

Table 3.6.1 Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2024

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Service shop and market sales workers	6	2	0	0	12	0	0	0	20
Unknown	1	0	0	0	0	0	0	0	1
Clerical support workers	85	2	0	2	146	5	0	4	244
Elementary	64	2	0	0	129	4	0	0	199
Managers	24	2	0	3	13	0	0	8	50
Plant & machine operators & assemblers	5	1	0	0	2	0	0	0	8
Professionals	50	1	0	8	93	1	0	17	170
Protect rescue social health science support personnel	13	0	0	0	16	0	0	0	29
Skill agri fores fish craft related trades workers	3	0	0	0	1	0	0	0	4
Technicians & associate technical occupations	80	4	0	2	92	4	0	12	194
Total	331	14	0	15	504	14	0	41	919

Table 3.6.2 Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2024

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	1	0	0	0	1
Senior Management	8	0	0	2	6	0	0	0	16
Professionally qualified and experienced specialists and mid-management	33	2	0	9	26	0	0	18	88
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	112	5	0	3	158	7	0	19	304
Semi-skilled and discretionary decision making	120	3	0	1	180	3	0	4	311
Unskilled and defined decision making	47	1	0	0	118	4	0	0	170
Contract (Top Management)	1	0	0	0	0	0	0	0	1
Contract (Professionally Qualified), Permanent	3	0	0	0	1	0	0	0	4
Contract (Skilled Technical), Permanent	4	0	0	0	11	0	0	0	15
Contract (Semi- Skilled),	3	2	0	0	3	0	0	0	8
Contract (Unskilled), Permanent	0	1	0	0	0	0	0	0	1
Total	331	14	0	15	504	14	0	41	919

Table 3.6.3 Recruitment for the period 1 April 2023 to 31 March 2024

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid- management	0	0	0	0	1	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	1	0	0	0	0	0	0	0	1
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	1	0	0	0	1
Contract (Professionally qualified), Permanent	1	0	0	0	0	0	0	0	1
Contract (Skilled technical), Permanent	0	0	0	0	1	0	0	0	1
Contract (Unskilled), Permanent	0	1	0	0	0	0	0	0	1
Total	2	1	0	0	3	0	0	0	6
Employees with disabilities	0	0	0	0	0	0	0	0	0

Table 3.6.4 Promotions for the period 1 April 2023 to 31 March 2024

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	4	0	0	0	3	0	0	0	7
Professionally qualified and experienced specialists and mid- management	15	0	0	4	14	0	0	10	43
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	75	5	0	2	117	6	0	14	219
Semi-skilled and discretionary decision making	99	3	0	0	146	3	0	4	255
Unskilled and defined decision making	38	1	0	0	95	4	0	0	138
Contract (Top Management), Permanent	1	0	0	0	0	0	0	0	1
Total	232	9	0	6	375	13	0	28	663
Employees with disabilities	5	0	0	0	4	0	0	2	11

Table 3.6.5 Terminations for the period 1 April 2023 to 31 March 2024

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	6	0	0	0	4	0	0	3	13
Semi-skilled and discretionary decision making	6	0	0	0	3	0	0	0	9
Unskilled and defined decision making	1	0	0	0	1	0	0	0	2
Contract (Skilled technical), Permanent	1	0	0	0	1	0	0	1	3
Total	15	0	0	0	9	0	0	4	28
Employees with Disabilities	0	0	0	0	0	0	0	0	0

Table 3.6.6 Disciplinary action for the period 1 April 2023 to 31 March 2024

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Final written warning	3	0	0	0	4	0	0	0	7
One month's suspension without salary	1	0	0	0	0	0	0	0	1
Total	4	0	0	0	4	0	0	0	8

Table 3.6.7 Skills development for the period 1 April 2023 to 31 March 2024

Occupational category	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	2	2	0	0	4	0	0	0	8
Professionals	11	0	0	0	10	0	0	0	21
Technicians and associate professionals	0	5	0	0	0	0	0	0	5
Clerks	0	5	0	0	6	3	0	0	14
Service and sales workers	0	0	0	0	0	0	0	0	0
Skilled agriculture and fishery workers	0	4	0	0	0	0	0	0	4
Craft and related trades workers	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0
Elementary occupations	0	11	0	0	15	0	0	0	26
Total	13	27	0	0	35	3	0	0	78
Employees with disabilities	0	0	0	0	0	0	0	0	0

3.7 Signing of Performance Agreements by SMS Members

Table 3.7.1 Signing of Performance Agreements by SMS members as on 31 May 2023

SMS Level	Total number of funded SMS posts	Total number of SMS members	Total number of signed performance agreements	Signed performance agreements as % of total number of SMS members
Director-General/ Head of Department	1	0	0	0
Salary Level 16	1	0	0	0
Salary Level 15	0	0	0	0
Salary Level 14	4	2	2	100%
Salary Level 13	17	16	12	75%
Total	23	18	14	

Table 3.7.2 Reasons for not having concluded Performance agreements for all SMS members as on 31 May 2023

Reasons
Non-compliance to stipulated due dates from SMS Members

Table 3.7.3 Disciplinary steps taken against SMS members for not having concluded Performance agreements as on 31 May 2023

Reasons
None, but officials who did not complete performance agreements in time, will forfeit performance rewards for 2023/24 financial year.

3.8 Performance Rewards

Table 3.8.1 Performance Rewards by race, gender and disability for the period 1 April 2023 to 31 March 2024

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within group	Cost (R'000)	Average cost per employee
African					
Male	0	324	0	0	0
Female	1	499	0.20	13	12 996
Asian					
Male	0	0	0	0	0
Female	0	0	0	0	0
Coloured					
Male	0	14	0	0	0
Female	0	14	0	0	0
White					
Male	0	14	0	0	0
Female	0	39	0	0	0
Total	1	919	0.10	13	12 996

Number of Performance Rewards by race, gender and disability for the period 1 April 2023 to 31 March 2024	None
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Table 3.8.2 Performance Rewards by salary band for personnel below Senior Management Service for the period 1 April 2023 to 31 March 2024

Salary band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	
None	-	-	-	-	-	-

Number of Performance Rewards by salary band for personnel below Senior Management Service for the period 1 April 2023 to 31 March 2024	None
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Table 3.8.3 Performance Rewards by critical occupation for the period 1 April 2023 to 31 March 2024

Critical occupation	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee
None	-	-	-	-	-

Number of Performance Rewards by critical occupation for the period 1 April 2023 to 31 March 2024	None
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Table 3.8.4 Performance related rewards (cash bonus), by salary band for Senior Management Service for the period 1 April 2023 to 31 March 2024

Salary band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	
None	-	-	-	-	-	-

Number of Performance related rewards (cash bonus), by salary band for Senior Management Service for the period 1 April 2023 to 31 March 2024	None
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3.9 Foreign Workers

The tables below summarise the employment of foreign nationals in the department, in terms of salary band and major occupation.

Employment of foreign nationals in the department, in terms of salary band and major occupation	None
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Table 3.9.1 Foreign workers by salary band for the period 1 April 2023 and 31 March 2024

Salary band	01 April 2023		31 March 2024		Change	
	Number	% of total	Number	% of total	Number	% Change
Lower skilled	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0	0	0
Contract (Levels 9-12)	0	0	0	0	0	0
Contract (Levels 13-16)	0	0	0	0	0	0
Total	0	0	0	0	0	0

Table 3.9.2 Foreign workers by major occupation for the period 1 April 2023 to 31 March 2024

Major occupation	01 April 2023		31 March 2024		Change	
	Number	% of total	Number	% of total	Number	% Change
None	-	-	-	-	-	-

3.10 Leave utilization

Table 3.10.1 Sick leave for the period 1 January 2023 to 31 December 2023

Salary band	Total days	% Days with Medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skills (Levels 1-2)	1 042	88.10	119	17.7	9	691
Skilled (Levels 3-5)	2 112	87.7	239	35.5	9	2 127
Highly skilled production (Levels 6-8)	1 902	82.4	233	34.60	8	3 097
Highly skilled supervision (Levels 9 -12)	429	78.60	62	9.2	7	1187
Top and Senior management (Levels 13-16)	69	95.70	9	1.3	8	330
Contract (Levels 3-5)	19	52.6	3	0.4	6	5
Contract (Levels 6-8)	39	66.70	9	1.3	4	26
Total	5 612	85.10	674	100	8	7 462

Table 3.10.2 Disability leave (temporary and permanent) for the period 1 January 2023 to 31 December 2023

Salary band	Total days	% Days with Medical certification	Number of Employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	131	100	4	15.4	33	88
Skilled (Levels 3-5)	209	100	7	26.90	30.00	216
Highly skilled production (Levels 6-8)	432	100	14	53.8	31	769
Highly skilled supervision (Levels 9-12)	2	100	1	3.8	2	6
Senior management (Levels 13-16)	0	0	0	0	0	0
Total	774	100	26	100	30	1 079

Table 3.10.3 Annual Leave for the period 1 January 2023 to 31 December 2023

Salary band	Total days taken	Number of Employees using annual leave	Average per employee
Lower skilled (Levels 1-2)	3761	22	174
Skilled (Levels 3-5)	7 440.84	23	319
Highly skilled production (Levels 6-8)	7 720.25	24	318
Highly skilled supervision (Levels 9-12)	2 368	26	90
Senior management (Levels 13-16)	362	23	16
Contract (Levels 3-5)	148	19	8
Contract (Levels 6-8)	242	13	18
Contract (Levels 9-12)	10	10	1
Total	22 052.09	160	944

Table 3.10.4 Capped leave for the period 1 January 2023 to 31 December 2023

Salary band	Total days of capped leave taken	Number of Employees using capped leave	Average number of days taken per employee	Average capped leave per employee as on 31 March 2023
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	0	0	0	268.03
Highly skilled production (Levels 6-8)	0	0	0	488.83
Highly skilled supervision (Levels 9-12)	0	0	0	859.04
Senior management (Levels 13-16)	0	0	0	37.64
Total	0	0	0	1 653.04

The following table summarises payments made to employees as a result of leave that was not taken.

Table 3.10.5 Leave payouts for the period 1 April 2023 to 31 March 2024

Reason	Total amount (R'000)	Number of employees	Average per employee (R'000)
Annual - discounting with resignation (work days)	145	10	14
Annual - discounting: contract expiry (work days)	8	1	8
Annual - discounting: unused vacation credits (work days)	387	8	48
Annual - gratuity: death/retirement/medical retirement (work days)	375	19	20
Capped - gratuity: death/retirement/medical retirement (work days)	95	4	24
Total	1 010	42	24

3.11 HIV/AIDS & Health Promotion Programmes

Table 3.11.1 Steps taken to reduce the risk of occupational exposure

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
The vulnerable employees: The young/youth, inters and newly appointed employees including elder people	Information session on HIV, STI and condom use as a prevention and reduction of the new infections

Table 3.11.2 Details of Health Promotion and HIV/AIDS Programmes

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.		No	
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	Yes		One official with one Intern with zero budget
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.	Yes		Counselling, referrals, support
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	Yes		SMS MEMBERS AS STEERING COMMITTEE: EHW COMMITTEE MEMBERS: • Hope Kumalo • Leslie Dibeche • Maki Matsoso • Thabiso Lichaba • Johannes Sonopo • Yoliswa Ma • Irene Mathalose • Reahile Chesane • Tshegofatso Photole • Lefa Khoantle • Maletsatsi Dumezweni • Mmapule Manyena • Kuki Mofokeng • Fezile Sonkwane • Palesa Liphoko • Vusi Galane
5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.		No	
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.		No	
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have you achieved.	Yes		Only few Officials test voluntarily during the wellness days; majority tests through their doctors (Gems Report)
8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.		No	

3.12 Labour Relations

Table 3.12.1 Collective agreements for the period 1 April 2023 to 31 March 2024

Subject matter	Date
Resolution 3 of 2023: Enforcement of collective agreements in the Public Service signed on 13 July 2023	July 2023

Total number of Collective agreements	1
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The following table summarises the outcome of disciplinary hearings conducted within the department for the year under review.

Table 3.12.2 Misconduct and disciplinary hearings finalised for the period 1 April 2023 to 31 March 2024

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	0	0
Verbal warning	0	0
Written warning	1	12.50%
Final written warning	1	12.50%
Suspended without pay	2	25%
Fine	0	0
Demotion	0	0
Dismissal	0	0
Not guilty	0	0
Case withdrawn	4	50%
Total	8	100%

Table 3.12.3 Types of misconduct addressed at disciplinary hearings for the period 1 April 2023 to 31 March 2024

Type of misconduct	Number	% of total
Disrespectful, abusive or insolent behaviour	3	27.3%
Failure to carry out order or instruction	1	9.10%
Failure to comply with or contravention of an Act	2	18.20%
Theft, bribery or commitment of fraud	5	45.50%
Total	11	100%

Table 3.12.4 Grievances logged for the period 1 April 2023 to 31 March 2024

Grievances	Number	% of Total
Number of grievances resolved	9	100%
Total number of grievances lodged	9	100%

Table 3.12.5 Disputes logged with Councils for the period 1 April 2023 to 31 March 2024

Disputes	Number	% of Total
Number of disputes resolved	2	75%
Number of disputes pending	1	25%
Total number of disputes lodged	3	100%

Total number of Disputes logged with Councils for the period 1 April 2023 to 31 March 2024	None
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Table 3.12.6 Strike actions for the period 1 April 2023 to 31 March 2024

Total number of persons' working days lost	0
Total costs working days lost	0
Amount recovered as a result of no work no pay (R'000)	0

Table 3.12.7 Precautionary suspensions for the period 1 April 2023 to 31 March 2024

Number of people suspended	1
Number of people whose suspension exceeded 30 days	1
Average number of days of suspension	74
Cost of suspension (R'000)	46 877.52
Total number of Precautionary suspensions for the period 1 April 2023 to 31 March 2024	1

3.13 Skills development

This section highlights the efforts of the department with regard to skills development.

Table 3.13.1 Training needs identified for the period 1 April 2023 to 31 March 2024

Occupational category	Gender	Number of employees as at 1 April 2023	Training needs identified at start of the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	7	0	6	0	6
	Male	11	0	2	0	2
Professionals	Female	169	0	10	0	10
	Male	85	0	11	0	11
Technicians and associate professionals	Female	79	0	0	0	0
	Male	89	0	5	0	5
Clerks	Female	165	26	9	0	35
	Male	104	25	5	0	30
Service and sales workers	Female	28	0	0	0	0
	Male	24	0	0	0	0
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	4	0	4
Craft and related trades workers	Female	0	0	0	0	0
	Male	2	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	1	0	0	0	0
Elementary occupations	Female	126	0	15	0	15
	Male	60	0	11	0	11
Sub Total	Female	574	26	40	0	66
	Male	376	25	38	0	63
Total		950	51	78	0	129

Table 3.13.2 Training provided for the period 1 April 2023 to 31 March 2024

Occupational category	Gender	Number of employees as at 1 April 2023	Training provided within the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	7	0	15	0	15
	Male	11	0	6	0	6
Professionals	Female	169	0	20	0	20
	Male	85	0	12	0	12
Technicians and associate professionals	Female	79	18	0	0	18
	Male	89	11	0	0	11
Clerks	Female	165	0	13	0	13
	Male	104	0	8	0	8
Service and sales workers	Female	28	0	2	0	2
	Male	24	0	2	0	2
Skilled agriculture and fishery workers	Female	0	0	0	0	0
	Male	0	0	0	0	0
Craft and related trades workers	Female	0	0	0	0	0
	Male	2	0	0	0	0
Plant and machine operators and assemblers	Female	0	0	0	0	0
	Male	1	0	0	0	0
Elementary occupations	Female	126	0	27	0	27
	Male	60	0	9	0	9
Sub Total	Female	574	18	77	0	95
	Male	376	11	37	0	48
Total		950	29	114	0	143

3.14 Injury on duty

The following tables provide basic information on injury on duty.

Table 3.14.1 Injury on duty for the period 1 April 2023 to 31 March 2024

Nature of injury on duty	Number	% of total
Required basic medical attention only	0	0
Temporary Total Disablement	0	0
Permanent Disablement	0	0
Fatal	0	0
Total	0	0

Number of injuries on duty for the period 1 April 2023 to 31 March 2024

None

3.15 Utilisation of Consultants

Table 3.15.1 Report on consultant appointments using appropriated funds for the period 1 April 2023 to 31 March 2024

Project title	Total number of consultants that worked on project	Duration (work days)	Contract value in Rand
N/A	-	-	-

Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rand
N/A	-	-	-

Table 3.15.2 Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs) for the period 1 April 2023 to 31 March 2024

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
N/A	-	-	-

Table 3.15.3 Report on consultant appointments using Donor funds for the period 1 April 2023 to 31 March 2024

Project title	Total Number of consultants that worked on project	Duration (Work days)	Donor and contract value in Rand
N/A	-	-	-

Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rand
N/A	-	-	-

Table 3.15.4 Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs) for the period 1 April 2023 to 31 March 2024

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
N/A	-	-	-

3.16 Severance Packages

Table 3.16.1 Granting of employee-initiated severance packages for the period 1 April 2023 to 31 March 2024

Salary band	Number of applications received	Number of applications referred to the MPSA	Number of applications supported by MPSA	Number of packages approved by department
Lower skilled (Levels 1-2)	0	0	0	0
Skilled (Levels 3-5)	0	0	0	0
Highly skilled production (Levels 6-8)	0	0	0	0
Highly skilled supervision (Levels 9-12)	0	0	0	0
Senior management (Levels 13-16)	0	0	0	0
Total	0	0	0	0

Number of employee-initiated severance packages granted for the period 1 April 2023 to 31 March 2024	None
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PART E: PFMA COMPLIANCE REPORT

1. IRREGULAR, FRUITLESS AND WASTEFUL, UNAUTHORISED EXPENDITURE AND MATERIAL LOSSES

1.1. Irregular expenditure

a) Reconciliation of irregular expenditure

Description	2023/2024	2022/2023
	R'000	R'000
Opening balance	319 623	261 056
Adjustment to opening balance	-	-
Opening balance as restated	-	-
Add: Irregular expenditure confirmed	53 990	58 567
Less: Irregular expenditure condoned	-	-
Less: Irregular expenditure not condoned and removed	-	-
Less: Irregular expenditure recoverable ¹	-	-
Less: Irregular expenditure not recoverable and written off	-	-
Closing balance	373 613	319 623

Reconciling notes

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure that was under assessment	-	1 000
Irregular expenditure that relates to the prior year and identified in the current year	-	-
Irregular expenditure for the current year	53 990	58 567
Total	53 990	59 567

b) Details of irregular expenditure (under assessment, determination, and investigation)

Description ²	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure under assessment	-	1 000
Irregular expenditure under determination	-	-
Irregular expenditure under investigation	53 990	58 567
Total	53 990	59 567

¹ Transfer to receivables

² Group similar items

c) Details of irregular expenditure condoned

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure condoned	-	-
Total	-	-

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d) Details of irregular expenditure removed - (not condoned)

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure NOT condoned and removed	-	-
Total	-	-

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e) Details of irregular expenditure recoverable

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure recoverable	-	-
Total	-	-

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f) Details of irregular expenditure written off (irrecoverable)

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure written off	-	-
Total	-	-

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Additional disclosure relating to Inter-Institutional Arrangements

g) Details of non-compliance cases, where an institution is involved in an inter-institutional arrangement (where such institution is not responsible for the non-compliance)

Description
N/A
Total

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h) Details of irregular expenditure cases, where an institution is involved in an inter-institutional arrangement (where such institution is responsible for the non-compliance)³

Description	2023/2024	2022/2023
	R'000	R'000
N/A	-	-
Total	-	-

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i) Details of disciplinary or criminal steps taken as a result of irregular expenditure

Disciplinary steps taken
N/A

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³ Refer to paragraphs 3.12, 3.13 and 3.14 of Annexure A (PFMA Compliance and Reporting Framework) to National Treasury Instruction No. 4 of 2022/2023

1.2 Fruitless and wasteful expenditure

a) Reconciliation of fruitless and wasteful expenditure

Description	2023/2024	2022/2023
	R'000	R'000
Opening balance	592	581
Adjustment to opening balance	-	-
Opening balance as restated	-	-
Add: Fruitless and wasteful expenditure confirmed	213	11
Less: Fruitless and wasteful expenditure recoverable ⁴	-	-
Less: Fruitless and wasteful expenditure not recoverable and written off	-	-
Closing balance	805	592

Fruitless expenditure emanates from interest paid on overdue account, and cancellation of accommodation, car rental and flight.

Reconciling notes

Description	2023/2024	2022/2023
	R'000	R'000
Fruitless and wasteful expenditure that was under assessment	-	-
Fruitless and wasteful expenditure that relates to the previous year and identified in the current year	-	-
Fruitless and wasteful expenditure for the current year	213	11
Total	213	11
	-	-

Fruitless expenditure emanates from interest paid on overdue account, and cancellation of accommodation, car rental and flight.

b) Details of fruitless and wasteful expenditure (under assessment, determination and investigation)

Description ⁵	2023/2024	2022/2023
	R'000	R'000
Fruitless and wasteful expenditure under assessment	-	-
Fruitless and wasteful expenditure under determination	-	-
Fruitless and wasteful expenditure under investigation	-	-
Total	-	-

⁵ Group similar items

c) Details of fruitless and wasteful expenditure recoverable

Description	2023/2024	2022/2023
	R'000	R'000
Fruitless and wasteful expenditure recoverable	-	-
Total	-	-

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d) Details of fruitless and wasteful expenditure not recoverable and written off

Description	2023/2024	2022/2023
	R'000	R'000
Fruitless and wasteful expenditure written off	-	-
Total	-	-

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e) Details of disciplinary or criminal steps taken as a result of fruitless and wasteful expenditure

Disciplinary steps taken
N/A

Total

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1.3 Unauthorised expenditure

a) Reconciliation of unauthorised expenditure

Description	2023/2024	2022/2023
	R'000	R'000
Opening balance	-	-
Adjustment to opening balance	-	-
Opening balance as restated	-	-
Add: unauthorised expenditure confirmed	-	-
Less: unauthorised expenditure approved with funding	-	-
Less: unauthorised expenditure approved without funding	-	-
Less: unauthorised expenditure recoverable ⁶	-	-
Less: unauthorised expenditure not recoverable and written off ⁷	-	-
Closing balance	-	-

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⁶ Transfer to receivables

⁷ This amount may only be written off against available savings

Reconciling notes

Description	2023/2024	2022/2023
	R'000	R'000
Unauthorised expenditure that was under assessment	-	-
Unauthorised expenditure that relates to the previous year and identified in the current year	-	-
Unauthorised expenditure for the current year	-	-
Total	-	-

b) Details of unauthorised expenditure (under assessment, determination, and investigation)

Description ⁸	2023/2024	2022/2023
	R'000	R'000
Unauthorised expenditure under assessment	-	-
Unauthorised expenditure under determination	-	-
Unauthorised expenditure under investigation	-	-
Total	-	-

1.4 Additional disclosure relating to material losses, in terms of PFMA Section 40(3) (b) (i) & (iii))⁹

a) Details of material losses

Material losses	2023/2024	2022/2023
	R'000	R'000
Ex-employee overpayment	129	148
Other material losses (SARS Penalties)	3	-
Less: Recoverable	-	-
Less: Not recoverable and written off	-	-
Total	132	148

Steps were taken to recover the amount through the GEPE and State Attorney. However, the debt per case was irrecoverable. Other cases that were written off relate to debtors who are deceased, others owe amounts less than R1000.00 and other debts are older than 3 years.

⁸ Group similar items

⁹ Information related to material losses must be disclosed in the annual financial statements.

b) Details of other material losses

Nature of other material losses	2023/2024	2022/2023
	R'000	R'000
SARS Penalties	3	5
	-	-
	-	-
	-	-
Total	3	5

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c) Other material losses recoverable

Nature of losses	2023/2024	2022/2023
	R'000	R'000
N/A	-	-
Total	-	-

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d) Other material losses not recoverable and written off

Nature of losses	2023/2024	2022/2023
	R'000	R'000
N/A	-	-
Total	-	-

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2. LATE AND/OR NON-PAYMENT OF SUPPLIERS

Description	Number of invoices	Consolidated Value
		R'000
Valid invoices received	2417	144 587
Invoices paid within 30 days or agreed period	2404	144 235
Invoices paid after 30 days or agreed period	13	352
Invoices older than 30 days or agreed period (<i>unpaid and without dispute</i>)	-	-
Invoices older than 30 days or agreed period (<i>unpaid and in dispute</i>)	-	-

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3. SUPPLY CHAIN MANAGEMENT

3.1. Procurement by other means

Project description	Name of supplier	Type of procurement by other means	Contract number	Value of contract R'000
3M Security System (Book Detection)	CSX Customer Services	Sole Service Provider	SACR/TATTLE-TAPE2021-24	3 206
Subscription To Sabinet Online Services (Renewal)	Sabinet Online	Sole Service Provider	SACR/SCM-01/2022-2025	4 008
Subscription To Overdrive Digital Subscription	Booktalk	Sole Service Provider	SACR/SCM-26/2022-2025	3 249
Subscription For Online Britannica Library Edition For All Public Libraries	Trident Digital Enterprises	Sole Service Provider	SUBSCRIPTION FOR ONLINE BRITANNICA	2 311
Monitoring And Maintenance Of Burglar Alarms At Public Libraries	Mamello Trading 628	Sole Service Provider	SACR/SCM/ALARMS	1 884
Total				14 658

3.2. Contract variations and expansions

Project description	Name of supplier	Contract modification type (Expansion or Variation)	Contract number	Original contract value	Value of previous contract expansion/s or variation/s (if applicable)	Value of current contract expansion or variation
				R'000	R'000	R'000
Conversion of existing basement into a Recording Studio in Kroonstad – Building Works	Sebedisa Group	Variation	SCM-INFRA/003B/2021	3 269	445	0.00
New Van Stadensrus Library	TBF412	Variation	SCM-INFRA/007/2021	12 863	1 967	1 183
Total				16 132	2 412	1 183



PART F: FINANCIAL INFORMATION

1. REPORT OF THE AUDITOR-GENERAL

This is the auditor's report, as issued by AGSA.

Report of the auditor-general to the Free State Provincial Legislature on vote no. 12: Department of Sport, Arts, Culture and Recreation

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Department of Sport, Arts, Culture and Recreation set out on pages 173 to 239, which comprise the appropriation statement, statement of financial position as at 31 March 2024, statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, as well as notes to the financial statements, including a summary of significant accounting policies.
2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Department of Sport, Arts, Culture and Recreation as at 31 March 2024 and its financial performance and cash flows for the year then ended in accordance with the Modified Cash Standard (MCS) prescribed by the National Treasury, the requirements of the Public Finance Management Act 1 of 1999 (PFMA) and the Division of Revenue Act 5 of 2023 (Dora).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the responsibilities of the auditor-general for the audit of the financial statements section of my report.
4. I am independent of the department in accordance with the International Ethics Standards Board for Accountants' *International code of ethics for professional accountants (including International Independence Standards)* (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matters

6. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Restatement of corresponding figures

7. As disclosed in note 32 to the financial statements, the corresponding figures for 31 March 2023 were restated as a result of errors in the financial statements of the department at, and for the year ended, 31 March 2024.

Claim against the department

8. With reference to note 18 to the financial statements, the department is the defendant in various claims against the department. The department is opposing these claims. The ultimate outcome of these matters could not be determined and no provision for any liabilities that may result was made in the financial statements.

Irregular expenditure

9. As disclosed in note 24 to the financial statements, irregular expenditure of R53 990 000 (2023: R58 567 000) was incurred, due to non-compliance with supply chain management (SCM) requirements. In addition, the full extent of irregular expenditure is still in the process of being determined.

Responsibilities of the accounting officer for the financial statements

10. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the MCS and the requirements of the PFMA and Dora; and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
11. In preparing the financial statements, the accounting officer is responsible for assessing the department's ability to continue as a going concern; disclosing, as applicable, matters relating to going concern; and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the department or to cease operations or has no realistic alternative but to do so.

Responsibilities of the auditor-general for the audit of the financial statements

12. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.
13. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report. This description, which is located at page 169, forms part of my auditor's report.

Report on the annual performance report

14. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I must audit and report on the usefulness and reliability of the reported performance information against predetermined objectives for the selected material performance indicators presented in the annual performance report. The accounting officer is responsible for the preparation of the annual performance report.
15. I selected the following material performance indicators related to cultural affairs presented in the annual performance report for the year ended 31 March 2024. I selected those indicators that measure the department's performance on its primary mandated functions and that are of significant national, community or public interest.
 - Number of national and historical days celebrated
 - Number of community structures supported
 - Number of performing arts programmes presented
 - Number of visual arts and crafts programmes presented
 - Number of promotional interventions on promotions of national symbols and orders
 - Number of community outreach programmes in libraries, museums and archives conducted
 - Number of brochures and publications distributed
 - Number of museum exhibitions upgraded
 - Number of research projects completed
 - Number of cultural tourism interventions undertaken
 - Number of community conversations/dialogues conducted
 - Number of provincial social cohesion summits hosted
 - Number of permit applications processed
 - Number of awareness campaigns conducted
 - Number of language coordinating structures supported
 - Number of practitioners benefiting from capacity building opportunities
 - Number of terminology collaboration sessions held

- Number of FSPG departments and public entities monitored for the implementation of the use of Free State Official Languages Act
 - Number of translation, interpreting and language intervention sessions held
16. I evaluated the reported performance information for the selected material performance indicators against the criteria developed from the performance management and reporting framework, as defined in the general notice. When an annual performance report is prepared using these criteria, it provides useful and reliable information and insights to users on the department's planning and delivery on its mandate and objectives.
17. I performed procedures to test whether:
- the indicators used for planning and reporting on performance can be linked directly to the department's mandate and the achievement of its planned objectives
 - all the indicators relevant for measuring the department's performance against its primary mandated and prioritised functions and planned objectives are included
 - the indicators are well defined to ensure that they are easy to understand and can be applied consistently, as well as verifiable so that I can confirm the methods and processes to be used for measuring achievements
 - the targets can be linked directly to the achievement of the indicators and are specific, time bound and measurable to ensure that it is easy to understand what should be delivered and by when, the required level of performance as well as how performance will be evaluated
 - the indicators and targets reported on in the annual performance report are the same as those committed to in the approved initial or revised planning documents
 - the reported performance information presented in the annual performance report in the prescribed manner
 - there is adequate supporting evidence for the achievements reported and for the reasons provided for any over- or underachievement of targets
18. I performed the procedures to report material findings only; and not to express an assurance opinion or conclusion
19. The material findings on the reported performance information for the selected material indicators are as follows:

Number of performing arts programmes presented

20. An achievement of 13 was reported against a target of 4. However, the target had not been clearly defined during the planning process. The method of calculation is not clear as the department did not specify the type of performing arts programme to be held that applied to this

indicator. Consequently, the target is not useful for measuring and reporting on progress against the department's planned objectives.

Other matters

21. I draw attention to the matters below.

Achievement of planned targets

22. The annual performance report includes information on reported achievements against planned targets and provides explanations for over- or under achievements. This information should be considered in the context of the material findings on the reported performance information.

Material misstatements

23. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were in the reported performance information for cultural affairs. Management did not correct all of the misstatements and I reported material findings in this regard.

Report on compliance with legislation

24. In accordance with the PAA and the general notice issued in terms thereof, I must audit and report on compliance with applicable legislation relating to financial matters, financial management and other related matters. The accounting officer is responsible for the department's compliance with legislation.
25. I performed procedures to test compliance with selected requirements in key legislation in accordance with the findings engagement methodology of the Auditor-General of South Africa (AGSA). This engagement is not an assurance engagement. Accordingly, I do not express an assurance opinion or conclusion.
26. Through an established AGSA process, I selected requirements in key legislation for compliance testing that are relevant to the financial and performance management of the department, clear to allow consistent measurement and evaluation, while also sufficiently detailed and readily available to report in an understandable manner. The selected legislative requirements are included in the annexure to this auditor's report.
27. The material findings on compliance with the selected legislative requirements, presented per compliance theme, are as follows:

Annual financial statements

28. The financial statements submitted for auditing were not prepared in accordance with the prescribed financial reporting framework as required by section 40(1)(b) of the PFMA. Material misstatements of disclosure items identified by the auditors in the submitted financial statement were corrected, resulting in the financial statements receiving an unqualified opinion.

Expenditure management

29. Effective and appropriate steps were not taken to prevent irregular expenditure, as required by section 38(1)(c)(ii) of the PFMA and treasury regulation 9.1.1. The value, as disclosed in note 24 to the financial statements, is not complete as management was still in the process of quantifying the full extent of the irregular expenditure. The irregular expenditure disclosed in the financial statements was caused by non-compliance with the applicable supply chain management (SCM) regulations.

Strategic planning and performance management

30. Specific information systems were not implemented to enable the monitoring of progress made towards achieving targets, core objectives and service delivery as required by public service regulation 25(1)(e)(i) and (iii).

Consequence management

31. I was unable to obtain sufficient appropriate audit evidence that disciplinary steps were taken against officials who had incurred irregular expenditure as required by section 38(1)(h)(iii) of the PFMA. This was because investigations into irregular expenditure were not performed.

Procurement and contract management

32. Some of the goods and services were procured without obtaining at least three written price quotations in accordance with treasury regulation 16A6.1 and paragraph 3.2.1 of National Treasury PFMA SCM Instruction 2 of 2021-22.
33. Some of the goods and services of a transaction value above R1 000 000 were procured without inviting competitive bids and deviations were approved by the accounting officer, but it was practical to invite competitive bids, as required by treasury regulation 16A6.1, paragraph 3.3.1 of National Treasury PFMA SCM Instruction 2 of 2021-22, paragraph 4.1 of National Treasury PFMA SCM Instruction 3 of 2021-22 and treasury regulation 16A6.4.

Other information in the annual report

34. The accounting officer is responsible for the other information included in the annual report. The other information referred to does not include the financial statements, the auditor's report and those selected material indicators in the scoped-in programme presented in the annual performance report that have been specifically reported on in this auditor's report.
35. My opinion on the financial statements, the report on the audit of the annual performance report and the report on compliance with legislation do not cover the other information included in the annual report and I do not express an audit opinion or any form of assurance conclusion on it.
36. My responsibility is to read this other information and, in doing so, consider whether it is materially inconsistent with the financial statements and the selected material indicators in the scoped-in programme presented in the annual performance report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

37. The other information I obtained prior to the date of this auditor's report is the disclosures included in the annual report for unauthorised, irregular, fruitless and wasteful expenditure, and the other information outstanding in the annual report is expected to be made available to us after 31 July 2024.
38. If, based on the work I have performed on the other information that I obtained prior to the date of this auditor's report, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.
39. When I do receive and read the annual report of outstanding information, if I conclude that there is a material misstatement therein, I am required to communicate the matter to those charged with governance and request that the other information be corrected. If the other information is not corrected, I may have to retract this auditor's report and re-issue an amended report as appropriate. However, if it is corrected this will not be necessary.

Internal control deficiencies

40. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with applicable legislation; however, my objective was not to express any form of assurance on it.
41. The matters reported below are limited to the significant internal control deficiencies that resulted in the material findings on the annual performance report and the material findings on compliance with legislation included in this report.
42. Senior management did not adequately monitor and enforce the implementation of the corrective measures included in the audit action plan to address inadequate internal control measures, slow response to audit matters and apply consequence management for weaknesses identified during previous years' audits.
43. Management did not adequately prioritise and apply indicator-specific standard operating procedures to manage performance reporting, including safeguarding information and effective monitoring and evaluation of reported performance information against the set indicators which resulted in material findings in the annual performance report.
44. Management did not adequately monitor and enforce the implementation of the corrective measures included in the audit action plan to regularly review and monitor compliance with laws and regulations and to address compliance weaknesses. This resulted in significant compliance findings that could have been prevented.

Material irregularities

45. In accordance with the PAA and the Material Irregularity Regulations, I have a responsibility to report on material irregularities identified during the audit

Material irregularities identified during the audit

46. The material irregularities identified are as follows:

Effective internal controls not in place over the administration of consignment tickets issued during the Mangaung Cultural Festival

47. The department appointed a service provider during August 2022 to perform event management services relating to the Mangaung Cultural Festival held 30 September to 9 October 2022. The department also entered into an agreement with a 3rd party for the administration of ticket sales for the festival. During the 2022-23 audit it was identified that consignment valued at R1 672 270 were issued to the service provider, however the department did not account for revenue from the sale of these tickets. It was consequently identified that the department did not have effective internal controls in place over the administration of consignment tickets, which included reconciling the total number of tickets issued with the total number of revenue received, as required by section 38(1)(a)(i) of the PFMA.

48. The accounting officer was notified of this material irregularity on 15 March 2024 and invited to make a written submission on the actions taken and that will be taken to address the matter. The following actions have been taken or is in progress to resolve the material irregularity:

- The accounting officer conducted a preliminary investigation into the matter, and concluded that the consignment tickets were issued to the service provider without the approval of the department.
- A reconciliation was performed between the consignment tickets issued and the money deposited into the department's account, and the outstanding balance was recovered from money owed to the supplier.
- The accounting officer committed to further investigate this matter to ensure the correctness and accuracy regarding consignment tickets issued, which is planned to be completed by 30 September 2024. Based on the outcome of the investigation, corrective measures will be implemented.
- A monitoring committee will be appointed by 30 September 2024 that will ensure that that service level agreements entered into with suppliers involving revenue collection are strictly adhered to.
- The following improvement in the internal control over revenue will be implemented by 30 September 2024:
 - o Service providers appointed for purposes of event management services for the festival will be restricted from handling any entrance fees or revenue
 - o Provincial Treasury will be consulted before any revenue generating events are advertised, in order to include the appropriate requirements in the bidding documents

- o A sign-off certificate would be drafted and implemented to ensure that revenue is only collected by the officials of the department.

Material irregularities in progress

49. I identified another material irregularity during the audit and notified the accounting officer, as required by material irregularity regulation 3(2). I had not yet completed the process of evaluating the response from the accounting officer. This material irregularity will be included in next year's auditor's report.

Other reports

50. In addition to the investigations relating to material irregularities, I draw attention to the following engagements conducted by various parties. These reports did not form part of my opinion on the financial statements or my findings on the reported performance information or compliance with legislation.
51. The Directorate for Priority Crime Investigation (Hawks) was investigating allegations of fraud and corruption relating to the Macufe tender awarded during the financial year of assessment 2022-23. The investigation was still in progress at the date of this auditor's report.

AUDITOR - GENERAL

Bloemfontein

31 July 2024



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annexure to the auditor's report

1. The annexure includes the following:

The auditor-general's responsibility for the audit

The selected legislative requirements for compliance testing

Auditor-general's responsibility for the audit

Professional judgement and professional scepticism

2. As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements and the procedures performed on reported performance information for selected programmes and on the department's compliance with selected requirements in key legislation.

Financial statements

3. In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:
 - identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control
 - obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the department's internal control
 - evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made
 - conclude on the appropriateness of the use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists relating to events or conditions that may cast significant doubt on the ability of the department to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a department to cease operating as a going concern .
 - evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



Communication with those charged with governance

4. I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

5. I also provide the accounting officer with a statement that I have complied with relevant ethical requirements regarding independence and communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, actions taken to eliminate threats or safeguards applied.

- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying

Compliance with legislation – selected legislative requirements

6. The selected legislative requirements are as follows:

Legislation	Sections or regulations
Public Finance Management Act 1 of 1999	Section 1; 38(1)(b); 38(1)(c)(i); 38(1)(c)(ii); Section 38(1)(d); 38(1)(f); 38(1)(h)(iii); 39(1)(a); Section 39(2)(a); 40(1)(a); 40(1)(b); 40(1)(c)(i); Section 43(1); 43(4); 44(1); 44(2); 45(b)
Treasury Regulations, 2005	Regulation 4.1.1; 4.1.3; 5.1.1; 5.2.1; 5.2.3(a); Regulation 5.2.3(d); 5.3.14; 6.3.1(a); 6.3.1(b); Regulation 6.3.1(c); 6.3.1(d); 6.4.1(b); 7.2.1; Regulation 8.1.1; 8.2.1; 8.2.3; 8.4.1; 9.1.1; 9.1.4; Regulation 10.1.1(a); 10.1.2; 11.4.1; 11.4.2; Regulation 11.5.1; 12.5.1; 15.10.1.2(c); 16A3.2; Regulation 16A3.2(a); 16A6.1; 16A6.2(a); Regulation 16A6.2(b); 16A6.3(a); 16A6.3(b); Regulation 16A6.3(c); 16A 6.3(e); 16A6.4; Regulation 16A6.5; 16A6.6; 16A7.1; 16A7.3; Regulation 16A7.6; 16A7.7; 16A8.2(1); 16A8.2(2); Regulation 16A8.3; ; 16A8.4; 16A9.1(b)(ii); Regulation 16A 9.1(d); 16A 9.1(e); 16A9.1(f); Regulation 16A9.2; 16A9.2(a)(ii); 17.1.1; 18.2;
Construction Industry Development Board Act 38 of 2000	Section 18(1)
Construction Industry Development Board Regulations, 2004	Regulation 17; 25(7A)
Division of Revenue Act 5 of 2023	Section 11(6)(a); 12(5); 16(1); 16(3); 16(3)(a)(i); Section 16(3)(a)(ii)(bb)
Second amendment National Treasury Instruction Note 5 of 2021-21	Paragraph 1
Erratum National Treasury Instruction Note 5 of 2021-21	Paragraph 2
National Treasury Instruction Note 5 of 2020-21	Paragraph 4.8; 4.9; 5.3
National Treasury Instruction Note 1 of 2021-22	Paragraph 4.1
National Treasury Instruction Note 4 of 2015-16	Paragraph 3.4
National Treasury SCM Instruction Note 4A of 2016-17	Paragraph 6
National Treasury SCM Instruction Note 3 of 2021-22	Paragraph 4.1; 4.2 (b); 4.3; 4.4(a); 4.17; 7.2; 7.6



Legislation	Sections or regulations
National Treasury SCM Instruction Note 11 of 2020-21	Paragraph 3.4(a); 3.4(b); 3.9
National Treasury SCM Instruction Note 2 of 2021-22	Paragraph 3.2.1; 3.2.4; 3.2.4(a); 3.3.1;
Practice Note 11 of 2008-09	Paragraph 2.1; 3.1 (b)
Practice Note 5 of 2009-10	Paragraph 3.3
Practice Note 7 of 2009-10	Paragraph 4.1.2
Preferential Procurement Policy Framework Act 5 of 2000	Section 1; 2.1(a); 2.1(f)
Preferential Procurement Regulations, 2022	Regulation 4.1; 4.2; 4.3; 4.4; 5.1; 5.2; 5.3; 5.4
Preferential Procurement Regulations, 2017	Regulation 4.1; 4.2; 5.1; 5.3; 5.6; 5.7; 6.1; 6.2; 6.3; Regulation 6.5; 6.6; 6.8; 7.1; 7.2; 7.3; 7.5; 7.6; 7.8; Regulation 8.2; 8.5; 9.1; 10.1; 10.2; 11.1; 11.2;
Prevention and Combating of Corrupt Activities Act 12 of 2004	Section 34(1)
State Information Technology Agency Act 88 of 1998	Section 7(3)
Public Service Regulations, 2016	Regulation 25(1)(e)(i); 25(1)(e)(iii)



2. ANNUAL FINANCIAL STATEMENTS

DEPARTMENT SPORT, ARTS, CULTURE AND RECREATION

For the year ended
31 March 2024

Date authorised for issue: 31 July 2024

Authorised by: Christina Mateisi

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12

ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

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DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12

APPROPRIATION STATEMENT
for the year ended 31 March 2024

Appropriation per programme										
Voted funds and Direct charges		2023/24							2022/23	
		Adjusted Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure
Programme		128 330	-	(2 755)	125 575	124 836	739	99.4%	113 955	112 296
1. ADMINISTRATION		135 257	-	854	136 111	134 133	1 978	98.5%	145 060	130 107
2. CULTURAL AFFAIRS		241 189	-	(6 260)	234 929	234 817	112	100.0%	249 741	244 900
3. LIBRARY AND ARCHIVES SERVICES		127 253	-	8 161	135 414	134 649	765	99.4%	130 854	130 496
4. SPORT AND RECREATION		632 029	-	-	632 029	628 435	3 594	99.4%	639 610	617 799
Programme sub total										
Statutory Appropriation		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
TOTAL		632 029	-	-	632 029	628 435	3 594	99.4%	639 610	617 799
Reconciliation with Statement of Financial Performance										
Add:										
Departmental receipts					-				-	
NRF Receipts					-				-	
Aid assistance					703				420	
					632 732				640 030	
Actual amounts per Statement of Financial Performance (Total revenue)										
Add:						361				-
Aid assistance										
Prior year unauthorised expenditure approved without funding										
Actual amounts per Statement of Financial Performance (Total expenditure)										
						628 796				617 799

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12

APPROPRIATION STATEMENT
for the year ended 31 March 2024

Appropriation per economic classification									
	2023/24					2022/23			
	Adjusted Budget R'000	Shifting of Funds R'000	Virement R'000	Final Budget R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final budget	Final Budget R'000	Actual Expenditure R'000
Current payments	571 243	203	2 748	574 194	572 115	2 079	99.6%	546 621	532 437
Compensation of employees	382 050	(3 569)	(6 067)	372 414	371 744	670	99.8%	372 853	366 049
Salaries and wages	337 075	(25 282)	(5 293)	306 500	306 496	4	100.0%	305 759	303 721
Social contributions	44 975	21 713	(774)	65 914	65 248	666	99.0%	67 094	62 328
Goods and services	189 193	3 772	8 610	201 575	200 166	1 409	99.3%	173 768	166 388
Administrative fees	2 491	(100)	(50)	2 341	2 307	34	98.5%	1 427	1 427
Advertising	1 607	1 393	-	3 000	2 974	26	99.1%	3 141	3 085
Minor assets	6 112	948	(939)	6 121	6 121	-	100.0%	4 861	5 062
Audit costs: External	6 642	168	-	6 810	6 810	-	100.0%	6 663	6 621
Bursaries: Employees	356	556	-	912	902	10	98.9%	598	545
Catering: Departmental activities	3 584	(631)	-	2 953	2 881	72	97.6%	2 258	2 114
Communication (G&S)	5 418	849	144	6 411	6 367	44	99.3%	6 021	5 838
Computer services	9 240	(443)	(369)	8 428	8 224	204	97.6%	10 375	10 127
Consultants: Business and advisory services	1 083	532	-	1 615	1 591	24	98.5%	286	265
Legal services	-	66	1 073	1 139	1 138	1	99.9%	1	497
Contractors	51 889	(3 678)	3 033	51 244	51 241	3	100.0%	44 201	38 757
Agency and support / outsourced services	4 628	984	-	5 612	5 499	113	98.0%	4 786	4 157
Entertainment	58	(12)	-	46	27	19	58.7%	57	20
Fleet services (including government motor transport)	2 399	2 069	239	4 707	4 707	-	100.0%	2 639	4 784
Inventory: Clothing material and accessories	4 800	129	3 000	7 929	7 731	198	97.5%	5 983	5 309
Inventory: Food and food supplies	468	(53)	-	415	375	40	90.4%	371	172
Inventory: Leamer and teacher support material	482	157	(471)	168	165	3	98.2%	209	209
Inventory: Materials and supplies	3 834	632	-	4 466	4 466	-	100.0%	2 617	2 522
Consumable supplies	7 399	(2 500)	(500)	4 399	4 378	21	99.5%	2 774	2 637
Consumable: Stationery, printing and office supplies	4 139	1 595	-	5 734	5 734	-	100.0%	4 822	4 198
Operating leases	3 443	2 159	2 058	7 660	7 660	-	100.0%	5 885	7 055
Property payments	42 568	945	(300)	43 213	42 791	422	99.0%	38 443	36 881
Transport provided: Departmental activity	4 545	985	700	6 230	6 225	5	99.9%	2 962	2 920
Travel and subsistence	16 165	(733)	1 100	16 532	16 478	54	99.7%	17 645	17 667
Training and development	2 450	(925)	-	1 525	1 476	49	96.8%	1 286	1 174
Operating payments	2 953	(1 392)	(108)	1 453	1 406	47	96.8%	2 363	1 958
Venues and facilities	401	70	-	471	454	17	96.4%	1 207	385
Rental and hiring	39	2	-	41	38	3	92.7%	3	2
Interest and rent on land	-	-	205	205	205	-	100.0%	-	-
Interest (incl. interest on unitary payments (PPP))	-	-	205	205	205	-	100.0%	-	-
Transfers and subsidies	47 221	258	-	47 479	47 419	60	99.9%	44 619	44 560
Provinces and municipalities	7 000	-	-	7 000	7 000	-	100.0%	7 500	7 500
Municipalities	7 000	-	-	7 000	7 000	-	100.0%	7 500	7 500
Municipal agencies and funds	7 000	-	-	7 000	7 000	-	100.0%	7 500	7 500
Departmental agencies and accounts	500	-	-	500	500	-	100.0%	500	500
Departmental agencies	500	-	-	500	500	-	100.0%	500	500
Public corporations and private enterprises	1 200	-	-	1 200	1 200	-	100.0%	-	-
Private enterprises	1 200	-	-	1 200	1 200	-	100.0%	-	-
Other transfers to private enterprises	1 200	-	-	1 200	1 200	-	100.0%	-	-
Non-profit institutions	33 221	-	-	33 221	33 211	10	100.0%	31 125	31 103
Households	5 300	258	-	5 558	5 508	50	99.1%	5 494	5 457
Social benefits	580	58	-	638	638	-	100.0%	654	707
Other transfers to households	4 720	200	-	4 920	4 870	50	99.0%	4 840	4 750
Payments for capital assets	13 565	(464)	(2 878)	10 223	8 769	1 454	85.8%	48 218	40 649
Buildings and other fixed structures	6 120	-	(312)	5 808	4 522	1 286	77.9%	37 697	31 717
Buildings	6 120	-	(312)	5 808	4 522	1 286	77.9%	37 697	31 717
Machinery and equipment	7 445	(518)	(2 566)	4 361	4 203	158	96.4%	10 466	8 877
Other machinery and equipment	7 445	(518)	(2 566)	4 361	4 203	158	96.4%	10 466	8 877
Software and other intangible assets	-	54	-	54	44	10	81.5%	55	55
Payment for financial assets	-	3	130	133	132	1	99.2%	152	153
	632 029	-	-	632 029	628 435	3 594	99.4%	639 610	617 799

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12

APPROPRIATION STATEMENT
for the year ended 31 March 2024

Programme 1: ADMINISTRATION										
		1	2	3	4	5	6	7	8	
		2023/24								
		Shifting of Funds		Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	2022/23	
Adjusted Budget		R'000	R'000	R'000	R'000	R'000	R'000	%	Final Budget	Actual Expenditure
R'000		R'000	R'000	R'000	R'000	R'000	R'000		R'000	R'000
Sub programme		52 926	(331)	(1 761)	50 834	50 328	506	99.0%	47 457	46 505
1. OFFICE OF THE MEC		75 404	331	(994)	74 741	74 508	233	99.7%	66 498	65 791
2. CORPORATE SERVICES		128 330	-	(2 755)	125 575	124 836	739	99.4%	113 955	112 296
Economic classification										
Current payments		125 052	(404)	(1 838)	122 810	122 121	689	99.4%	108 931	107 565
Compensation of employees		91 223	(1 330)	(2 100)	87 793	87 481	312	99.6%	86 629	85 293
Salaries and wages		78 947	(2 275)	(2 100)	74 572	74 260	312	99.6%	72 262	71 835
Social contributions		12 276	945	-	13 221	13 221	-	100.0%	14 367	13 458
Goods and services		33 829	926	262	35 017	34 640	377	98.9%	22 302	22 272
Administrative fees		379	14	-	393	283	110	72.0%	221	129
Advertising		491	849	-	1 340	1 304	36	97.3%	513	588
Minor assets		168	(73)	-	95	32	63	33.7%	125	105
Audit costs: External		6 642	168	-	6 810	6 810	-	100.0%	5 687	5 645
Bursaries: Employees		54	209	-	263	287	(24)	109.1%	79	78
Catering: Departmental activities		391	45	-	436	249	187	57.1%	243	201
Communication (G&S)		571	(297)	-	274	205	69	74.8%	295	90
Computer services		828	48	-	876	825	51	94.2%	1 103	900
Consultants: Business and advisory services		1 083	532	-	1 615	1 588	27	98.3%	286	265
Legal services		-	-	-	-	-	-	-	-	376
Contractors		3 585	(665)	-	2 920	2 929	(9)	100.3%	3 308	3 205
Agency and support / outsourced services		25	(25)	-	-	-	-	-	17	-
Entertainment		25	2	-	27	19	8	70.4%	29	15
Fleet services (including government motor transport)		956	(28)	-	928	1 193	(265)	128.6%	962	1 212
Inventory: Clothing material and accessories		-	-	-	-	-	-	-	10	7
Consumable supplies		307	(140)	-	167	137	30	82.0%	111	98
Consumable: Stationery, printing and office supplies		770	(182)	-	588	374	214	63.6%	382	304
Operating leases		1 423	-	262	1 685	1 899	(214)	112.7%	1 207	1 885
Property payments		12 661	532	-	13 193	13 429	(236)	101.8%	4 434	4 208
Transport provided: Departmental activity		-	-	-	-	-	-	-	20	10
Travel and subsistence		2 273	404	-	2 677	2 425	252	90.6%	1 811	1 681
Training and development		408	(115)	-	293	264	29	90.1%	502	449
Operating payments		589	(152)	-	437	388	49	88.8%	938	821
Venues and facilities		200	(200)	-	-	-	-	-	19	-
Transfers and subsidies		48	117	-	165	165	-	100.0%	667	667
Households		48	117	-	165	165	-	100.0%	667	667
Social benefits		28	17	-	45	45	-	100.0%	167	167
Other transfers to households		20	100	-	120	120	-	100.0%	500	500
Payments for capital assets		3 230	284	(994)	2 520	2 471	49	98.1%	4 323	4 030
Machinery and equipment		3 230	245	(994)	2 481	2 442	39	98.4%	4 268	3 975
Other machinery and equipment		3 230	245	(994)	2 481	2 442	39	98.4%	4 268	3 975
Software and other intangible assets		-	39	-	39	29	10	74.4%	55	55
Payment for financial assets		-	3	77	80	79	1	99.8%	34	34
		128 330	-	(2 755)	125 575	124 836	739	99.4%	113 955	112 296

An illustration of a child's room. On the left, a clock face is decorated with musical notes. In the center, a pile of toys includes a basketball, a soccer ball, and a teddy bear. On the right, there is a stack of books and a small table with chairs, suggesting a reading or play area.

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DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12

APPROPRIATION STATEMENT

for the year ended 31 March 2024

Programme 3: LIBRARY AND ARCHIVES SERVICES											1	2	3	4	5	6	7	8	9
		2023/24						2022/23											
		Adjusted Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure									
		R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000									
Sub programme 1. MANAGEMENT 2. LIBRARY SERVICES 3. ARCHIVES		13 043	(2 340)	(526)	10 177	9 776	401	96.1%	11 500	8 646									
		220 216	2 340	(5 253)	217 303	217 868	(565)	100.3%	230 279	228 780									
		7 930	-	(481)	7 449	7 173	276	96.3%	7 962	7 474									
		241 189	-	(6 260)	234 929	234 817	112	100.0%	249 741	244 900									
Economic classification Current payments	Compensation of employees	229 232	442 (1 211)	(5 551)	224 123	224 078	45 1	100.0%	223 297	219 366									
	Salaries and wages	173 919	(24 021)	(2 958)	169 750	169 749	(81)	100.0%	170 037	166 346									
	Social contributions	164 012	22 810	(2 783)	137 208	137 289	(81)	100.1%	140 402	136 181									
	Goods and services	9 907	1 653	(2 593)	32 542	32 460	82	99.7%	29 635	30 165									
	Administrative fees	55 313	(21)	(50)	54 373	54 329	44	99.9%	53 260	53 020									
	Advertising	555	-	-	484	406	78	83.9%	196	171									
	Minor assets	82	-	-	82	-	82	-	-	8									
	Audit costs: External	5 492	1 371	(939)	5 924	5 979	(55)	100.9%	4 371	4 839									
	Bursaries: Employees	132	318	-	450	450	-	100.0%	976	976									
	Catering: Departmental activities	801	(598)	-	203	611	(408)	301.0%	341	340									
	Communication (G&S)	4 162	(387)	144	3 919	3 770	149	96.2%	4 852	4 924									
	Computer services	8 141	(492)	(369)	7 280	7 203	77	98.9%	9 041	9 033									
	Contractors	4 422	(169)	-	4 253	4 203	50	98.8%	3 541	3 491									
	Agency and support / outsourced services	104	(30)	-	74	-	74	-	-	-									
	Fleet services (including government motor transport)	433	(65)	-	368	1 005	(637)	273.1%	382	913									
	Inventory: Learner and teacher support material	482	157	(471)	168	165	3	98.2%	209	209									
	Consumable supplies	5 673	(2 178)	(500)	2 995	3 102	(107)	103.6%	1 763	1 756									
	Consumable: Stationery, printing and office supplies	2 090	2 059	-	4 149	4 152	(3)	100.1%	3 084	2 861									
	Operating leases	381	79	-	460	1 397	(937)	303.7%	569	1 342									
	Property payments	16 703	288	(300)	16 691	17 129	(438)	102.6%	20 060	19 082									
	Transport provided: Departmental activity	1	515	-	516	-	516	-	-	-									
	Travel and subsistence	4 158	1 217	-	5 375	3 820	1 555	71.1%	1 856	1 819									
	Training and development	217	(45)	-	172	106	66	61.6%	230	219									
	Operating payments	1 097	(644)	(108)	345	403	(58)	116.8%	494	473									
	Venues and facilities	187	278	-	465	428	37	92.0%	1 070	370									
	Transfers and subsidies	8 302	27	-	8 329	8 329	-	100.0%	8 749	8 740									
	Provinces and municipalities	7 000	-	-	7 000	7 000	-	100.0%	7 500	7 500									
	Municipalities	7 000	-	-	7 000	7 000	-	100.0%	7 500	7 500									
	Municipal agencies and funds	1 000	-	-	1 000	1 000	-	100.0%	1 000	1 000									
	Non-profit institutions	302	27	-	329	329	-	100.0%	249	240									
	Households	302	27	-	329	329	-	100.0%	249	240									
	Social benefits	3 655	(469)	(754)	2 432	2 365	67	97.2%	17 675	16 775									
	Payments for capital assets	1 518	-	(312)	1 206	1 139	67	94.4%	13 528	12 883									
Buildings and other fixed structures	1 518	-	(312)	1 206	1 139	67	94.4%	13 528	12 883										
Buildings	2 137	(469)	(442)	1 226	1 226	-	100.0%	4 147	3 892										
Machinery and equipment	2 137	(469)	(442)	1 226	1 226	-	100.0%	4 147	3 892										
Other machinery and equipment	2 137	(469)	(442)	1 226	1 226	-	100.0%	4 147	3 892										
Payment for financial assets	-	-	45	45	45	-	100.0%	20	19										
	241 189	-	(6 260)	234 929	234 817	112	100.0%	249 741	244 900										

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12

APPROPRIATION STATEMENT
for the year ended 31 March 2024

Programme 4: SPORT AND RECREATION									
	2023/24					2022/23			
	Adjusted Budget	Shifting of Funds	Virement	Final Budget	Actual Expenditure	Variance	Expenditure as % of final budget	Final Budget	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Sub programme									
1. <u>MANAGEMENT</u>	14 814	1 679	1 387	17 880	16 065	1 815	89.8%	7 399	7 398
2. <u>SPORT</u>	41 937	3 613	250	45 800	44 956	844	98.2%	50 923	50 826
3. <u>RECREATION</u>	36 438	(1 968)	3 203	37 673	38 942	(1 269)	103.4%	36 844	36 723
4. <u>SCHOOL SPORT</u>	34 064	(3 324)	3 321	34 061	34 686	(625)	101.8%	35 688	35 549
	127 253	-	8 161	135 414	134 649	765	99.4%	130 854	130 496
Economic classification									
Current payments	105 082	12	8 707	113 801	113 852	(51)	100.0%	93 712	93 593
Compensation of employees	52 440	(699)	1 054	52 795	52 864	(69)	100.1%	51 562	52 057
Salaries and wages	40 307	2 804	1 054	44 165	44 355	(190)	100.4%	39 429	44 187
Social contributions	12 133	(3 503)	-	8 630	8 509	121	98.6%	12 133	7 870
Goods and services	52 642	711	7 653	61 006	60 988	18	100.0%	42 150	41 536
Administrative fees	694	(226)	-	468	325	143	69.4%	470	436
Advertising	480	14	-	494	709	(215)	143.5%	244	175
Minor assets	142	(88)	-	54	52	2	96.3%	46	37
Bursaries: Employees	120	9	-	129	98	31	76.0%	140	95
Catering: Departmental activities	1 663	(164)	-	1 499	1 371	128	91.5%	1 233	1 142
Communication (G&S)	239	1 578	-	1 817	1 801	16	99.1%	230	279
Computer services	81	-	-	81	74	7	91.4%	84	74
Legal services	-	-	-	-	17	(17)	-	-	-
Contractors	18 771	(1 570)	1 924	19 125	19 014	111	99.4%	8 937	8 793
Agency and support / outsourced services	2 525	1 174	-	3 699	3 699	-	100.0%	1 643	1 583
Entertainment	17	-	-	17	6	11	35.3%	13	4
Fleet services (including government motor transport)	342	1 427	239	2 008	982	1 026	48.9%	566	1 081
Inventory: Clothing material and accessories	4 764	130	3 000	7 894	7 702	192	97.6%	5 964	5 302
Inventory: Materials and supplies	3 834	579	-	4 413	4 413	-	100.0%	2 607	2 508
Consumable supplies	614	(57)	-	557	509	48	91.4%	436	394
Consumable: Stationery, printing and office supplies	694	-	-	694	645	49	92.9%	456	400
Operating leases	767	1 258	690	2 715	1 515	1 200	55.8%	1 164	1 230
Property payments	3 895	-	-	3 895	3 869	26	99.3%	3 002	2 976
Transport provided: Departmental activity	3 415	16	700	4 131	4 658	(527)	112.8%	2 873	2 854
Travel and subsistence	7 808	(2 689)	1 100	6 219	8 387	(2 168)	134.9%	11 525	11 786
Training and development	1 523	(585)	-	938	984	(46)	104.9%	252	207
Operating payments	250	(97)	-	153	156	(3)	102.0%	262	178
Rental and hiring	4	2	-	6	2	4	33.3%	3	2
Transfers and subsidies	18 745	5	-	18 750	18 750	-	100.0%	18 780	18 778
Non-profit institutions	18 571	-	-	18 571	18 571	-	100.0%	17 325	17 323
Households	174	5	-	179	179	-	100.0%	1 455	1 455
Social benefits	74	5	-	79	79	-	100.0%	55	55
Other transfers to households	100	-	-	100	100	-	100.0%	1 400	1 400
Payments for capital assets	3 426	(17)	(546)	2 863	2 047	816	71.5%	18 293	18 055
Buildings and other fixed structures	2 280	-	-	2 280	1 543	737	67.7%	17 725	17 673
Buildings	2 280	-	-	2 280	1 543	737	67.7%	17 725	17 673
Machinery and equipment	1 146	(17)	(546)	583	504	79	86.4%	568	382
Other machinery and equipment	1 146	(17)	(546)	583	504	79	86.4%	568	382
Payment for financial assets	-	-	-	-	-	-	-	69	70
	127 253	-	8 161	135 414	134 649	765	99.4%	130 854	130 496

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DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
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NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 March 2024

1. Detail of transfers and subsidies as per Appropriation Act (after Virement)

Detail of these transactions can be viewed in the note on Transfers and Subsidies, and Annexure 1(A-H) to the Annual Financial Statements.

2. Detail of specifically and exclusively appropriated amounts voted (after Virement)

Detail of these transactions can be viewed in the note on Annual Appropriation to the Annual Financial Statements.

3. Detail on payments for financial assets

Detail of these transactions can be viewed in the note on Payments for financial assets to the Annual Financial Statements.

4. Explanations of material variances from Amounts Voted (after Virement):

4.1 Per programme

Programme	Final Budget R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Budget %
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Administration	125 575	124 836	739	1%
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Funded critical posts were not filled.

Cultural Affairs	136 111	134 133	1 978	1%
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Funded critical posts were not filled. The Infrastructure funds were not fully spent due to the late appointment of contractor for Smithfield Multi Purpose Centre.

Library and Archives Services	234 929	234 817	112	0%
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Funded critical posts were not filled.

Sport and Recreation	135 414	134 649	765	1%
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Funded critical posts were not filled.

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
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NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 March 2024

4.2 Per economic classification

Economic classification	Final Budget	Actual Expenditure	Variance	Variance as a % of Final Budget
	R'000	R'000	R'000	%
Current payments				
Compensation of employees	372 414	371 744	670	0%
Goods and services	201 575	200 166	1 409	1%
Interest and rent on land	205	205	-	0%
Transfers and subsidies				
Provinces and municipalities	7 000	7 000	-	0%
Departmental agencies and accounts	500	500	-	0%
Public corporation and private enterprises	1 200	1 200	-	0%
Non-profit institutions	33 221	33 211	10	0%
Households	5 558	5 508	50	1%
Payments for capital assets				
Buildings and other fixed structures	5 808	4 522	1 286	22%
Machinery and equipment	4 361	4 203	158	4%
Software and other intangible assets	54	44	10	19%
Payments for financial assets	133	132	1	1%

The Infrastructure funds were not fully spent due to the late appointment of contractor for Smithfield Multi Purpose Centre.

4.3 Per conditional grant

Conditional grant	Final Budget	Actual Expenditure	Variance	Variance as a percentage of Final Budget
	R'000	R'000	R'000	%
Mass Participation & Sport Development Grant	38 937	38 937	-	0%
Community Library Services EPWP	176 972	176 972	-	0%

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
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STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 31 March 2024

		2023/24	2022/23
	Note	R'000	R'000
REVENUE			
Annual appropriation	1	632 029	639 610
Aid assistance	3	703	420
TOTAL REVENUE		632 732	640 030
EXPENDITURE			
Current expenditure			
Compensation of employees	4	371 744	366 049
Goods and services	5	200 166	166 388
Interest and rent on land	6	205	-
Aid assistance	3	361	-
Total current expenditure		572 476	532 437
Transfers and subsidies			
Transfers and subsidies	8	47 419	44 560
Expenditure for capital assets			
Tangible assets	9	8 725	40 594
Intangible assets	9	44	55
Total expenditure for capital assets		8 769	40 649
Payments for financial assets	7	132	153
TOTAL EXPENDITURE		628 796	617 799
SURPLUS/(DEFICIT) FOR THE YEAR		3 936	22 231
Reconciliation of Net Surplus/(Deficit) for the year			
Voted funds		3 594	21 811
Annual appropriation		3 594	21 809
Conditional grants		-	2
Aid assistance	3	342	420
SURPLUS/(DEFICIT) FOR THE YEAR		3 936	22 231

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
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STATEMENT OF FINANCIAL POSITION
as at 31 March 2023

	Note	2023/24 R'000	2022/23 R'000
ASSETS			
Current assets		4 831	25 633
Cash and cash equivalents	10	4 529	25 241
Receivables	12	302	392
Non-current assets		223	274
Prepayments and advances	11	-	16
Receivables	12	223	258
TOTAL ASSETS		5 054	25 907
LIABILITIES			
Current liabilities		4 896	25 671
Voted funds to be surrendered to the Revenue Fund	13	3 594	24 112
Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund	14	733	885
Payables	15	227	254
Aid assistance repayable	3	-	-
Aid assistance unutilised	3	342	420
TOTAL LIABILITIES		4 896	25 671
NET ASSETS		158	236
Recoverable revenue		158	236
TOTAL		158	236

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12

STATEMENT OF CHANGES IN NET ASSETS
as at 31 March 2024

	Note	2023/24 R'000	2022/23 R'000
Recoverable revenue			
Opening balance		236	80
Transfers:		(78)	156
Irrecoverable amounts written off		(3)	(5)
Debts revised		(67)	-
Debts recovered (included in departmental revenue)		(53)	(43)
Debts raised		45	204
Closing balance		158	236
TOTAL		158	236

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
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CASH FLOW STATEMENT
for the year ended 31 March 2024

		2023/24	2022/23
	Note	R'000	R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		636 209	645 286
Annual appropriation funds received	1.1	632 029	639 610
Departmental revenue received	2	3 429	5 222
Interest received	2.3	48	34
Aid assistance received	3	703	420
Net (increase)/decrease in net working capital		79	1 268
Surrendered to Revenue Fund		(27 741)	(36 225)
Surrendered to RDP Fund/Donor		(420)	(324)
Current payments		(572 271)	(532 437)
Interest paid		(205)	-
Payments for financial assets		(132)	(153)
Transfers and subsidies paid		(47 419)	(44 560)
Net cash flow available from operating activities	16	(11 900)	32 855
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	9	(8 769)	(40 649)
(Increase)/decrease in non-current receivables	12	35	531
Net cash flow available from investing activities		(8 734)	(40 118)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/(decrease) in net assets		(78)	156
Net cash flows from financing activities		(78)	156
Net increase/(decrease) in cash and cash equivalents		(20 712)	(7 107)
Cash and cash equivalents at beginning of period		25 241	32 348
Cash and cash equivalents at end of period	10	4 529	25 241

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

PART A: ACCOUNTING POLICIES

Summary of significant accounting policies

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. Management has concluded that the financial statements present fairly the department's primary and secondary information.

The historical cost convention has been used, except where otherwise indicated. Management has used assessments and estimates in preparing the annual financial statements. These are based on the best information available at the time of preparation.

Where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the financial statements and to comply with the statutory requirements of the Public Finance Management Act (PFMA), Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the PFMA and the annual Division of Revenue Act.

1.	Basis of preparation The financial statements have been prepared in accordance with the Modified Cash Standard.
2.	Going concern The financial statements have been prepared on a going concern basis.
3.	Presentation currency Amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the department
4.	Rounding Unless otherwise stated financial figures have been rounded to the nearest one thousand Rand (R'000).
5.	Foreign currency translation Cash flows arising from foreign currency transactions are translated into South African Rands using the spot exchange rates prevailing at the date of payment / receipt.
6.	Comparative information
6.1	Prior period comparative information Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.
6.2	Current year comparison with budget A comparison between the approved, final budget and actual amounts for each programme and economic classification is included in the appropriation statement.
7.	Revenue
7.1	Appropriated funds Appropriated funds comprises of departmental allocations as well as direct charges against the revenue fund (i.e. statutory appropriation).

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

	Appropriated funds are recognised in the statement of financial performance on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the statement of financial performance on the date the adjustments become effective. Appropriated funds are measured at the amounts receivable. The net amount of any appropriated funds due to / from the relevant revenue fund at the reporting date is recognised as a payable / receivable in the statement of financial position.
7.2	Departmental revenue Departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the relevant revenue fund, unless stated otherwise. Departmental revenue is measured at the cash amount received. In-kind donations received are recorded in the notes to the financial statements on the date of receipt and are measured at fair value. Any amount owing to the relevant revenue fund at the reporting date is recognised as a payable in the statement of financial position.
7.3	Accrued departmental revenue Accruals in respect of departmental revenue (excluding tax revenue) are recorded in the notes to the financial statements when: - it is probable that the economic benefits or service potential associated with the transaction will flow to the department; and - the amount of revenue can be measured reliably. The accrued revenue is measured at the fair value of the consideration receivable. Accrued tax revenue (and related interest and / penalties) is measured at amounts receivable from collecting agents. Write-offs are made according to the department's debt write-off policy.
8.	Expenditure
8.1	Compensation of employees
8.1.1	Salaries and wages Salaries and wages are recognised in the statement of financial performance on the date of payment.
8.1.2	Social contributions Social contributions made by the department in respect of current employees are recognised in the statement of financial performance on the date of payment. Social contributions made by the department in respect of ex-employees are classified as transfers to households in the statement of financial performance on the date of payment.
8.2	Other expenditure Other expenditure (such as goods and services, transfers and subsidies and payments for capital assets) is recognised in the statement of financial performance on the date of payment.

**DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024**

	The expense is classified as a capital expense if the total consideration paid is more than the capitalisation threshold. Donations made in kind are recorded in the notes to the financial statements on the date of transfer and are measured at cost or fair value.
8.3	Accruals and payables not recognised Accruals and payables not recognised are recorded in the notes to the financial statements at cost or fair value at the reporting date.
8.4	Leases
8.4.1	Operating leases Operating lease payments made during the reporting period are recognised as current expenditure in the statement of financial performance on the date of payment. Operating lease payments received are recognised as departmental revenue. The operating lease commitments are recorded in the notes to the financial statements.
8.4.2	Finance leases Finance lease payments made during the reporting period are recognised as capital expenditure in the statement of financial performance on the date of payment. Finance lease payments received are recognised as departmental revenue. The finance lease commitments are recorded in the notes to the financial statements and are not apportioned between the capital and interest portions. Finance lease assets acquired at the end of the lease term are recorded and measured at the lower of: the fair value of the leased asset; or if lower, the present value of the minimum lease payments.
9.	Aid assistance
9.1	Aid assistance received Aid assistance received in cash is recognised in the statement of financial performance when received. In-kind aid assistance is recorded in the notes to the financial statements on the date of receipt and is measured at fair value. CARA Funds are recognised when receivable and measured at the amounts receivable. Aid assistance not spent for the intended purpose and any unutilised funds from aid assistance that are required to be refunded to the donor are recognised as a payable in the statement of financial position.
9.2	Aid assistance paid Aid assistance paid is recognised in the statement of financial performance on the date of payment. Aid assistance payments made prior to the receipt of funds are recognised as a receivable in the statement of financial position.
10.	Cash and cash equivalents Cash and cash equivalents are stated at cost in the statement of financial position. Bank overdrafts are shown separately on the face of the statement of financial position as a current liability.

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	For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.
11.	Prepayments and advances Prepayments and advances are recognised in the statement of financial position when the department receives or disburses the cash. Prepayments and advances are initially and subsequently measured at cost.
12.	Loans and receivables Loans and receivables are recognised in the statement of financial position at cost plus accrued interest, where interest is charged, less amounts already settled or written-off. Write-offs are made according to the department's write-off policy.
13.	Investments Investments are recognised in the statement of financial position at cost.
14.	Financial assets
14.1	Financial assets (not covered elsewhere) A financial asset is recognised initially at its cost plus transaction costs that are directly attributable to the acquisition or issue of the financial asset. At the reporting date, a department shall measure its financial assets at cost, less amounts already settled or written-off, except for recognised loans and receivables, which are measured at cost plus accrued interest, where interest is charged, less amounts already settled or written-off.
14.2	Impairment of financial assets Where there is an indication of impairment of a financial asset, an estimation of the reduction in the recorded carrying value, to reflect the best estimate of the amount of the future economic benefits expected to be received from that asset, is recorded in the notes to the financial statements.
15.	Payables Payables recognised in the statement of financial position are recognised at cost.
16.	Capital assets
16.1	Immovable capital assets Immovable assets reflected in the asset register of the department are recorded in the notes to the financial statements at cost or fair value where the cost cannot be determined reliably. Immovable assets acquired in a non-exchange transaction are recorded at fair value at the date of acquisition. Immovable assets are subsequently carried in the asset register at cost and are not currently subject to depreciation or impairment. Subsequent expenditure of a capital nature forms part of the cost of the existing asset when ready for use. Additional information on immovable assets not reflected in the assets register is provided in the notes to financial statements.
16.2	Movable capital assets

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	Movable capital assets are initially recorded in the notes to the financial statements at cost. Movable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition. Where the cost of movable capital assets cannot be determined reliably, the movable capital assets are measured at fair value and where fair value cannot be determined; the movable assets are measured at R1. All assets acquired prior to 1 April 2005 may be recorded at R1. Movable capital assets are subsequently carried at cost and are not subject to depreciation or impairment. Biological assets are subsequently carried at fair value. Subsequent expenditure that is of a capital nature forms part of the cost of the existing asset when ready for use.
16.3	Intangible capital assets Intangible assets are initially recorded in the notes to the financial statements at cost. Intangible assets acquired through a non-exchange transaction are measured at fair value as at the date of acquisition. Internally generated intangible assets are recorded in the notes to the financial statements when the department commences the development phase of the project. Where the cost of intangible assets cannot be determined reliably, the intangible capital assets are measured at fair value and where fair value cannot be determined; the intangible assets are measured at R1. All assets acquired prior to 1 April 2005 may be recorded at R1. Intangible assets are subsequently carried at cost and are not subject to depreciation or impairment. Subsequent expenditure of a capital nature forms part of the cost of the existing asset when ready for use.
16.4	Project costs: Work-in-progress Expenditure of a capital nature is initially recognised in the statement of financial performance at cost when paid. Amounts paid towards capital projects are separated from the amounts recognised and accumulated in work-in-progress until the underlying asset is ready for use. Once ready for use, the total accumulated payments are recorded in an asset register. Subsequent payments to complete the project are added to the capital asset in the asset register. Where the department is not the custodian of the completed project asset, the asset is transferred to the custodian subsequent to completion.
17.	Provisions and contingents
17.1	Provisions Provisions are recorded in the notes to the financial statements when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation and a reliable estimate of the obligation can be made. The provision is measured as the best estimate of the funds required to settle the present obligation at the reporting date.

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17.2	Contingent liabilities Contingent liabilities are recorded in the notes to the financial statements when there is a possible obligation that arises from past events, and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department or when there is a present obligation that is not recognised because it is not probable that an outflow of resources will be required to settle the obligation or the amount of the obligation cannot be measured reliably.
17.3	Contingent assets Contingent assets are recorded in the notes to the financial statements when a possible asset arises from past events, and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department.
17.4	Capital commitments Capital commitments are recorded at cost in the notes to the financial statements.
18.	Unauthorised expenditure Unauthorised expenditure is measured at the amount of the confirmed unauthorised expenditure. Unauthorised expenditure is recognised in the statement of changes in net assets until such time as the expenditure is either: • approved by Parliament or the Provincial Legislature with funding and the related funds are received; or • approved by Parliament or the Provincial Legislature without funding and is written off against the appropriation in the statement of financial performance; or • transferred to receivables for recovery. Unauthorised expenditure recorded in the notes to the financial statements comprise of • unauthorised expenditure that was under assessment in the previous financial year; • unauthorised expenditure relating to previous financial year and identified in the current year; and • Unauthorised incurred in the current year.
19.	Fruitless and wasteful expenditure Fruitless and wasteful expenditure receivables are recognised in the statement of financial position when recoverable. The receivable is measured at the amount that is expected to be recovered and is de-recognised when settled or subsequently written-off as irrecoverable. Fruitless and wasteful expenditure is recorded in the notes to the financial statements when and at amounts confirmed, and comprises of: • fruitless and wasteful expenditure that was under assessment in the previous financial year; • fruitless and wasteful expenditure relating to previous financial year and identified in the current year; and • fruitless and wasteful expenditure incurred in the current year.
20.	Irregular expenditure



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	Losses emanating from irregular expenditure are recognised as a receivable in the statement of financial position when recoverable. The receivable is measured at the amount that is expected to be recovered and is de-recognised when settled or subsequently written-off as irrecoverable. Irregular expenditure is recorded in the notes to the financial statements when and at amounts confirmed and comprises of: • irregular expenditure that was under assessment in the previous financial year; • irregular expenditure relating to previous financial year and identified in the current year; and • irregular expenditure incurred in the current year.
21.	Changes in accounting policies, estimates and errors Changes in accounting policies are applied in accordance with MCS requirements. Changes in accounting estimates are applied prospectively in accordance with MCS requirements. Correction of errors is applied retrospectively in the period in which the error has occurred in accordance with MCS requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the department shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.
22.	Events after the reporting date Events after the reporting date that are classified as adjusting events have been accounted for in the financial statements. The events after the reporting date that are classified as non-adjusting events after the reporting date have been disclosed in the notes to the financial statements.
23.	Principal-Agent arrangements The department is party to a principal-agent arrangement with MMM SQUARE. In terms of the arrangement the department is the principal and is responsible for paying the stipends to the agent (MMM SQUARED) who facilitates payments to the EPWP beneficiaries. The department is party to a principal arrangement with Non Profit Institution. All related revenues, expenditures, assets and liabilities have been recognised or recorded in terms of the relevant policies listed herein. Additional disclosures have been provided in the notes to the financial statements where appropriate.
24.	Departures from the MCS requirements Management has concluded that the financial statements present fairly the department's primary and secondary information; that the department complied with the standard, except that it has departed from a particular requirement to achieve fair presentation; and the requirement from which the department has departed, the nature of the departure and the reason for departure.
25.	Capitalisation reserve The capitalisation reserve comprises of financial assets and/or liabilities originating in a prior reporting period but which are recognised in the statement of financial position for the first time in the current reporting period. Amounts are recognised in the capitalisation reserves when identified in the current period and are transferred to the National/Provincial Revenue Fund when the underlying asset is disposed and the related funds are received.
26.	Recoverable revenue Amounts are recognised as recoverable revenue when a payment made in a previous financial year becomes recoverable from a debtor in the current financial year. Amounts are either

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	transferred to the National/Provincial Revenue Fund when recovered or are transferred to the statement of financial performance when written-off.
27.	Related party transactions Related party transactions within the MEC's portfolio are recorded in the notes to the financial statements when the transaction is not at arm's length. The full compensation of key management personnel is recorded in the notes to the financial statements.
28.	Inventories At the date of acquisition, inventories are recognised at cost in the statement of financial performance. Where inventories are acquired as part of a non-exchange transaction, the inventories are measured at fair value as at the date of acquisition. Inventories are subsequently measured at the lower of cost and net realisable value or where intended for distribution (or consumed in the production of goods for distribution) at no or a nominal charge, the lower of cost and current replacement value. The cost of inventories is assigned by using the weighted average cost basis.
29.	Public-Private Partnerships Public Private Partnerships are accounted for based on the nature and or the substance of the partnership. The transaction is accounted for in accordance with the relevant accounting policies. A summary of the significant terms of the PPP agreement, the parties to the agreement, and the date of commencement thereof together with the description and nature of the concession fees received, the unitary fees paid, rights and obligations of the department are recorded in the notes to the financial statements.
30.	Employee benefits The value of each major class of employee benefit obligation (accruals, payables not recognised and provisions) is recorded in the Employee benefits note. Accruals and payables not recognised for employee benefits are measured at cost or fair value at the reporting date. The provision for employee benefits is measured as the best estimate of the funds required to settle the present obligation at the reporting date.
31.	Transfer of functions Transfer of functions are accounted for by the acquirer by recognising or recording assets acquired and liabilities assumed at their carrying amounts at the date of transfer. Transfer of functions are accounted for by the transferor by derecognising or removing assets and liabilities at their carrying amounts at the date of transfer.
32.	Mergers Mergers are accounted for by the combined department by recognising or recording assets acquired and liabilities assumed at their carrying amounts at the date of the merger. Mergers are accounted for by the combining departments by derecognising or removing assets and liabilities at their carrying amounts at the date of the merger.

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PART B: EXPLANATORY NOTES

1. Annual Appropriation

1.1. Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act (and the Adjustments Appropriation Act) for National Departments (Voted funds) and Provincial Departments:

	2023/24			2022/23		
	Final Budget	Actual Funds Received	Funds not requested / not received	Final Budget	Appropriation Received	Funds not requested / not received
Programmes	R'000	R'000	R'000	R'000	R'000	R'000
Administration	125 575	125 575	-	113 955	113 955	-
Cultural Affairs	136 111	136 111	-	145 060	145 060	-
Library and Archives Services	234 929	234 929	-	249 741	249 741	-
Sport and Recreation	135 414	135 414	-	130 854	130 854	-
Total	632 029	632 029	-	639 610	639 610	-

1.2. Conditional grants

	Note	2023/24 R'000	2022/23 R'000
Total grants received	34	215 909	227 562
Provincial grants included in total grants received		-	-

(It should be noted that the Conditional grants are included in the amount per the Final Appropriation in Note 1.1)

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2. Departmental revenue

		2023/24	2022/23
	Note	R'000	R'000
Sales of goods and services other than capital assets	2.1	2 651	4 630
Fines, penalties and forfeits	2.2	23	16
Interest, dividends and rent on land	2.3	48	34
Transactions in financial assets and liabilities	2.5	755	576
Total revenue collected		3 477	5 256
Less: Own revenue included in appropriation	14	3 477	5 256
Total		-	-

2.1. Sales of goods and services other than capital assets

		2023/24	2022/23
	Note	R'000	R'000
Sales of goods and services produced by the department		2 651	4 630
Sales by market establishment		2 651	4 630
Sales of scrap, waste and other used current goods			
Total	2	2 651	4 630

2.2. Fines, penalties and forfeits

		2023/24	2022/23
	Note	R'000	R'000
Penalties		23	16
Total	2	23	16

2.3. Interest, dividends and rent on land

		2023/24	2022/23
	Note	R'000	R'000
Interest		48	34
Total	2	48	34

2.4. Transactions in financial assets and liabilities

		2023/24	2022/23
	Note	R'000	R'000
Receivables		61	61
Other receipts including Recoverable Revenue		694	515
Total	2	755	576

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3. Aid assistance

	2023/24	2022/23
Note	R'000	R'000
Opening balance	420	324
As restated	420	324
Transferred from statement of financial performance	342	420
Paid during the year	(420)	(324)
Closing balance	342	420

3.1. Analysis of balance by source

	2023/24	2022/23
Note	R'000	R'000
Aid assistance from other sources	342	420
Closing balance	342	420

3.2. Analysis of balance

	2023/24	2022/23
Note	R'000	R'000
Aid assistance unutilised	342	420
Closing balance	342	420
Aid assistance not requested/not received	-	-

3.3. Aid assistance expenditure per economic classification

	2023/24	2022/23
Note	R'000	R'000
Current	361	-
Total aid assistance expenditure	361	-

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4. Compensation of employees

4.1. Analysis of balance

	2023/24	2022/23
<i>Note</i>	R'000	R'000
Basic salary	256 230	239 918
Performance award	99	528
Service based	651	1 179
Compensative/circumstantial	4 346	4 711
Other non-pensionable allowances	45 170	57 385
Total	306 496	303 721

4.2 Social contributions

	2023/24	2022/23
<i>Note</i>	R'000	R'000
Employer contributions		
Pension	33 092	32 417
Medical	32 047	29 803
Bargaining council	109	108
Total	65 248	62 328

Total compensation of employees	371 744	366 049
Average number of employees	935	946

5. Goods and services

	2023/24	2022/23
<i>Note</i>	R'000	R'000
Administrative fees	2 307	1 427
Advertising	2 974	3 085
Minor assets	6 121	5 062
Bursaries (employees)	902	545
Catering	2 881	2 114
Communication	6 367	5 838
Computer services	8 224	10 127
Consultants: Business and advisory services	1 591	265
Legal services	1 138	497
Contractors	51 241	38 757
Agency and support / outsourced services	5 499	4 157
Entertainment	27	20
Audit cost - external	6 810	6 621
Fleet services	4 707	4 784
Inventories	12 737	8 212

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Consumables	5.5	10 112	6 835
Operating leases		7 660	7 055
Property payments	5.6	42 791	36 881
Rental and hiring		38	2
Transport provided as part of the departmental activities		6 225	2 920
Travel and subsistence	5.7	16 478	17 667
Venues and facilities		454	385
Training and development		1 476	1 174
Other operating expenditure	5.8	1 406	1 958
Total		200 166	166 388

Included in contractors is the payments for the coordination of different events including days of significance within the department.

Property payment represent maintenance and security services towards the 169 libraries within the province.

Travel and Subsistence include accommodation for employee and non employee

Inventories include Sports and Recreation equipment and Attire

5.1. Minor assets

	2023/24	2022/23
<i>Note</i>	R'000	R'000
Tangible capital assets	5 689	4 649
Machinery and equipment	5 689	4 649
Intangible capital assets	432	413
Software	432	413
Total	6 121	5 062

5.2. Computer services

	2023/24	2022/23
<i>Note</i>	R'000	R'000
SITA computer services	4 633	6 467
External computer service providers	3 591	3 660
Total	8 224	10 127

5.3. Audit cost - external

	2023/24	2022/23
<i>Note</i>	R'000	R'000
Regularity audits	6 810	6 621
Total	6 810	6 621

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5.4. Inventories

	2023/24	2022/23
<i>Note</i>	R'000	R'000
Clothing material and accessories	7 731	5 309
Food and food supplies	375	172
Learning, teaching and support material	165	209
Materials and supplies	4 466	2 522
Total	5 12 737	8 212

5.5. Consumables

	2023/24	2022/23
<i>Note</i>	R'000	R'000
Consumable supplies	4 378	2 637
Uniform and clothing	88	83
Household supplies	3 409	2 186
Building material and supplies	163	254
Communication accessories	2	1
IT consumables	15	4
Other consumables	701	109
Stationery, printing and office supplies	5 734	4 198
Total	5 10 112	6 835

5.6. Property payments

	2023/24	2022/23
<i>Note</i>	R'000	R'000
Municipal services	511	2 429
Property maintenance and repairs	41 522	33 926
Other	758	526
Total	5 42 791	36 881

Included in property payments is the security payments and maintenance of the 169 libraries, Sport facilities and Arts and Culture centres within the province

Increase in property maintenance is due the maintenance that was done to the Libraries that were closed by Labour Department due non compliance of safety regulations.

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5.7. Travel and subsistence

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Local		16 478	17 667
Total	5	16 478	17 667

Travel and Subsistence include accommodations for employee and non employee.

5.8. Other operating expenditure

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Professional bodies, membership and subscription fees		758	788
Resettlement costs		-	45
Other		648	1 125
Total	5	1 406	1 958

5.9. Remuneration of members of a commission or committee of inquiry (Included in Consultants: Business and advisory services)

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Name of Commission / Committee of Inquiry			
Audit Committee		295	247
Risk Committee		18	17
Qualification Verification Committee		13	-
Security Management Assessment		919	-
Internal Audit Quality Control Assessment		347	-
Total		1 591	264

Security management assessment was done for all the libraries within the province to ensure that Bid for security is correct and according to the needs of the department.

Internal Audit Quality assurance was long over due and was only done during 2023/24 financial year.

6. Interest and rent on land

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Interest paid		205	-
Total		205	-

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7. Payments for financial assets

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Other material losses written off	7.1	129	148
Debts written off	7.2	3	5
Total		132	153

7.1. Other material losses

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Nature of other material losses			
Ex employee overpayment		129	148
Total	7	129	148

7.2. Debts written off

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Nature of debts written off			
SARS Penalties		3	5
Total debt written off	7	3	5

Debts were written off due to prescription period, deceased cases and uneconomical amounts as stated in the debt policy

8. Transfers and subsidies

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Provinces and municipalities	34, 1A	7 000	7 500
Departmental agencies and accounts	Annex 1B	500	500
Public corporations and private enterprises	Annex 1D	1 200	-
Non-profit institutions	Annex 1F	33 211	31 103
Households	Annex 1G	5 508	5 457
Total		47 419	44 560

8.1. Gifts, donations and sponsorships made in kind (not included in the main note)

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Donations	13	273	-
Total		273	-

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9. Expenditure for capital assets

	2023/24	2022/23
Note	R'000	R'000
Tangible capital assets	8 725	40 594
Buildings and other fixed structures	4 522	31 717
Machinery and equipment	4 203	8 877
Intangible capital assets	44	55
Software	44	55
Total	8 769	40 649

Decrease is due to cost containment measures where National Treasury refrained all departments from advertising on infrastructure projects.

9.1. Analysis of funds utilised to acquire capital assets - Current year

	2023/24	
	Voted funds	Aid assistance
Name of entity	R'000	R'000
Tangible capital assets	8 725	-
Buildings and other fixed structures	4 522	-
Machinery and equipment	4 203	-
Intangible capital assets	44	-
Software	44	-
Total	8 769	8 769

9.2. Analysis of funds utilised to acquire capital assets - Prior year

	2022/23	
	Voted funds	Aid assistance
Name of entity	R'000	R'000
Tangible capital assets	40 594	-
Buildings and other fixed structures	31 717	-
Machinery and equipment	8 877	-

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Intangible capital assets	55	-	55
Software	55	-	55
Total	40 649	-	40 649

9.3. Finance lease expenditure included in Expenditure for capital assets

	2023/24	2022/23
Note	R'000	R'000
Tangible capital assets		
Machinery and equipment	3 281	7 593
Total	3 281	7 593

Finance lease includes data and photocopy machines for 169 libraries and cellphones for employees. Decrease is due to the lease contract of the photocopy machines that has expired and cellphone contract that is cost effective.

10. Cash and cash equivalents

	2023/24	2022/23
Note	R'000	R'000
Consolidated Paymaster General Account	4 399	25 128
Cash receipts	(6)	-
Disbursements	23	-
Cash on hand	113	113
Total	4 529	25 241

11. Prepayments and advances

	2023/24	2022/23
Note	R'000	R'000
Advances paid (Not expensed)	-	16
Total	-	16
Analysis of Total Prepayments and advances		
Non current Prepayments and advances	-	16
Total	-	16

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11.1. Advances paid (Not expensed)

		2023/24				
		Amount as at 1 April 2023	Less: Amounts expensed in current year	Add / Less: Other	Add Current year advances	Amount as at 31 March 2024
	Note	R'000	R'000	R'000	R'000	R'000
Other institutions		16	(16)	-	-	-
Total	11	16	(16)	-	-	-

		2022/23				
		Amount as at 1 April 2022	Less: Amounts expensed in current year	Add / Less: Other	Add Current year advances	Amount as at 31 March 2023
	Note	R'000	R'000	R'000	R'000	R'000
Other institutions		16	-	-	-	16
Total	11	16	-	-	-	16

11.2. Prepayments (Not expensed)

		2022/23				
		Amount as at 1 April 2022	Less: Amounts expensed in current year	Add / Less: Other	Add Current year prepay- ments	Amount as at 31 March 2023
	Note	R'000	R'000	R'000	R'000	R'000
Transfers and subsidies		1 273	(811)	(462)	-	-
Total	11	1 273	(811)	(462)	-	-

12. Receivables

		2023/24			2022/23		
		Current	Non- current	Total	Current	Non- current	Total
Note		R'000	R'000	R'000	R'000	R'000	R'000

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Claims recoverable	12.1	36	-	36	90	-	90
Staff debt	12.4	236	223	459	302	258	560
Other receivables	12.5	30	-	30			
Total		302	223	525	392	258	650

12.1. Claims recoverable

		2023/24	2022/23
	Note	R'000	R'000
Provincial departments		36	90
Total	12	36	90

Included in claims recoverable is the Inter departmental claims not recovered at year end.

12.2. Staff debt

		2023/24	2022/23
	Note	R'000	R'000
Breach of Contract		69	170
Salary Overpayment		339	350
Leave discounting		49	38
Tax		2	2
Total	12	459	560

12.3. Other receivables

		2023/24	2022/23
	Note	R'000	R'000
Pension Recoverable		30	-
Total	12	30	-

13. Voted funds to be surrendered to the Revenue Fund

		2023/24	2022/23
	Note	R'000	R'000
Opening balance		24 112	26 951
As restated		24 112	26 951
Transferred from statement of financial performance (as restated)		3 594	21 811
Paid during the year		(24 112)	(24 650)
Closing balance		3 594	24 112

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13.1. Reconciliation on unspent conditional grants

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Total conditional grants received	1.2	215 909	227 562
Total conditional grants spent		(215 909)	(227 560)
Unspent conditional grants to be surrendered		-	2
Less: Paid to the Provincial Revenue Fund by Provincial department			(2)
Not approved for rollover			(2)
Due by the Provincial Revenue Fund		-	-

As a results of the change from the Accounting Manual for Department paragraph 3 and Annual Financial Statement template the comparative figure was restated.

14. Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Opening balance		885	7 204
As restated		885	7 204
Own revenue included in appropriation		3 477	5 256
Paid during the year		(3 629)	(11 575)
Closing balance		733	885

15. Payables - current

		2023/24	2022/23
	<i>Note</i>	R'000	R'000
Clearing accounts	15.1	227	254
Total		227	254

15.1. Clearing accounts

		2023/24	2022/23
Description	<i>Note</i>	R'000	R'000
Sal: GEHS Refund Account		216	254
Sal: Income Tax		11	-
Total	15	227	254

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Amount emanated from the housing allowances from Persal interfaced on 28 March 2024 to be refunded to the officials during the month of April 2024 . Income tax deduction was authorised in March 2024 but it was going to be cleared with the first supplementary run of April 2024.

16. Net cash flow available from operating activities

	2023/24	2022/23
Note	R'000	R'000
Net surplus/(deficit) as per Statement of Financial Performance	3 936	22 231
Add back non-cash/cash movements not deemed operating activities	(15 836)	10 624
(Increase)/decrease in receivables	90	(84)
(Increase)/decrease in prepayments and advances	16	1 273
Increase/(decrease) in payables - current	(27)	79
Expenditure on capital assets	8 769	40 649
Surrenders to Revenue Fund	(27 741)	(36 225)
Surrenders to RDP Fund/Donors	(420)	(324)
Own revenue included in appropriation	3 477	5 256
Net cash flow generated by operating activities	(11 900)	32 855

17. Reconciliation of cash and cash equivalents for cash flow purposes

	2023/24	2022/23
Note	R'000	R'000
Consolidated Paymaster General account	4 399	25 128
Cash receipts	(6)	-
Disbursements	23	-
Cash on hand	113	113
Total	4 529	25 241

18. Contingent liabilities and contingent assets

18.1. Contingent liabilities

Liable to	Nature		2023/24	2022/23
		Note	R'000	R'000
Claims against the department		Annex 3B	12 937	11 999
Intergovernmental payables		Annex 5	354	-
Total			13 291	11 999

The department and the service provider are contesting a claim where service provider is claiming to have provided services to the Department. The ultimate outcome of the matter could not be determined and no provision for any liability that may result was made in the financial statements.

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18.2. Contingent assets

		2023/24	2022/23
Nature of contingent asset	Note	R'000	R'000
Amadwala Construction		-	19
Total		-	19

19. Capital commitments

		2023/24	2022/23
	Note	R'000	R'000
Buildings and other fixed structures		82 343	31 179
Machinery and equipment		58	-
Total		82 401	31 179

The capital expenditure commitments run over a period of three years and increase is due to the appointment of a new contractor.

20. Accruals and payables not recognised

20.1. Accruals

		30 Days	30+ Days	Total	2022/23
Listed by economic classification	Note	R'000	R'000	R'000	Total R'000
Goods and services		331	123	454	384
Total		331	123	454	384

		2023/24	2022/23
Listed by programme level	Note	R'000	R'000
Programme 1: Administration		114	90
Programme 2: Cultural Affairs		70	52
Programme 3: Library and Archives Services		57	88
Programme 4: Sport and Recreation		213	154
Total		454	384

Accruals are invoices received after year end.

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20.2. Payables not recognised

		2023/24			2022/23
		30 Days	30+ Days	Total	Total
Listed by economic classification	Note	R'000	R'000	R'000	R'000
Goods and Services		1 756	577	2 333	3 621
Capital assets		-	2 053	2 053	688
Other		102		102	
Total		1 858	2 630	4 488	4 309

		2023/24	2022/23
Listed by programme level	Note	R'000	R'000
Programme 1: Administration		112	18
Programme 2: Cultural Affairs		3 358	3 582
Programme 3: Library and Archives Services		-	21
Programme 4: Sport and Recreation		1 018	688
Total		4 488	4 309

Payables are invoices received before year end but not paid.

		2023/24	2022/23
Included in the above totals are the following:	Note	R'000	R'000
Confirmed balances with departments	Annex 5	2 068	-
Confirmed balances with other government entities	Annex 5	1 532	906
Total		3 702	906

21. Employee benefits

		2023/24	2022/23
	Note	R'000	R'000
Leave entitlement		16 850	17 362
Service bonus		10 912	10 285
Capped leave		2 897	2 649
Other		196	385
Total		30 855	30 681

Other represent long service awards which are envisaged to be paid to the identified employees during the year 2024/25 financial year.

Included in the total leave entitlement amount is leave taken by officials more than they are entitled to on a pro-rata basis for the full leave cycle.

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		2023/24	2022/23
	Note	R'000	R'000
<i>Included in the above totals are the following:</i>			
Confirmed balances with departments	Annex 5	102	-
		<u>102</u>	<u>-</u>

22. Lease commitments

22.1. Operating leases

	2023/24				
	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	6 464	6 464
Later than 1 year and not later than 5 years	-	-	-	10 118	10 118
Total lease commitments	-	-	-	16 582	16 582

	2022/23				
	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	3 380	3 380
Later than 1 year and not later than 5 years	-	-	-	2 199	2 199
Total lease commitments	-	-	-	5 579	5 579

Represent rental of vehicles from Government Motor Transport.

22.2. Finance leases

	2023/24				
	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	1 759	1 759
Later than 1 year and not later than 5 years	-	-	-	210	210

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Total lease commitments	-	-	-	1 969	1 969
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	2022/23				
	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
	R'000	R'000	R'000	R'000	R'000
Not later than 1 year	-	-	-	1 322	1 322
Later than 1 year and not later than 5 years	-	-	-	3 076	3 076
Total lease commitments	-	-	-	4 398	4 398

Represent cellphones, 3G and photo copiers that are leased from the service providers with which the department has 24 months contracts.

23. Accrued departmental revenue

	2023/24	2022/23
Note	R'000	R'000
Sales of goods and services other than capital assets	525	271
Interest, dividends and rent on land	636	636
Total	1 161	907

Included in the closing balance is the MACUFE revenue that is still outstanding from the service provider. The Revenue for Dinaledi Gospel Festival still to be paid to the department and Interest earned from the credit balance as per IDT records.

23.1. Analysis of accrued departmental revenue

	2023/24	2022/23
Note	R'000	R'000
Opening balance	907	771
Less: amounts received	60	177
Add: amounts recorded	314	313
Closing balance	1 161	907

Included in the closing balance is the MACUFE revenue that is still outstanding from the service provider. The Revenue for Dinaledi Gospel Festival still to be paid to the department and Interest earned from the credit balance as per IDT records.

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24. Unauthorised, Irregular and Fruitless and wasteful expenditure

	2023/24	2022/23
Note	R'000	R'000
Irregular expenditure - current year	53 990	58 567
Fruitless and wasteful expenditure - current year	213	11
Total	54 203	58 578

'The nature, cause and circumstances of the irregular identified are indicative of other similar irregular expenditure in the population. The irregular expenditure disclosed is not complete as management is still in the process of quantifying the full extent of irregular expenditure. Accordingly, the entire population will be investigated during the next financial year, to determine the full extent of irregular expenditure.'

Breakdown of information is disclosed under non compliance section of the Annual Report. Breakdown of information is disclosed under non compliance section of the Annual Report.

25. Related party transactions

Transfer payments, as disclosed in Annexure 1F, were made to the following entities:

Free State Heritage Council (preservative of Free State Heritage).

Free State Arts and Culture Council (promotion of arts and culture).

Free State Sport Confederation (coordination of major sport bodies).

NPI Academies.

Free State: Five (5) District Sport Councils.

There were no related party transactions between the MEC and the Department except for remuneration aid in line with the Ministerial Handbook.

There were no related party transactions between the Department and the Key Management Personnel except for remuneration paid in terms of their employment contracts.

Salaries of Key Management Personnel and their families are disclosed in Note 25 of the Annual Financial Statement

26. Key management personnel

	2023/24	2022/23
	R'000	R'000
Political office bearers (<i>provide detail below</i>)	2 159	2 096
Level 15 to 16	1 124	-
Levels 14 (incl CFO if at a lower level)	3 043	2 930
Level 13	1 450	5 255
Family members of key management personnel	1 370	1 274
Total	9 146	11 555

The R2.159 is for MEC: Sport, Art, Culture and Recreation. The amount also include the other official that was acting as Head of Department: Sport, Art, Culture and Recreation during the period under review. All the directors that are acting as Chief Director or higher position than chief director in the department are also recognised as key personnel management of the department.

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27. Provisions

	2023/24	2022/23
Note	R'000	R'000
Infrastructure Retention	4 756	8 408
Legal Fees	-	564
Total	4 756	8 972

Retention will be released in line with the applicable contracts. Legal fees incurred due to court case and are now part of payables.

27.1. Reconciliation of movement in provisions - Current year

	Infrastructure Retention	Legal Fees	Total provisions
	R'000	R'000	R'000
Opening balance	8 408	564	8 972
Settlement of provision	(3 652)	-	(3 652)
Change in provision due to change in estimation of inputs	-	(564)	(564)
Closing balance	4 756	-	4 756

Reconciliation of movement in provisions - Prior year

	Infrastructure Retention	Legal Fees	Total provisions
	R'000	R'000	R'000
Opening balance	7 559	564	8 123
Increase in provision	849	-	849
Closing balance	8 408	564	8 972

Retention will be released in line with the applicable contracts. Legal fees incurred due to court case and are now part of payables.

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28. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2024

	2023/24				
	Opening balance	Value adjustments	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
HERITAGE ASSETS	217	-	-	-	217
Heritage assets	217	-	-	-	217
MACHINERY AND EQUIPMENT	83 779	-	3 000	(74)	86 705
Computer equipment	33 946	-	1 491	(52)	35 385
Furniture and office equipment	18 501	-	1 318	-	19 819
Other machinery and equipment	31 332	-	191	(22)	31 501
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	83 966	-	3 000	(74)	86 922

Movable Tangible Capital Assets under investigation

	Number	Value R'000
	Note	
Included in the above total of the movable tangible capital assets per the asset register that are under investigation:		
Machinery and equipment	508	6 049

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2023

	2022/23				
	Opening balance	Prior period error	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
HERITAGE ASSETS	217	-	-	-	217
Heritage assets	217	-	-	-	217
MACHINERY AND EQUIPMENT	82 451	964	1 295	(931)	85 804
Computer equipment	32 846	608	1 047	(555)	33 946
Furniture and office equipment	18 403	177	46	(125)	18 501
Other machinery and equipment	31 202	179	202	(251)	31 339
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	82 668	964	1 295	(931)	83 996

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28.1 Prior period error

Nature of prior period error	Note	2022/23 R'000
Relating to 2022/23 (affecting opening balance)		964
Computer		608
Furniture and office equipment		177
Other Machinery		179
Total prior period errors		964

28.2 Minor assets

MOVEMENT IN MINOR CAPITAL ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2024

	2023/24					
	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
	R'000	R'000	R'000	R'000	R'000	R'000
Opening balance	-	3 460	1 036	243 196	-	247 692
Additions	-	432	-	6 138	-	6 570
Disposals	-	(37)	(5)	(1 960)	-	(2 002)
Total Minor assets	-	3 855	1 031	247 374	-	252 260

Included in total minor assets (machinery and equipment) is library material to the value of R223 million. No provision is made for projected losses of Library material between the stocktaking dates and 31 March 2024, which are projected to amount to 813 541.71.

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets	-	-	15 461	-	-	15 461
Number of minor assets at cost		13 291	17 783	2 914 668		2 945 742
Total number of minor assets	-	13 291	33 244	2 914 668	-	2 961 203

Included in the total number of minor assets is 2 914 668 (2022/23: 2 880 020) library material items. No provision is made for projected losses of Library material between the stocktaking dates and 31 March 2024, which are projected to comprise of 11204 items.

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Minor capital assets under investigation

	Number	Value R'000
	Note	
Included in the above total of the minor capital assets per the asset register that are under investigation:		
Machinery and equipment	1 990	2 177

MOVEMENT IN MINOR CAPITAL ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2023

	2022/23					
	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
	R'000	R'000	R'000	R'000	R'000	R'000
Opening balance	-	3 084	1 035	237 298	-	241 417
Prior period error	-	(1)	3	2 570	-	2 572
Additions	-	377	-	6 150	-	6 527
Disposals	-	-	(2)	(2 822)	-	(2 824)
Total Minor assets	-	3 460	1 036	243 196	-	247 692

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets	-	-	15 461	-	-	15 461
Number of minor assets at cost	-	11 867	18 057	2 880 020	-	2 909 944
Total number of minor assets	-	11 867	33 518	2 880 020	-	2 925 405

28.2.1 Prior period error

	2022/23 R'000
Nature of prior period error	Note
Relating to 2022/23 (affecting opening balance)	2 572
Intangible assets	(1)
Heritage Assets	3
Machinery and Equipment	2 570
Total prior period errors	2 572

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28.3 Movable tangible capital assets written off

MOVABLE CAPITAL ASSETS WRITTEN OFF FOR THE YEAR ENDED 31 MARCH 2023

	2022/23				
	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets
	R'000	R'000	R'000	R'000	R'000
Assets written off	-	-	-	918	-
Total movable assets written off	-	-	-	918	-

29. Intangible Capital Assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2024

	2023/24			
	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
SOFTWARE	875	44	(384)	535
TOTAL INTANGIBLE CAPITAL ASSETS	875	44	(384)	535

29.1. MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2023

	2022/23				
	Opening balance	Prior period error	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
SOFTWARE	810	(15)	80	-	875
TOTAL INTANGIBLE CAPITAL ASSETS	810	(15)	80	-	875

29.1.1. Prior period error

Nature of prior period error	Note	2022/23 R'000
Relating to 2022/23 (affecting opening balance)		(15)
Software		(15)
Total prior period errors		(15)

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30. Immovable Tangible Capital Assets

MOVEMENT IN IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2024

	2023/24			
	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES	676 493	10 263	-	686 756
Non-residential buildings	676 493	10 263	-	686 756
HERITAGE ASSETS	16 455			16 455
Heritage assets	16 455			16 455
TOTAL IMMOVABLE TANGIBLE CAPITAL ASSETS	692 948	10 263	-	703 211

Included in the R703 701 is the transaction related to the Seisa Ramabodu Stadium to the value of R414 700 that still need to be transferred out to Mangaung Municipality through section 42 of the PFMA.

30.1. MOVEMENT IN IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2023

	2022/23				
	Opening balance	Prior period error	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES	674 133	(8 964)	28 147	(16 823)	676 493
Non-residential buildings	674 133	(8 964)	28 147	(16 823)	676 493
HERITAGE ASSETS	16 455				16 455
Heritage assets	16 455	-	-	-	16 455
TOTAL IMMOVABLE TANGIBLE CAPITAL ASSETS	690 588	(8 964)	28 147	(16 823)	692 948

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30.1.1 Prior period error

Nature of prior period error	Note	2022/23 R'000
Relating to 2022/23 (affecting opening balance)		(8 964)
Furniture & IT Equipment		(2 566)
Maintenance and Repairs		(6 398)
Total prior period errors		(8 964)

Restatement is due to the movable furniture for Van Standensrus library that was capitalised to the project. The movable assets were removed and captured correctly in the departmental asset register.

Disposals represents the amount that was incorrectly classified as capital work in project in last 10 years and approval was granted to remove the transactions from the immovable asset register.

30.2. Immovable tangible capital assets: Capital Work-in-progress

CAPITAL WORK-IN-PROGRESS FOR THE YEAR ENDED 31 MARCH 2024

		2023/24		
		Opening balance 1 April 2023	Current Year WIP	Ready for use (Assets to the AR) / Contracts terminated
				Closing balance 31 March 2024
	Note Annex 7	R'000	R'000	R'000
Buildings and other fixed structures		134 801	4 522	(10 263)
Total		134 801	4 522	(10 263)

Payables not recognised relating to Capital WIP

	Note	2023/24 R'000	2022/23 R'000
Amounts relating to progress certificates received but not paid at year end and therefore not included in capital work-in-progress		2 053	688
Total		2 053	688

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CAPITAL WORK-IN-PROGRESS FOR THE YEAR ENDED 31 MARCH 2023

	2022/23				
	Opening balance 1 April 2022	Prior period error	Current Year WIP	Ready for use (Assets to the AR) / Contracts terminated	Closing balance 31 March 2023
Note	R'000	R'000	R'000	R'000	R'000
Buildings and other fixed structures	131 231	-	31 717	(28 147)	134 801
Total	131 231	-	31 717	(28 147)	134 801

31. Principal-agent arrangements

31.1. Department acting as the principal

	2023/24	2022/23
Note	R'000	R'000
Infin3	-	1 144
Origa	-	1 725
Free State Sport Confederation	3 699	892
MMM Squared	1 800	
Provincial Arts and Culture Council (PACC)	7 953	
Total	13 452	3 761

The department is party to a principal-agent arrangement with MMM Squared. In terms of the arrangement the department is the principal and is responsible for paying the stipends to the agent (MMM Squared) who facilitates payments to the EPWP beneficiaries. The department is also party to principal-agent arrangement with FSSC. In terms of the arrangement the department is the principal and is responsible for paying the stipends to the NPI (FSSC) who facilitates payments to the Co-ordinators. The department is party to a principal-agent arrangement with PACC. In terms of the arrangement the PACC is responsible for coordination of Arts and Culture programs and payments to different artists.

Management fees for MMM SQUARED, FSSC and PACC amounts to R220 000, R72 400 and R920 000 respectively.

This agreement remains in force until the EPWP project, Co-ordinators and Artists payments have been concluded.

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32. Prior period errors

32.1. Correction of prior period errors

	Note	2022/23		
		Amount bef error correction R'000	Prior period error R'000	Restated R'000
Assets				
Movable Tangible Assets	28.1	83 032	964	83 996
Minor Capital Assets	28.2.1	245 120	2 572	247 692
Intangible Capital Assets	29.1.1	890	(15)	875
Immovable Tangible Capital Assets	30.1	701 912	(8 964)	692 948
Accrued departmental revenue	23	2 380	(1 473)	907
Net effect		1 033 334	(6 916)	1 026 418

Restatement is due to the movable furniture for Van Standensrus library that was capitalised to the project. The movable assets were removed and captured correctly in the departmental asset register. Correction of inconsistencies identified during verification of assets.

33. Financial Sustainability

The Department had a Cash and Cash Equivalent of R4 529 million at 31 March 2024. Funds still to be surrendered (including Accruals and payables) exceeded the cash and cash equivalent. Unless additional funding is made available via Adjustment Budget, the Department will not be able to pay the total outstanding amount from the 2024/25 available budget.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024



DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
VOTE 12

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

34. Statement of conditional grants received

Name of grant	2023/24						2022/23	
	GRANT ALLOCATION			SPENT			Division of Revenue Act / Provincial grants	Amount spent by department
	Division of Revenue Act / Provincial grants	Roll overs	DORA Adjustments	Other Adjustments	Total Available	Amount received by department	Amount spent by department	% of available funds spent by department
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	%
Mass Participation & Sport Development Grant	41 318	-	(2 381)	-	38 937	38 937	38 937	100.0%
Community Library Services	178 472	-	(1 500)	-	176 972	176 972	176 972	100.0%
EPWP Integrated Grant	-	-	-	-	-	-	-	-
TOTAL	215 909	-	(3 881)	-	215 909	215 909	227 562	227 560

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

35. Statement of conditional grants and other transfers paid to municipalities

Name of municipality	2023/24						2022/23	
	GRANT ALLOCATION				TRANSFER			
	DORA and other transfers	Roll overs	Adjust-ments	Total Available	Actual transfer	Funds withheld	Reallocatio ns by National Treasury / National Department	
	R'000	R'000	R'000	R'000	R'000	R'000	%	
Dihlabeng	4 000	-	-	4 000	4 000	-	4 000	4 000
Mangaung	3 000	-	-	3 000	3 000	-	3 500	3 500
TOTAL	7 000	-	-	7 000	7 000	-	7 500	7 500



ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 1A
STATEMENT OF CONDITIONAL GRANTS AND OTHER TRANSFERS PAID TO MUNICIPALITIES

NAME OF MUNICIPALITY	2023/24										2022/23	
	GRANT ALLOCATION			TRANSFER			SPENT				DORA and other transfers	Actual transfers
	DORA and other transfers	Roll overs	Adjustments	Total Available	Actual transfer	Funds withheld	Re-allocation by National Treasury or National department	Amount received by municipalities	Amount spent by municipalities	Unspent funds	% of available funds spent by department	
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000	%	R'000
Dihlabeng	4 000	-	-	4 000	4 000	-	-	4 000	4 000	-	100.0%	4 000
Mangaung	3 000	-	-	3 000	3 000	-	-	3 000	3 000	-	100.0%	3 500
TOTAL	7 000	-	-	7 000	7 000	-	-	7 000	7 000	-	-	7 500



ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 1B
STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

DEPARTMENTAL AGENCY OR ACCOUNT	2023/24					2022/23	
	TRANSFER ALLOCATION			TRANSFER			
	Adjusted Budget	Roll overs	Adjustments	Total Available	Actual transfer	% of available funds transferred	Final Budget
	R'000	R'000	R'000	R'000	R'000	%	R'000
Provincial Heritage Resource Agency	500	-	-	500	500	100.0%	500
TOTAL	500	-	-	500	500		500

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 1D
STATEMENT OF TRANSFERS/SUBSIDIES TO PUBLIC CORPORATIONS AND PRIVATE ENTERPRISES

Name of public corporation / private enterprise	2023/24						2022/23			
	GRANT ALLOCATION			EXPENDITURE						
	Adjusted Budget	Roll overs	Adjust-ments	Total Available	Actual transfer	% of Available funds transferre d	Capital	Current	Final Budget	Actual transfer
Private Enterprises	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000	R'000
Transfers							-	-	-	-
Mafantiri General Trading	700	-	-	700	700	100.0%	-	700	-	-
Kaleidoscope Emp	500	-	-	500	500	100.0%	-	500	-	-
TOTAL	1 200	-	-	1 200	1 200		-	1 200	-	-



ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

**ANNEXURE 1F
STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS**

NON-PROFIT INSTITUTIONS	2023/24					2022/23	
	TRANSFER ALLOCATION			EXPENDITURE		Final Budget R'000	Actual transfer R'000
	Adjusted Budget R'000	Roll overs R'000	Adjustments R'000	Total Available R'000	Actual transfer R'000	% of available funds transferred	
Transfers							
Provincial Arts and Culture Council	10 300	-	-	10 300	10 300	100.0%	9 000
PACC: Mashayeng Cultural Festival (Dikeleke)	400	-	-	400	400	100.0%	400
FS Writers Forum	-	-	-	-	-	100.0%	190
Provincial Geographical Names Committee	1 000	-	-	1 000	1 000	100.0%	1 250
Lecma	150	-	-	150	150	100.0%	140
Mangaung Strings Programme	750	-	-	750	750	100.0%	750
Angel Foundation	250	-	-	250	250	100.0%	250
BaoBab	300	-	-	300	300	100.0%	300
Free State Symphony	100	-	-	100	100	100.0%	100
Mangaung Drama Group	100	-	-	100	90	90.0%	100
Mountain Free Producers	150	-	-	150	150	100.0%	150
Free State Arts Council	50	-	-	50	50	100.0%	50
FS Performing Arts & Transport	100	-	-	100	100	100.0%	100
Visually Disable (Library of the blind)	1 000	-	-	1 000	1 000	100.0%	1 000
Free State Sport Confederation (FSSC)	11 958	-	-	11 958	11 958	100.0%	8 308
Academies of Sport	6 613	-	-	6 613	6 613	100.0%	7 753
Sport Councils	-	-	-	-	-	-	1 262
TOTAL	33 221	-	-	33 221	33 211		31 103

ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 1G
STATEMENT OF TRANSFERS TO HOUSEHOLDS

HOUSEHOLD	2023/24						2022/23
	TRANSFER ALLOCATION			EXPENDITURE			
	Adjusted Budget R'000	Roll overs R'000	Adjustments R'000	Total Available R'000	Actual transfer R'000	% of available funds transferred	Final Budget R'000
Transfers							
H/H Empl S/Ben: Leave Gratuity	580	-	58	638	638	106.5%	654
H/H: Donations&Gifts (Cash)	4 720	-	200	4 920	4 870	99.0%	4 840
H/H: Empl S/Ben: Injury on duty	-	-	-	-	-	-	17
TOTAL	5 300	-	258	5 558	5 508		5 511
							5 457



ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 1I
STATEMENT OF AID ASSISTANCE RECEIVED

Name of donor	Purpose	Opening balance	Revenue	Expenditure	Paid back on / by 31 March	Closing balance
		R'000	R'000	R'000	R'000	R'000
Aid assistance received in cash						
Cathssseta	Learnership/Expenriantial Training Stipends	420	703	361	420	342
TOTAL AID ASSISTANCE RECEIVED		420	703	361	420	342

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 1J
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE

Nature of gift, donation or sponsorship	2023/24	2022/23
	R'000	R'000
Made in kind		
Donations		
Learners (Vouchers to reading festival winners)	273	-
TOTAL GIFTS, DONATIONS AND SPONSORSHIPS MADE IN KIND	273	-



ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 3B
STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2024

Nature of liability	Opening balance 1 April 2023	Liabilities incurred during the year	Liabilities paid / cancelled / reduced during the year	Liabilities recoverable (Provide details hereunder)	Closing balance 31 March 2024
	R'000	R'000	R'000	R'000	R'000
Claims against the department					
Etsho Civil	11 975	-	-	-	11 975
Nkamane	24	-	-	-	24
Artkulay CC T/A My Arts International	-	938	-	-	938
TOTAL	11 999	938	-	-	12 937

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 4
CLAIMS RECOVERABLE

Government entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total		Cash-in-transit at year end 2023/24	
	31/03/2024	31/03/2023	31/03/2024	31/03/2023	31/03/2024	31/03/2023	Receipt date up to six (6) working days after year end	Amount
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
Department								
Social Development	36	-	-	-	36	-	-	-
Subtotal	36	-	-	-	36	-	-	-
Other Government Entities								
Fleet Management	-	90	-	-	-	90	-	-
Subtotal	-	90	-	-	-	90	-	-
TOTAL	36	90	-	-	36	90	-	-

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 5
INTERGOVERNMENT PAYABLES

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		Total		Cash-in-transit at year end 2023/24	
	31/03/2024	31/03/2023	31/03/2024	31/03/2023	31/03/2024	31/03/2023	Payment date up to six (6) working days after year end	Amount
	R'000	R'000	R'000	R'000	R'000	R'000		R'000
DEPARTMENTS								
Current								
FSPG: Department of Premier	117	-	-	-	117	-	-	-
FSPG: Public Works	2 053	-	354	-	2 407	-	-	-
OTHER GOVERNMENT ENTITY								
Current								
Government Motor Transport	1 532	906	-	-	1 532	906	-	-
TOTAL INTERGOVERNMENT PAYABLES								
	3 702	906	354	-	4 056	906		

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 6
INVENTORIES

	Inventory clothing	Inventory Food & Food Suppliers	Inventory Learning & Teaching supplies materials	Inventory Material & supplies	Total
Inventories for the year ended 31 March 2024	R'000	R'000	R'000	R'000	R'000
Add: Additions/Purchases - Cash	7 731	375	165	4 466	12 737
(Less): Issues	(7 731)	(375)	(165)	(4 466)	(12 737)
Closing balance	-	-	-	-	-

	Inventory clothing	Inventory Food & Food Suppliers	Inventory Learning & Teaching supplies materials	Inventory Material & supplies	Total
Inventories for the year ended 31 March 2023	R'000	R'000	R'000	R'000	R'000
Add: Additions/Purchases - Cash	5 308	172	209	2 522	8 212
(Less): Issues	(5 308)	(172)	(209)	(2 522)	(8 212)
Closing balance	-	-	-	-	-

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION
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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 7
MOVEMENT IN CAPITAL WORK IN PROGRESS

Movement in capital work in progress for the year ended 31 March 2024

	Opening balance	Current year CWIP	Ready for use (Asset Register) / Contract terminated	Closing balance
	R'000	R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES	134 801	4 522	(10 263)	129 060
Non-residential buildings	134 801	4 522	(10 263)	129 060
TOTAL	134 801	4 522	(10 263)	129 060

Movement in capital work in progress for the year ended 31 March 2023

	Opening balance	Prior period error	Current year CWIP	Ready for use (Asset Register) / Contract terminated	Closing balance
	R'000	R'000	R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES	131 231	-	31 717	(28 147)	134 801
Non-residential buildings	131 231	-	31 717	(28 147)	134 801
TOTAL	131 231	-	31 717	(28 147)	134 801

Unaudited

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 8A
INTERENTITY ADVANCES PAID (Note 13)

ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/3/2024	31/03/2023	31/3/2024	31/03/2023	31/3/2024	31/03/2023
	R'000	R'000	R'000	R'000	R'000	R'000
OTHER ENTITIES						
Independent Development Trust	-	16	-	-	-	16
TOTAL	-	16	-	-	-	16

Unaudited

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ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 March 2024

ANNEXURE 12
ANALYSIS OF PREPAYMENTS AND ADVANCES (NOTES 4.2 AND 13)

	Sector of the entity	Description of the item paid for	Classification category	Total Contract Value R'000	Balance outstanding as at 31 March 2023 R'000	Total amount prepaid /advanced in the current year R'000	Less: goods, services or capital assets received in the current year R'000	Add/Less: Other R'000	Balance outstanding as at 31 March 2024 R '000
Advances									
IDT					16	(16)			-
TOTAL PREPAYMENTS AND ADVANCES				-	16	(16)	-	-	-



2023/2024 FINANCIAL YEAR



sport, arts, culture & recreation

Department of
Sport, Arts, Culture and Recreation
FREE STATE PROVINCE

PHYSICAL ADDRESS

CORNER PRESIDENT BRAND & VICTORIA ROADS, 1ST FLOOR OFFICE OF
THE HEAD OF DEPARTMENT BLOEMFONTEIN 9301

POSTAL ADDRESS

PRIVATE BAG X20606 BLOEMFONTEIN 9300

CONTACT DETAILS

TELEPHONE NUMBER: 051 407 3500

FAX NUMBER: 051 407 3541

EMAIL ADDRESS: hod@sacr.fs.gov.za

WEBSITE: www.sacr.fs.gov.za

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